

**City of Wright City
Board of Aldermen Meeting Minutes
Thursday, November 14, 2013**

Signed in Attendance: Angie Reynolds. Chris Orlet from Warren County Record was also present.

City Official Attendance: Alderman Schuchmann, Alderman Rowden, Alderman Toothman, and Alderman Smith were present. Mayor Heiliger was absent.

Staff and Others Present: City Clerk Christine Martin, Treasurer/Economic Developer Karen Girondo, Superintendent Larry Janish, Park Director Curt Kehoe, City Attorney Paul Rost, Pastor Joe Purl, Police Lt. Tim Matthews, and Police Officer Jim Hepperman.

Alderman Schuchmann, President of the Board, called the meeting to order at 6:30 pm

Roll Call

City Clerk Christine Martin called roll with Aldermen Schuchmann, Rowden, Toothman and Smith present. The City Clerk reported the four (4) Board Members present.

Pledge of Allegiance

Curt Kehoe led everyone in the Pledge of Allegiance

Approval of Minutes

Minutes from Board Meeting of October 24, 2013 - Alderman Rowden made a motion to approve the minutes from the Board of Alderman Meeting of October 24, 2013. Alderman Smith seconded it. Aldermen Schuchmann, Rowden and Smith voted yes and Aldermen Toothman abstained. The motion carried.

Minutes from Special Board Meeting of November 4, 2013 - Alderman Smith made a motion to approve the minutes from the Special Board of Alderman Meeting of November 4, 2013. Alderman Toothman seconded it and the motion unanimously carried.

Approval of Financial Reports – Alderman Rowden made a motion to approve the Financial Reports. Alderman Toothman seconded it and the motion unanimously carried.

Responses to previous comments/concerns – None

Open Meeting to public comments/concerns – Alderman Mike Smith said he attended the meeting at Boonslick Regional Planning Commission for the Solid Waste Management's Annual Meeting. He said they went over financials and discussed a

Drug Payback Program. He stated the City of Truesdale is currently sponsoring a Drug Payback Program and said he thought it would be a good program for the City to start. In Truesdale, the secure drop-off box is located in City Hall and a police officer empties it once a day and puts the drugs in the evidence locker. The initial cost for the City would be several hundred dollars for the secure box. He asked to put it on the Workshop Agenda for discussion and the other members agreed.

Public Hearing – None

Recommendations from Planning & Zoning - None

Old Business - None

New Business

RFQ for Engineer – Scope of Work – Treasurer Karen Girono discussed the RFQ’s for Engineer and said they were sent out to six (6) local firms and were due back next Friday. There should be time to look at them by the December Board Meeting.

624 Westwoods Road – Condemnation – City Superintendent Larry Janish stated the house is currently secured, but the City is getting complaints from neighboring homes. Alderman Schuchmann asked what the cost would be to demolish the structure and Larry said it would be under \$1,000. He said the water and electric is already disconnected, but the sewer still needed to be disconnected. Larry said the first public hearing was to ask the owners to fix up the building. City Attorney Paul Rost said for demolition procedures there needs to be another public hearing and notice giving the owner time to demolish the building. The first thirty (30) day notice is for the Condemnation Hearing and then a thirty (30) day notice should be for giving the owner time to complete the demolition work. He said it would be probably be sometime after the new year before the City could do anything. Larry Janish said he will check with Bob Barclay to see if there was any demolition notices sent. City Attorney Paul Rost said he will review it and provide a cheat sheet.

Alderman Rowden made a motion to start the condemnation process for the required hearings and notifications to the property owner to give them their due process. Alderman Toothman seconded it and the motion unanimously carried.

Penalty for no notification of Utility Change of Service – Karen said it was discussed at Workshop on whether a penalty could be charged to a landlord for not giving the City notification on tenants moving in and out of their property with a change of service. Alderman Schuchmann asked City Attorney Paul Rost if the ordinance just needed a simple modification. Karen Girono said she thinks the vacancy problem can be watched. City Attorney Paul Rost said he will look at it for streamlining and suggested a change. Alderman Rowden made a motion to make modifications to the ordinance relating to notification of tenant change. Alderman Toothman seconded it and the motion unanimously carried.

Enhancement Project - Banze’s Pay Request #1 – Treasurer Karen Girono said the Pay Request has been signed by Cochran and everything has been verified. Karen said she will then send it to the State for reimbursement on an 80/20 basis. Alderman

Toothman made a motion to pay Banze's Pay Request #1. Alderman Smith seconded it and the motion unanimously carried.

Payment Agreement Status Report - Alderman Toothman made a motion to accept the Payment Agreement Status Report. Alderman Smith seconded it and the motion unanimously carried.

U.S. Cellular – Cell Site Decommissioned – City Clerk Christine Martin stated she put the item on the agenda. Superintendent Larry Janish also received an email regarding taking down the Cell Tower and another call regarding whether a permit was needed to remove it. City Attorney Paul Rost discussed the conditions of them removing the cell tower. Treasurer Karen Girondo said according to the lease everything has to be put back as it was originally. Larry Janish said U.S Cellular only has their equipment on a concrete slab. Karen said the loss in revenue will hit the budget by about \$25,000. Superintendent Larry Janish said he will coordinate with U.S. Cellular for the cell site decommissioning.

Utilities Payment Agreement Request – Account 100332003 – City Clerk Christine Martin said she learned from Robin there was a leak but it was taken care of. Alderman Toothman made a motion to accept the Payment Agreement for account 100332003. Alderman Rowden seconded it and the motion unanimously carried.

Utilities Disconnect Hearing - Alderman Schuchmann opened the hearing. There were no questions or comments. Alderman Toothman made a motion to proceed with the utility disconnects per City ordinance. Alderman Smith seconded it and the motion unanimously carried.

Utility Billing Adjustment Report – October – Alderman Rowden made a motion to accept the Adjustment Report. Alderman Toothman seconded it and the motion unanimously carried.

Training Request – Police Department – Lt. Tim Matthews asked for approval to send Casey Doyle to ARIDE (Advanced Roadside Impairment Driving Enforcement) training in Jefferson City for a two-day course. There will be no cost, except for meals. He said they were gearing their department toward DWI Enforcement due to some additional grant funding that they are receiving from the State. They are seeking to have a DRE with their department, which is a Drug Recognition Expert. This course is a prerequisite before being able to attend the DRE School. Alderman Rowden made a motion to approve the request for training. Alderman Toothman seconded it and the motion unanimously carried.

2014 Budget – Treasurer Karen Girondo discussed the proposed budget for 2014 and said most of the line items are okay. She said a three percent pay increase, the LAGERS Retirement, the Health Insurance Increase, water lines for Public Works, servers for the City Hall and Police Department, a new dump truck that will be on a lease purchase has been incorporated into the proposed 2014 budget. Karen also discussed a letter from Chief Eskew regarding the Police Department budget. Karen said the budget also includes the 17 percent required carryover. Karen asked if the

Board would like to review the proposed budget and have a meeting later. She stated it just has to be passed at the December 30th meeting. The Board decided on a 2014 Budget Meeting after the next Workshop Meeting. Alderman Rowden made a motion to set the budget meeting for December 2nd at 6:30 pm after the Workshop Meeting. Alderman Toothman seconded it and the motion unanimously carried.

Bids – Public Works Equipment – Superintendent Larry Janish went over the bids received for equipment. The bids received for Weed Eaters were from Rob’s Lawn & Garden for \$255.95, Mordt Tractor & Equipment for \$288, and Charlie’s Farm & Home for \$267. Bids received for Blowers from Rob’s was \$191.95, Charlie’s was \$210, and the bids for the High Wheel Mower from Rob’s was \$379.95, Mordt Tractor’s is \$959 for a Gravely. Alderman Rowden made a motion to authorize Larry Janish to purchase the Weed Eaters, the Blower and the Troy-Bilt Mower from Rob’s Lawn & Garden Equipment. Alderman Smith seconded it and the motion unanimously carried.

Plow Blade Bids were received from Knaphide for \$2,555, Midwest for \$2,305 and Woody’s for \$1,809. Alderman Schuchmann asked Larry if he checked with Warrenton Steel and Larry said the last time he checked the bolt holes weren’t punched out. Alderman Smith made a motion to authorize Larry Janish to purchase the Plow Blades from Woody’s, with the exception to first check to see if Warrenton Steel has the same item available at a cheaper price. Alderman Toothman seconded it and the motion unanimously carried.

Utilities Payment Agreement Request – Account 201517002 - Alderman Toothman made a motion to accept the Payment Agreement for account 201517002 with review of it next month. Alderman Rowden seconded it and the motion unanimously carried.

Ordinance/Resolutions

Resolution #44-13 - A RESOLUTION PROVIDING FOR THE MUNICIPAL ELECTION FOR THE CITY OF WRIGHT CITY, MISSOURI, ON APRIL 8, 2014, Alderman Toothman made a motion to approve Resolution #44-13. Alderman Rowden seconded it and the motion unanimously carried. Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Smith	Yea
Alderman Toothman	Yea	Alderman Rowden	Yea

The Resolution having the majority vote of the members present was adopted. Said Resolution was thereupon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Resolution #44-13 of the City of Wright City, Missouri.

Reports

Park – Park Director Curt Kehoe gave report to the Board. Curt said the parks have all been winterized. He said he lost both the kid’s dance instructor and the Zumba teacher and they are no longer holding the classes for them. They are looking for a new Zumba instructor or different types of classes to bring in. They will have Arts Classes

starting in November. Winter Farmers Market is in the building on Fridays from 3:30 pm to 6:30 pm. He said they are preparing to hang Christmas Lights and Decorations. He said they are clearing the brush from the tree line from the west end to the east end of Ruge Park. He stated Superintendent Larry Janish will help with removing the stumps. He said they will be replacing chains on the swings at the Diekroeger Park after they get bids. Alderman Smith mentioned he's heard of a grant for playground equipment and material and will bring him some information on it. Curt said they are preparing for the Christmas Parade for Thursday, December 5th from 6:00 pm to 8:00 pm and for "Breakfast with Santa" on Saturday, December 7th from 8:30 pm to 11:30 pm. He said they had a record turnout for "Trunk or Treat" with over 500 kids attending it. The Fire Department served over 360 hotdogs for the event. Curt discussed the Basketball Program and said they had over 25 in the 3rd and 4th grade and will start the 5th and 6th Grade Basketball Program this next Saturday.

Public Works – Superintendent Larry Janish gave report to the Board.

Bell Road Sidewalk Project – Larry said they have completed sidewalks and have started backfilling.

Building Official – The Code Enforcement Report was provided in the Board Packet.

Police – Lt. Matthews reported to the Board and said they've had 795 calls for service resulting in 32 incident reports. Their Detective Bureau is actively investigating 11 felony cases, including a drug related death in Westwoods Village. They had two (2) arrests in connection with the death. There was a search warrant executed in the 500 block of Northridge Apartments where they discovered heroin, firearms, some cash and drug paraphernalia. He went over their comp time report and said it will be reduced to 17.25 hours by the end of this calendar year.

City Hall – City Clerk Christine Martin gave report to the Board. There was (1) Business License issued to Louis Malpocker for Purpose Wrecker LLC at 15940 Veterans Memorial Parkway for Equipment Repair of Tow Trucks, Cars and Trailers, and there were (3) pending Business Licenses which were Steve Green with Action Automotive, Nancy Jenkins for Midwest Grain Transport for a trucking dispatch company, and HNH Inc. for a donut shop "Wright City Donut Café" in Wildcat Center. Proposed business is a home occupation in the Lake Tucci Subdivision for Internet Firearm Sales, scheduled to come before the Planning & Zoning Commission in December.

Liquor and Peddlers License – There were no Peddlers or Liquor License issued.

Health Insurance – Open Enrollment – Open Enrollment Forms were all submitted and sent to MCHCP on November 7th as required.

Summit User Group Training – Attended the training class with Karen on Tuesday, November 12th in Moberly, Missouri.

Business License Renewals – Worked on renewal list and updated it in preparation to send license renewals out next week.

Treasurer/Economic Development – Treasurer Karen Gironde gave report to the Board.

RFQ's for Engineers – Scope of Work went out to six local firms.

Wastewater Treatment Facility - Karen said the Wastewater Permit is due January 29, 2014, and said we are in the process of renewing that permit.

Banze Construction – Karen said the project should be wrapped up with the last bills to be submitted in December.

User Group Meeting – Attended a User Group Meeting with discussion on enhancements to come for Utility Billing, Bank Rec, General Ledger and payroll.
Chapter 100 Grants & Pilots - Started the billing process for Chapter 100 Grant and Pilots which will go out next week.
MEDC – Attended the MEDC Conference October 23rd through October 25th.
Prospects – Working with Manchester Investment Group on two new prospects for Building “B”. They have asked for some assistance.

Review/Approval of Bills

Alderman Toothman made a motion to approve the Bills. Alderman Rowden seconded it and the motion unanimously carried.

Final Questions – None

Adjournment – Alderman Rowden made the motion to adjourn the meeting at 7:30 pm. Alderman Smith seconded it and the motion unanimously carried.

Approved _____

Attested _____