

**City of Wright City
Board of Aldermen Meeting Minutes
Monday, December 30, 2013**

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

City Official Attendance: Mayor Heiliger, Alderman Schuchmann, Alderman Rowden, Alderman Toothman, and Alderman Bruce were present.

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

Mayor Heiliger called the meeting to order at 6:30 pm

Roll Call

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

Pledge of Allegiance

Officer Tom Canavan led everyone in the Pledge of Allegiance

Approval of Minutes

Minutes from Board Meeting of December 12, 2013 - Alderman Rowden made a motion to approve the minutes from the Board of Alderman Meeting of December 12, 2013. Alderman Toothman seconded it and the motion unanimously carried.

Minutes from Special Board Meeting of December 18, 2013 - Alderman Schuchmann made a motion to approve the minutes from the Special Board of Alderman Meeting of December 18, 2013. Alderman Rowden seconded it and the motion unanimously carried.

Approval of Financial Reports – None

Responses to previous comments/concerns – None

Open Meeting to public comments/concerns – None

Public Hearing - None

Recommendations from Planning & Zoning

Application from Twin Rivers Baptist Association to rezone an 11.97 acre tract of land from Agriculture to C-1 Neighborhood Business District. Alderman Toothman made a motion to accept the recommendations from Planning & Zoning to approve the rezoning application from Twin Rivers Baptist Association. Alderman

Bruce seconded it. Aldermen Rowden, Toothman and Bruce voted yes and Alderman Schuchmann abstained. The motion carried.

Application for Conditional Use Permit for Home Occupation from Todd A. Plumb and Annalee M. Plumb to operate at-home Internet Firearm Sales and in-person Firearm Transfers to be located at 301 Lake Tucci Court. Alderman Schuchmann made a motion to accept the recommendations from Planning & Zoning to approve the Conditional Use Permit to Todd A. Plumb and Annalee M. Plumb for an at-home Internet Firearm Sales. Alderman Rowden seconded it and the motion unanimously carried.

Old Business

WM Financial Strategies - Joy Howard of WM Financial Strategies was present and discussed the final outcome of the Fund Reimbursement of the Revenue Bonds and the two Certificates of Participation. She said everything is complete and ready for signatures with closing next week. She asked the Mayor and Board if they had questions. There were no questions.

Cemetery Lot Purchases – City Clerk Christine Martin stated she had included the summary of prior pay agreements in the packet and explained the breakdown of the summary report. Alderman Schuchmann asked City Attorney Paul Rost his opinion. Paul Rost suggested a letter notifying the lot purchaser they have ten days to come in and pay the original price as stipulated, or their money paid could be refunded and the agreement cancelled. Alderman Schuchmann said he agrees to give them ten days to come in, then the City could agree to the way the agreement was stipulated, and if not, the City would return the funds. City Clerk Christine Martin stated that there are burials on some of the lots and that she would revise the list and could send it to City Attorney Paul Rost for his review for the need of individual letters.

2013 Budget Amendment – Treasurer Karen Girondo went over the recap of the 2013 Budget. She explained that on the recap she showed both the regular amount and transfer amount for each of the funds and also a total amount. Karen went over the increases and decreases.

2014 Proposed Budget - Treasurer Karen Girondo went over the 2014 Budget and stated she took out the three (3) percent payroll increase, which lowered the amount that will be taken out for LAGERS Retirement System and Payroll taxes. She explained we had to have a minimum 17 percent carryover of General Expenses and we meet that amount which is \$295,000. Alderman Rowden thanked all the Department Heads for keeping the Budget in line.

2014 Calendar Schedule – City Clerk Christine Martin said that she had cleared the tentative dates for the January and February Planning & Zoning Meetings at their last meeting. The only tentative date is next December for the last Board meet of the year. The Board was okay with the 2014 Calendars.

Repair of Water Meter – 400 E. First Street South – Superintendent Larry Janish said he did talk to Mr. Fitzgerald and will be meeting with him by the end of the week.

New Business

Request for Reimbursement- Reconnection Fees - The Board discussed the request. Alderman Toothman made a motion to decline the request for reimbursement. Alderman Rowden seconded it and the motion unanimously carried.

UB Payment Agreement Request – Account #300127001 - Alderman Schuchmann made a motion to approve the request as submitted. Alderman Toothman seconded it and the motion unanimously carried.

Enhancement Project - Banze’s Retainer Pay Request – Treasurer Karen Girono explained per the State and Federal Laws the City can’t hold a 10 percent retainer on a construction project. She stated new invoices had to be made up showing no retainer. Karen explained that the City must pay what has been held as a retainer, which is \$11,119.71, and added it is in with the bills. Banze Construction has been paid \$111,000 of \$171,000. She said the City can only hold a retainer for a specific problem or purpose.

Rest Area Treatment Facility - Superintendent Larry Janish said the State Highway Department is going to abandon their three (3) cell Treatment Facility by pumping the water off the top without the sludge. DNR is allowing them to discharge 70,000 gallons of water a day into the stream. They are asking if the City would take the water from the cells to be deposited at the City’s lagoon. Larry Janish said the agreement would be there will be no sludge. There would be a State (DNR) Inspector there when it is being done. They want to haul with 9,000 tanker trucks. Superintendent Larry Janish suggested taking the lagoon water for four cents per gallon. Alderman Rowden made a motion to accept the water from the Lagoon at four (4) cents per gallon. Alderman Schuchmann seconded it and the motion unanimously carried

Payment Agreement Status Report – City Clerk Christine Martin discussed Account #203084002 and that a payment has not been made on time and that the customer called explaining that her bank account was compromised. Alderman Schuchmann directed the City Clerk Christine Martin to work with the customer until Friday, or to have her services disconnected.

Enforcement of Occupancy Permits - Superintendent Larry Janish discussed a situation where there is a problem with over occupancy and the manager of the apartment complex would like the City to enforce the codes on occupancy. He said it is a one-bedroom apartment with six people living there. Alderman Schuchmann suggested having the Code Official go there with an Officer. Lt. Tim Matthews told Larry Janish he would help out with the situation.

Mobile Home Parks – Responsibility of Water Meters - Superintendent Larry Janish discussed a situation where there is a problem with a high bill at the Pine Forest Mobile Home Court where a tenant lived there for only three (3) months. He said there is a question of who is the owner of the meter, although the property is owned by the mobile home park and the mobile home is owned by the tenant’s landlord. Larry Janish stated that the water lines are owned by the mobile home park and they are aware of it.

City Attorney Paul Rost said if there are several residents that share common water or sewer line the owner of the real property is responsible for water and sewer. Treasurer Karen Girondo discussed a previous proposed arrangement with Cannon where he installed the meters and wanted the City to individually read them. Karen said it was in 2001 and Cannon put up a deposit for each park resident. She said that over the years, deposits have been refunded back to residents that moved out. It was decided that meeting minutes will be researched.

Memorial Society Contribution – City Clerk Christine Martin stated she added it to the Agenda because it is always decided at the last meeting of the year on whether to pay the Memorial Society Annual Contribution. Alderman Schuchmann made a motion to approve payment of the Memorial Society Annual Contribution. Alderman Toothman seconded it and the motion unanimously carried.

Transfer of funds – Treasurer Karen Girondo stated she needed to transfer funds to the sidewalk project because there is no money there for the City's 20 percent share. She asked to transfer \$19,000 from the Street Light Fund and \$20,000 from the General Fund. Alderman Schuchmann made a motion to approve the transfer of funds to the sidewalk project. Alderman Rowden seconded it and the motion unanimously carried.

Vacation Carryover – Court - City Clerk Christine Martin stated that Laura had 12 hours of vacation that she would like to carry over. Alderman Schuchmann made a motion to approve the vacation carryover for Court to February 15th. Alderman Rowden seconded it and the motion unanimously carried.

Police Department – Hiring/Promotion – Lt. Matthews explained the part-time roster has been understaffed following the resignation of Officer Verhaeghe and the promotion of Officer Catron to the full-time staff. He asked for permission to put two officers on as non-paid Reserve Officers until they complete the Field Training Program, and upon completion they will ask they joint the department's part-time force. They are Christopher Beard, who has been reserving with the City of Silex for three months, and Brandon Lampton, who has four years of experience as a police officer with the City of Troy as a Commissioned Police Officer. Mayor Heiliger recommended hiring Christopher Beard and Brandon Lampton on as non-paid Reserve Officers on Lt. Matthews recommendation. Alderman Schuchmann made a motion to accept the Mayors recommendation to hire Christopher Beard and Brandon Lampton as non-paid Reserve Officers. Alderman Rowden seconded it and the motion unanimously carried.

Lt. Matthews requested permission to promote Officer Tom Canavan to the Criminal Investigation Department as of December 31, 2013, with an additional .50 cents per hour for a pay of \$17.00 per hour. Mayor Heiliger recommended promoting Officer Tom Canavan to the Criminal Investigation Department as of December 31, 2013, with an additional .50 cents per hour for a pay of \$17.00 per hour. Alderman Schuchmann made a motion based on the Mayors recommendation to promote Officer Tom Canavan to the Criminal Investigation Department effective December 31, 2013, with a pay of \$17.00 per hour. Alderman Rowden seconded it and the motion unanimously carried.

Police Department – Requests for Training – Lt. Matthews requested a Crisis Intervention Course for Officers Robby Ryan, Chris Komaskinski, and Chaplin Joe Purl from February 3rd to 7th, 2014. The course educates the officers on various mental illnesses and how to handle situations and is hosted by the Eastern Missouri Police Academy. It is 40 hours of training at no cost, but there will be \$10 charge for the certificate. Alderman Schuchmann made a motion to approve the training requests. Alderman Rowden seconded it and the motion unanimously carried.

Lt. Matthews requested training for Officer Jeff Catron to attend the DARE Instructor Training Program with the Missouri Police Chief’s Association. He said Officer Catron had already been through School Resource Officer Training and is a certified SRO with the department. The training will take place from September 7th to the 19th with a cost of \$500 for registration that includes lodging and breakfast and lunch included. Lt. Matthews requested a \$15 meal allowance per day. Alderman Schuchmann made a motion to approve the DARE Instructor Training Program request for Officer Jeff Catron. Alderman Toothman seconded it and the motion unanimously carried.

Ordinance/Resolutions

Bill #48-13 – Ordinance - An Ordinance was read by title. AN ORDINANCE APPROVING THE ISSUANCE AND DELIVERY OF A REFUNDING CERTIFICATE OF PARTICIPATION (CITY OF WRIGHT CITY, MISSOURI, LESSEE), SERIES 2014; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS IN CONNECTION WITH THE DELIVERY OF THE CERTIFICATE; AUTHORIZING AND RATIFYING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH; AND PROVIDING FURTHER AUTHORITY. Alderman Schuchmann made a motion to read Bill #48-13 a second time by title. Alderman Rowden seconded it and the motion unanimously carried. After the second reading, Alderman Rowden moved that Bill #48-13 be placed upon final passage. Alderman Toothman seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #48-13 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Bruce	Yea
Alderman Toothman	Yea	Alderman Rowden	Yea

The Bill having the majority vote of the members present was adopted. Said Bill was thereupon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Ordinance #815 of the City of Wright City, Missouri.

Bill #49-13 – Ordinance - An Ordinance was read by title. AN ORDINANCE APPROVING THE ISSUANCE AND DELIVERY OF A REFUNDING CERTIFICATE OF PARTICIPATION (CITY OF WRIGHT CITY, MISSOURI, LESSEE), SERIES 2014; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS IN CONNECTION WITH THE DELIVERY OF THE CERTIFICATE; AUTHORIZING AND RATIFYING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH; AND PROVIDING FURTHER AUTHORITY. Alderman Schuchmann made a motion to read Bill #49-13 a second time by title. Alderman Rowden seconded it and the motion unanimously carried. After the second reading, Alderman Rowden moved that Bill #49-13 be placed upon final passage. Alderman Toothman seconded it and the motion unanimously carried. Mayor Heiliger then put the question “Shall Bill #49-13 be passed and become an Ordinance?” Roll was taken with the following vote:

Alderman Schuchmann	Yea	Alderman Bruce	Yea
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Alderman Toothman Yea Alderman Rowden Yea

The Bill having the majority vote of the members present was adopted. Said Bill was thereupon presented to the Mayor and President of the Board for their signatures and approval and then duly signed and becomes Ordinance #816 of the City of Wright City, Missouri.

Resolution #50-13 – A RESOLUTION AMENDING THE TOTAL FUND AMOUNTS IN THE 2013 FISCAL YEAR BUDGET FOR THE CITY OF WRIGHT CITY. Alderman Schuchmann made a motion to approve Resolution #50-13. Alderman Rowden seconded it and the motion unanimously carried. Roll was taken with the following vote:

Alderman Schuchmann Yea Alderman Bruce 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 #50-13 of the City of Wright City, Missouri.

Resolution #51-13 – A RESOLUTION ADOPTING AN ANNUAL BUDGET FOR THE CITY OF WRIGHT CITY, MISSOURI FOR FISCAL YEAR BEGINNING ON JANUARY 1, 2014 AND APPROPRIATING FUNDS PURSUANT THERETO. Alderman Toothman made a motion to approve Resolution #51-13. Alderman Rowden seconded it and the motion unanimously carried. Roll was taken with the following vote:

Alderman Schuchmann Yea Alderman Bruce 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 #51-13 of the City of Wright City, Missouri.

Resolution #52-13 - A RESOLUTION AMENDING THE PERSONNEL POLICY OF THE CITY OF WRIGHT CITY, MISSOURI. Alderman Rowden made a motion to approve Resolution #52-13. Alderman Toothman seconded it and the motion unanimously carried. Roll was taken with the following vote:

Alderman Schuchmann Yea Alderman Bruce 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 #52-13 of the City of Wright City, Missouri.

Reports

Park – Park Director Curt Kehoe was present to report to the Board. Curt said Larry Janish helped to remove two dead trees at the Park. The basketball program was real successful and will be starting an after school program after the first of the year and will be run by Florence Blanks and Rich Lageman. Curt stated that ball signups are on January 11th.

Public Works – Superintendent Larry Janish reported that Well #3 on Westwoods Road is down and since Brotcke replaced the motor last December. Larry said he does not know if it is the motor or pump that is bad, but Brotcke said they will probably honor the one-year warranty if it is just the motor. The cost for Brotcke to pull and inspect it is \$4,700. Larry said he will call Brotcke if the Board did not object to it.

Building Official – No Report was submitted.

Police – Lt. Matthews reported to the Board and said they've had 522 calls for service resulting in 29 incident reports. He said they have joined efforts with a Nationwide DWI Campaign and have made seven (7) arrests for DWI. On December 15th Officer Ryan and Canine 'Zeus' performed a traffic stop on a suspect found one ounce of Ice, mushrooms, pills, needles, marijuana, and firearms, plus about \$1300 in cash. Warrants were issued and the suspect is held in jail on a \$40,000 bond. Lt. Matthews then went over the CID report and said they are investigating fourteen (14) felony cases regarding sexual offenses, robbery, and burglary. They are working numerous other cases related to sexual assault and an armed robbery in a home.

City Hall – City Clerk Christine Martin stated she did not prepare a report due to most of her items being discussed on the Agenda and stated no new licenses were issued. Pending Business Licenses were Steve Green with Action Automotive and HNH Inc. for a donut shop "Wright City Donut Café" in Wildcat Center. Proposed is a home occupation for an Internet Firearm Sales Business in the Lake Tucci Subdivision.

Liquor and Peddlers License – None

Business License Renewals – Renewals are coming in daily.

Treasurer/Economic Development – Treasurer Karen Girondo gave report and said most of her report was on the agenda too. She announced that the Auditors will be here the week starting March 17th. The new computer for Court and the City Server has been ordered and should be delivered in the next week. She thanked the Board for LAGERS from her and the other employees. The Greater Warren County EDC is forming a joint committee between Montgomery County and Warren County on the I-70 situation.

Review/Approval of Bills

Alderman Toothman made a motion to approve the Bills, including a 2014 Invoice for MCHCP. Alderman Forrest Bruce seconded it and the motion unanimously carried.

Final Questions – Mayor Heiliger thanked the Department Heads for keeping the budget in line. Alderman Schuchmann said he regretted that the three (3) percent raise could not be done along with LAGERS. Alderman Rowden said the Board appreciates everything the employees do throughout the year. Mayor Heiliger thanked Alderman Bruce for stepping in to help out until the election.

Adjournment – Alderman Rowden made the motion to adjourn the meeting at 7:55 pm. Alderman Bruce seconded it and the motion unanimously carried.

Approved _____

Attested _____