

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL
CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI
MONDAY, MARCH 7, 2016**

INTRODUCTORY ITEMS:

The Regular Meeting of the City of Washington, Missouri, City Council was held on Monday, March 7, 2016, at 7:00 p.m. in the Council Chamber. Mayor Sandy Lucy opened the meeting with roll call and Pledge of Allegiance.

Mayor:	Sandy Lucy	Present
Council Members: Ward I	Steve Sullentrup	Present
	Walter Meyer	Present
Ward II	Jeff Mohesky	Present
	Mark Hidritch	Present
Ward III	Jeff Patke	Present
	Greg Skornia	Present
Ward IV	Josh Brinker	Present
	Joe Holtmeier	Present
Also Present:	City Attorney	Mark Piontek
	City Administrator	James Briggs
	Assistant City Administrator/ Public Works Director	Brian Boehmer
	City Clerk	Mary Trentmann
	Economic Development Director	Darren Lamb
	Police Chief	Ed Menefee
	City Engineer	John Nilges
	Finance Manager	Mary Sprung
	Parks Director	Darren Dunkle
	Library Director	Jackie Hawes

Originals and/or copies of agenda items of the meeting, including recorded votes are available on record in the office of the City Clerk. Each ordinance is read a minimum of twice by title, unless otherwise noted.

Approval of Minutes:

* Approval of the Minutes from the February 16, 2016 Council Meeting

A motion to accept the minutes as presented was made by Councilmember Sullentrup, seconded by Councilmember Hidritch, passed without dissent.

Approval and Adjustment of Agenda including Consent Agenda:

* Payments greater than \$40,000: *United Health Care \$130,000.00 Estimated April Health Insurance premium; LAGERS \$60,000.00 Estimated March wage benefits; Ameren UE \$100,000.00 Estimated February energy usage; UMB Bank, NA. Trust \$97,100.00 Estimated*

March debt service payment Sewer Revenue Bonds – 2007B; Modern Auto \$43,423.00 2016 Chevrolet 3500-Parks; Hydro-Kinetic Corp \$43,084.00 Chlorine & PH monitoring systems; Wash PC \$43,361.00 Hardware to convert to ITI software-Police Dept. laptops in car, towers, etc.

* Lewis, Rice L.L.C. invoice for January 2016 services

A motion to accept and approve the agenda including the consent agenda accordingly was made by Councilmember Holtmeier, seconded by Councilmember Brinker, passed without dissent.

PRIORITY ITEMS:

Mayor's Presentations, Appointments & Re-Appointments

* PACE Board Appointments:

February 25, 2016

To The City Council

City of Washington

Washington, Missouri

Dear Council Members:

I herewith submit for your approval the following for appointment to the Property Assessed Clean Energy (PACE) Board:

Luke Meyer – 2 yr. term expiring March 2018

Shawn Gorden – 3 yr. term expiring March 2019

Patricia Bleckman – 3 yr. term expiring March 2019

Steve Strubberg – 4yr. term expiring March 2020

Bridgette Kelch – 4 yr. term expiring March 2020

(Bios attached.)

Respectfully submitted,

Sandy Lucy

Mayor

MKT:

Attachments

Jim Briggs explains briefly what the Board will be doing. Councilman Brinker showed interest in joining the Board but a Councilmember cannot be a voting member of a Board; however he can serve as a liaison.

A motion to accept and approve the Appointments was made by Councilmember Holtmeier, seconded by Councilmember Brinker, passed without dissent.

* Police Department Promotion:

February 29, 2016

To The City Council

City of Washington

Washington, Missouri

Dear Council Members:

I herewith submit for your approval the promotion of Officer Joe Renkemeyer to Sergeant effective immediately.

Respectfully submitted,

Sandy Lucy

Mayor

MT:

A motion to accept and approve the Promotion was made by Councilmember Sullentrup, seconded by Councilmember Hidritch, passed without dissent.

* Police Department Appointment – Reserve Officer:

February 29, 2016

To The City Council

City of Washington

Washington, Missouri

Dear Council Members:

I herewith submit for your approval the following for appointment:

NAME	APPOINTED	TERM EXPIRES
Dan Contarini	March 8, 2016	March 8, 2017
Reserve Officer		

Respectfully submitted,

Sandy Lucy

Mayor

MT:

A motion to accept and approve the Appointments was made by Councilmember Hidritch, seconded by Councilmember Patke, passed without dissent.

PUBLIC HEARINGS

* None

CITIZENS DISCUSSIONS

* None

UNFINISHED BUSINESS

* None

REPORT OF DEPARTMENT HEADS

* Distinguished Budget Presentation Award:

Award is presented through Government Finance Officers Association.

A motion to accept the Distinguished Budget Award into the minutes was made by Councilmember Patke, seconded by Councilmember Hidritch, passed without dissent.

* Missouri Highway & Traffic Safety Division Traffic Grants:

02-16-16

To: Washington City Council

From: Chief Edward Menefee

Re: Traffic Grants from Missouri Highway and Traffic Safety Division

Honorable Councilmen,

Attached is a letter from Traffic Officer Mike Grissom, The Department is requesting to apply for several traffic grants through the Missouri Traffic and Highway Safety Division:

<i>Hazardous Moving Violation Enforcement</i>	
<i>Enforcement</i>	\$9,750.00
<i>Stalker Radar Unit (50/50)</i>	\$1,530.15
<i>Sobriety Checkpoints</i>	\$9,750.00
<i>Youth Alcohol Enforcement</i>	\$6,500.00
<i>Mobile Ticketing Printers and Printing Supplies</i>	<u>\$5,811.00</u>
<i>Total Funding Received</i>	\$33,341.15

All the grants are 100% funded by the state, except the Stalker Radar Unit Grant is a 50/50 grant. The City would have to cover half the cost of the radar unit; \$1,530.15.

I respectfully request the City Council approve moving forward with seeking the grants.

In all likelihood the grants will be approved; as they have been over the past several years. An approval form, signed by the City Council, would then need to be submitted to receive funding from the state.

Respectfully submitted,

Chief Edward Menefee

CC: Mayor Sandy Lucy

Jim Briggs, City Administrator

Brian Boehmer, Asst. City Administrator

A motion to accept and approve the Traffic Grants was made by Councilmember Brinker, seconded by Councilmember Hidritch, passed without dissent.

ORDINANCES/RESOLUTIONS

Bill No. 16-11482, Ordinance No. 16-11492, an ordinance authorizing and directing the execution of a Temporary Site License Agreement by and between the City of Washington, Missouri and New Cingular PCS, L.L.C.

The ordinance was introduced by Councilmember Brinker.

Agreement is with New Cingular this year.

After a brief discussion, the ordinance was read a second time and approved on the following vote; Molesky-aye, Hidritch-aye, Skornia-aye, Brinker-aye, Sullentrup-aye, Meyer-aye, Holtmeier-aye, Patke-aye.

Bill No. 16-11483, Ordinance No. 16-11493, an ordinance accepting the bid from New System Janitorial & Maintenance Supplies and to approve the purchase of a Tomcat Magnum Edge Scrubber, Batteries and Charger by the City of Washington, Missouri.

The ordinance was introduced by Councilmember Holtmeier.

Seven picked up bid packet; only one presented a bid.

After a brief discussion, the ordinance was read a second time and approved on the following vote; Molesky-aye, Hidritch-aye, Skornia-aye, Brinker-aye Sullentrup-aye, Meyer-aye, Holtmeier-aye, Patke-aye.

Bill No. 16-11484, Ordinance No. 16-11494, an ordinance accepting the bid from Bobcat of St. Louis and to approve the purchase of a Bobcat-Toolcat 5600 G-Series and attachments by the City of Washington, Missouri.

The ordinance was introduced by Councilmember Hidritch.

This is for the replacement of the existing Toolcat.

After a brief discussion, the ordinance was read a second time and approved on the following vote; Molesky-aye, Hidritch-aye, Skornia-aye, Brinker-aye, Sullentrup-aye, Meyer-aye, Holtmeier-aye, Patke-aye.

Bill No. 16-11485, Ordinance No. 16-11495, an ordinance authorizing and directing the City of Washington to enter into a contract agreement with Professional Touch Painting & Decorating, Inc.

The ordinance was introduced by Councilmember Brinker.

This is for the exterior painting of the depot. Part of the cost will be paid for by the Chamber.

After a brief discussion, the ordinance was read a second time and approved on the following vote; Molesky-aye, Hidritch-aye, Skornia-aye, Brinker-aye, Sullentrup-aye, Meyer-aye, Holtmeier-aye, Patke-aye.

TABLED, an ordinance establishing salaries for the Mayor and Members of the City Council.

Councilman Sullentrup wants to table this and the following two ordinances, form a committee to discuss these salary increases and bring the findings back to the Council. This will be a public meeting that has to be posted. Mark Piontek explains that any appointed committee through the Council has to have their meetings posted.

Councilmen Hidritch, Meyer, Holtmeier and Sullentrup indicate they would like to be on the committee.

A motion to form a committee to study the salaries was made by Councilmember Meyer, seconded by Councilmember Holtmeier, passed without dissent.

A motion to table the Ordinance was made by Councilmember Sullentrup, seconded by Councilmember Patke, passed without dissent.

TABLED, an ordinance establishing the salary of the City Attorney.

A motion to table the Ordinance was made by Councilmember Sullentrup, seconded by Councilmember Patke, passed without dissent.

TABLED, an ordinance establishing the salary of the Municipal Judge.

A motion to table the Ordinance was made by Councilmember Sullentrup, seconded by Councilmember Patke, passed without dissent.

Resolution No. 16-11496, a resolution supporting the Emerald Ash Borer Management Plan in the City of Washington, Missouri.

This was presented at the Administration/Operations meeting. Darren Dunkle explains the plan briefly. Once a tree is infested, there is no treatment possible, tree will have to be taken down.

A motion to accept and support the Resolution was made by Councilmember Hidritch, seconded by Councilmember Brinker, passed without dissent.

COMMISSION, COMMITTEE AND BOARD REPORTS

- * None

MAYOR'S REPORT

- * There will a tornado drill next Tuesday, March 15.

CITY ADMINISTRATOR'S REPORT

- * Access Request – Proposed Monitoring Well Installation & Groundwater Sampling:

March 1, 2016

Honorable Mayor and City Council

405 Jefferson Street

Washington, MO 63090

Re: Access Request for Proposed Monitoring Well Installation & Groundwater Sampling at the Waste Water Treatment Facility

Honorable Mayor & Councilmembers,

I respectfully ask authorization for approval of an access request for proposed monitoring of the well installation and groundwater sampling at the waste water treatment plant.

The tentative date for starting field activities is March 7, 2016 through March 9, 2016.

It is recommended that City Council approves this access request.

Respectfully,

James A. Briggs

City Administrator

There could be a leak in one the tanks at the old Riechers service station. The leak probably is not on City property, but they will drill a hole and it will be monitored.

A motion to accept and approve the Access Request was made by Councilmember Brinker, seconded by Councilmember Skornia, passed without dissent.

- * Vehicle Allowance Policy:

March 2, 2016

Honorable Mayor & City Council Members

City of Washington

Washington, Missouri

RE: Vehicle Allowance Policy

Dear Mayor and City Council;

The Finance Manager recently questioned the City provided vehicle allowance for the Economic Development Coordinator, Assistant City Administrator and the City Administrator. This policy began with David Bell City Administrator from 1979 to 1985 and was continued when I took office as the City Administrator. A vehicle allowance instead of a city vehicle was provided in 1986 to Dick Oldenburg and to the Assistant City Administrator in 1994.

I conducted a questionnaire through the St. Louis Area City Managers Association (copy attached) regarding vehicle allowances, city provided vehicles or mileage reimbursement for use of personal vehicles.

Twenty-seven (27) cities responded, of which 13 provide a vehicle allowance (ranging from \$200 to \$650 per month) with an average at \$400 per month. Ten (10) cities provide vehicle of which seven (7) allow the vehicle to be used for personal use. Three (3) provide a city vehicle for city use only. One (1) of the cities is currently negotiating with their Administrator for either additional compensation or a vehicle allowance.

For a City provided vehicle it is estimated to cost between \$280 and \$290 considering the capital recovery for the vehicle cost, fuel, tires replacement, and insurance and routine oil changes (this does not include major repairs).

This is based on a 5/10 year replacement program. Mileage reimbursement will range between \$270 based on 6,000 miles per year to \$337.50 for 7,500 miles per year at the current IRS allowance of \$.54 per mile.

I did speak with Tammy Alsop with Hochschild Bloom & Co., our auditor and their only concern or issue is that there is not a formal written policy for vehicle use (either allowance or city provided).

I do not believe there is a significant cost saving between vehicle allowances, city provided vehicle or mileage reimbursement and I do not believe there is an egregious abuse of city provided vehicles.

Therefore I recommend the following policy:

- 1. Continue providing the vehicle allowance as has been approved over the past 20+ years*
- 2. Develop a written policy for mileage reimbursement and personal use of city vehicles to include the following:*
 - a. Vehicle Allowance be reported as income on the W-2's*
 - b. Mileage reimbursement for employees who are provided a vehicle allowance is available for business trips outside a 100 mile radius of the City.*
 - c. Department Supervisors allowed to take vehicle home must report to HR the personal use of said vehicle (which is considered a taxable benefit).*
 - d. Mileage reimbursement must be approved in advance by the supervisor.
When available a City vehicle should be used to travel for mail runs, bank runs, etc. and mandatory training.*

Respectfully submitted,

James A. Briggs

City Administrator

Attachments

This item has been informally discussed in the past. Jim Briggs does not feel like the current policy has been abused by anyone in the past. Other comparable cities have a similar allowance. He further explains what he suggests as a formal policy. Those receiving an allowance would only get mileage outside of the 100 mile radius. Right now, they get mileage reimbursement on top of the allowance.

If a City employee takes his personal vehicle on City business and gets into an accident, his personal insurance will have to cover it. Employees are encouraged to use a City vehicle. The auditor would like for the Council to adopt a formal written policy for vehicle use. There is a policy for city employees using city provided vehicles.

Councilman Patke thinks that if there were two City vehicles, issues would be solved. This would pose problems if both vehicles are taken and someone else needs it.

Jim Briggs explains that department supervisors have a City vehicle that they can use for personal use as well after approval from the City Administrator or Mayor. This was an option for the City Administrator back then as well, he elected to go with the car allowance instead. Current allowances are \$325 per month for the City Administrator, and \$300 per month for the Assistant City Administrator and Economic Development Coordinator. Councilman Brinker explains that he is reimbursed for the miles at his job after he turns it in. He thinks that that is a better way to keep track of miles than an allowance.

Jim Briggs would like to implement the new policy as of October 1, when the new fiscal year starts.

Councilman Sullentrup wants to know what mileage rate is and what it includes. Mary Sprung explains that is currently at \$0.54 per mile, this includes depreciation of the vehicle, oil changes and any type of maintenance. Councilman Sullentrup does not feel that the comparison with other cities, like St. Louis, is a fair one.

Sullentrup: I'm just gonna go on the record saying that I think that the mileage, the allowances that you guys get are excessive. Something needs to be done about it. So I went and did a little

bit of history behind it, so I did my little homework here and I checked with Engineering. And with Don Peters' truck that he'd been driving for two years, he had drove in two years 11,284 miles on an average on a F150 Ford truck. That was 5,642 miles a year, so that's 470 miles a month, and I would say and you probably would agree that they drive around town a lot more than you do.

Discussion between Councilman Sullentrup and Jim Briggs continues. Councilman Sullentrup is not convinced that Jim Briggs, Brian Boehmer and Darren Lamb drive enough miles to justify the amount of car allowance that they receive. He would like for the policy to change to that in order to get a reimbursement for their miles they will have to provide the following information: date, the number of miles and the business purpose.

Jim Briggs suggests that any change in policy should go into effect October 1, 2016, at the start of the new budget year.

Agreement that they will log their miles for the next two months, and present it to the Council. At that point this issue will be further discussed and a written policy will be created to give to the auditor.

Discussion on the study of the maintenance on City vehicles in general. Councilman Brinker asks Mary Sprung on the status of the rotation of City vehicles. This was discussed during the budget meetings, to create a policy for repairs and replacement of vehicles. The goal is trying to be consistent about it among all departments. The Police department is different because their vehicles depreciate much faster.

There was a request from Friends of the Library to put a Little Free Library stand at the passenger depot. They would like to put it inside the building. Need approval from the Council to put one there. People can take a book and leave a book there. It will eventually be at three different locations.

Jackie explains that this is actually a project through the Missourian; it is funded with the proceeds from their Run to Read. The Friends of the Library are going to keep it stocked with books and replace them out. This will all be used books.

A motion to allow Little Free Library at Depot was made by Councilmember Patke, seconded by Councilmember Meyer, passed without dissent.

Upgrading specs on the demolition of the old grey building on Lafayette Street. Will go out for bids on the old Jim's Heating building. Lists restrictions. The list will be sent to the Council for review together with staff recommendation. Right now it requires mandatory review, voluntary compliance. They want mandatory compliance. Jim Briggs feels like if it gets too restrictive that there should be an appeal process. This is just on this building.

The reason this building was purchased by the City was for additional parking.

There was a Phase One environmental study done recently. The needs to be done before it can get sold.

Suggests going out for bids to see if anyone is interested in purchasing the building. Only concern with that is the impact on parking if the building will be partially used for commercial purposes.

Councilman Sullentrup inquires about the study that was done about the City being in compliance with the ordinance on required parking spots. An ordinance will need to be passed to make the little parking lot behind the library restricted. Mary Sprung will look back at the findings of the study. Chief Menefee explains that the City is in compliance with the required amount of handicapped spots. Committee recommended tearing that second house down to be in compliance for all parking spots. This will be discussed again after looking back at the study.

John Nilges talks about the progress on the construction of the Jefferson Street Bridge. The project is having a slight delay because the removal of the concrete is taking longer than anticipated.

- * Airport sign is almost done. A picture is handed out.
- * East Central College Foundation Letter
- * E-Cycle Collection Event – Saturday, April 30, 2016

CITY ATTORNEY’S REPORT

Public vote on whether or not to hold a closed meeting to discuss personnel, legal and real estate matters pursuant to Section 610.021 RSMo (2000) passed at 8:23 p.m. on the following roll call vote; Mohesky-aye, Hidritch-aye, Skornia-aye, Brinker-aye, Sullentrup-aye, Meyer-aye, Holtmeier-aye, Patke-aye.

The regular session reconvened at 8:41 p.m.

ADJOURNMENT

With no further business to discuss, a motion to adjourn was made at 8:41 p.m. by Councilmember Patke, seconded by Councilmember Mohesky, passed without dissent.

Adopted: _____

Attest: _____
City Clerk

President of City Council

Passed: _____

Attest: _____
City Clerk

Mayor of Washington, Missouri