

**Minutes of March Meeting  
Flint Hill Board of Aldermen  
Held on March 23<sup>rd</sup>, 2009 @ 6:00 p.m.  
Knight's of Columbus Lower Level**

Members present and absent:

Mayor Doug Wynn – present  
Alderman Roy Scott – present  
Alderman David Schmidt – present  
Alderwoman Jackie Jackson – present  
Alderman Chris Jacobsen – present

City Engineer Jim Dunajcik, GBA  
Assistant City Attorney John Young, Hazelwood & Weber

The March Board of Aldermen meeting was called to order at 6:00 p.m.

1<sup>st</sup> Item:

Alderman Scott made a motion to approve the agenda as presented. Alderman Schmidt seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

A copy of the written February 18<sup>th</sup>, 2009 minutes was emailed (as requested) to the Board of Aldermen in advance of the meeting. The city clerk asked if everyone had received copies of the minutes. All had. Alderman Scott made a motion to approve the minutes. The motion was seconded by Alderman Jacobsen. The city clerk reports 4 “yes”, 0 “no”, and “0” abstain. The minutes for the February 2008 Board of Aldermen meeting stand approved on this day, March 18<sup>th</sup>, 2008.

2<sup>nd</sup> Item: Jim Peanick – Lift Station and City Water Service

Mr. Peanick had not arrived at this time. Alderman Schmidt made a motion to table this item until Mr. Peanick arrives. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes.

3<sup>rd</sup> Item: Bill 2009-01 — Waste Water Agreement

Alderman Scott made a motion to read Bill 2009-01 in the short form. Alderman Schmidt seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderman Jacobsen made a motion to read Bill 2009-01 a second time in the short form. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

It was noted the volumetric rate will change based on the increases in the City of Wentzville's rate changes. There being no further discussion Alderman Scott made a motion to vote. Alderman Schmidt seconded the motion. The city clerk reported 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Vote:

Dave Schmidt – yes

Roy Scott – yes

Jackie Jackson – yes

Chris Jacobsen – yes

Ordinance # 2009-01

4<sup>th</sup> Item: Bill 2009-03 — Safe Routes to School Grant Contract

Alderman Schmidt made a motion to introduce Bill 2009-03. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

The City Clerk reported steps need to be taken prior to the SRTS project begins. First, a parent and teacher survey will be needed of St. Theodore School. Those items are ready to begin this week.

Second, because this is a federally funded grant, the design of this process will have to go out for bid. The Board will need a closed session to discuss the specifications for this bid process; however, all the information is not yet available for the design requirements.

Third, the build portion of this project will also require bids. This can not take place until the design bid has been awarded and approved.

Finally, all contacts will require review and approval by MoDOT at the local and state level, as well as review at the Federal level. No action, with the exception of the design bid process and parent/teacher surveys, can take place without approval.

Alderman Jacobsen made a motion to read Bill 2009-03 in the short form. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderman Scott made a motion to read Bill 2009-03 in the short form a second time. Alderman Schmidt seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderman Schmidt made a motion to vote. Alderman Jacobsen seconded the motion. The city clerk reported 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Vote:

Dave Schmidt – yes

Roy Scott – yes

Jackie Jackson – yes

Chris Jacobsen – yes

Ordinance # 2009-03

5<sup>th</sup> Item: Bill 2009-04 — County Road Board Study

Alderman Schmidt made a motion to introduce Bill 2009-04. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderwoman Jackson made a motion to read Bill 2009-04 in the short form. Alderman Jacobsen seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderman Schmidt made a motion to read Bill 2009-04 in the short form for a second time. Alderman Scott seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

There being no further discussion, Alderman Scott made a motion to vote. Alderman Jacobsen seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Vote:

Dave Schmidt – yes

Roy Scott – yes

Jackie Jackson – yes

Chris Jacobsen – yes

Ordinance # 2009-04

6<sup>th</sup> Item: Bill 2009-05 — GBA Contract (County Road Board Study)

Alderman Jacobsen made a motion to introduce Bill 2009-05. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderman Scott made a motion to read Bill 2009-05 in the short form. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Alderman Jacobsen made a motion to read Bill 2009-05 in the short form a second time. Alderwoman Jackson seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

There being no further discussion, Alderwoman Jackson made a motion to vote. Alderman Jacobsen seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.

Vote:

Dave Schmidt – yes

Roy Scott – yes

Jackie Jackson – yes

Chris Jacobsen – yes

Ordinance # 2009-05

7<sup>th</sup> Item: Engineering report

- Draft comprehensive plan is 60-65% complete.
- Fort Zumwalt School District made submittal for annexation, rezoning, and site plan. Waiting for correction to be made for right of way on site plan to proceed.
- The Board will need to reauthorize the City Engineer to begin work on meter design once the City of Wentzville approves the Waste Water Agreement.

8<sup>th</sup> Item: Sewer/Waste Water Updates

Currently billing 163 users; amount currently due is \$8,244.69 by March 31<sup>st</sup>, 2009. Of that total, eight accounts are past due for a total of \$4,312.67. Certified letters will be mailed this week, costing \$21.45, notifying residents of water service termination for non-payment. One of the past due accounts is on a well. Other actions will need to be taken.

O'Fallon Sewer Service inspected all lifts stations (except Town & Country) in February. All were operating normally, with the exception of tripped breakers at some. It is recommended lids on two lift stations need to be replaced as soon as possible. The City is waiting on bids for the replacement lids.

9<sup>th</sup> Item: Communications from the Mayor

Mayor Wynn requested a letter be sent to Mr. Meyer regarding yard waste in the detention basin.

10<sup>th</sup> Item: Communications from the Board

Alderman Jacobsen brought up the possibility of inspections on change of ownership. The city clerk was directed to contact Mr. Peanick and reinforce the City expects there will be no work on the property until his plans have been submitted to the City and approved.

11<sup>th</sup> Item: Communications from the City Attorney – nothing is evening.

12<sup>th</sup> Item: Communications from the City Clerk

- Alderman Schmidt made a motion to set the April Board meeting for Tuesday, April 14<sup>th</sup>, 2009, at 6pm. Alderman Scott seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Motion carried.
- MoCCFOA Spring Institute – The City Clerk reported this year’s Spring Institute was overall, the most beneficial and useful for continuing education. Again, a recurring them was prevention of fraud with in a municipality. The basic recommendation for fraud prevention for most municipalities is the division of financial duties. Obviously, this is not a viable option for our City. At this Institute, recommendations were given for smaller municipalities to put in place fraud prevention, without hiring additional personnel. A basic item, which the City Clerk recommends, is inquiring of our financial institutions different services they may offer to aide the City in an efficient and fraud-resistant system.
- St. Charles County Code Enforcement Contract – The City has been notified by St. Charles County the current contract is no longer valid as it only includes 1990 BOCA codes. The County would like to update their contract with the City. The City Clerk believes this topic needs to further review, as the City’s zoning codes are not reviewed or enforced by St. Charles County. As such, entering into a full service contract may not be a viable option for City.
- Scholarship Application – The City Clerk plans to apply for the Masters of Public Administration program at University of Missouri – Columbia for the fall semester. The Missouri Municipal League offers five \$1,000 scholarships for employees of municipalities in the State. A city official must nominate the employee for the scholarship. The City Clerk requested an official to complete the nomination for the scholarship.

- Liquor license and business license applications will be mailed in the next week.
- Planning & Zoning will have 3 members with terms expiring. One is President Matt Hoven. He has expressed his desire not to serve another term. The Board of Adjustment will have one regular member and one alternate member with terms expiring. There are also one regular and two alternate vacancies on the Board of Adjustment. Statutes require the Board of Adjustment positions be filled. Planning and Zoning requires only 7-15 members with a minimum of 5 non-elected members. It is recommended the Board considers reducing the size of the Planning and Zoning Commission and ask those members to serve on the Board of Adjustment to fulfill statutory requirements.

13<sup>th</sup> Item: Open Forum – nothing this evening.

14<sup>th</sup> Item: Approval of Monthly Bills

Alderman Schmidt made a motion to approve payment of the General Fund bills in the amount of \$27,361.06, payroll is approved for April 1<sup>st</sup>, 2009, in the amount of \$1,791.21 from the General Fund, and Waste Water Fund bills in the amount of \$4,599.06. Alderman Scott seconded the motion. The city clerk reports 4 “yes”, 0 “no”, and 0 “abstain.” Motion carried.

12<sup>th</sup>: Closed Session – not needed this evening.

13<sup>th</sup>: Adjournment

There being no further business to discuss, Alderman Scott made a motion to adjourn. Alderman Schmidt seconded the motion. The city clerk reports 4 “yes,” 0 “no,” and 0 “abstain” votes. Meeting adjourned.

Respectfully submitted,

Melissa J. Burton, CMC/MRCC  
City Clerk