

**HOLTS SUMMIT BOARD OF ALDERMEN  
CITY OF HOLTS SUMMIT  
Holts Summit Municipal Center Hall 245 S. Summit Dr.  
BOARD OF ALDERMEN REGULAR MEETING MINUTES OF  
FEBRUARY 19, 2019 - 6:01 P.M.  
STATUS: DRAFT**

## **Call to Order**

The Regular Meeting of the Holts Summit Board of Aldermen was called to order at 6:01 p.m. on Tuesday February 19, 2019. by Mayor Landon Oxley, who presided. At the request of the Mayor the assembly stood and recited the Pledge of Allegiance.

## **Roll call and Determination of Quorum**

**Members of the Board Present:** Alderman Durham, Alderman Fedorchalk, Alderwoman Schlueter, Mayor Oxley

**Members of the Board Absent:** None

## **Add Discussion to Agenda**

Motion to add discussion topic of Holt Lane to Agenda.

1<sup>st</sup> motion- Alderman Fedorchalk

2<sup>nd</sup> motion- Alderwoman Schlueter

All in favor- motion approved

## **Approval of Agenda**

1<sup>st</sup> motion- Alderman Fedorchalk

2<sup>nd</sup> motion- Alderman Durham

All in favor- motion approved

## **Approval of Minutes- adopted minutes of January 17, 2019 as written**

1<sup>st</sup> motion- Alderwoman Schlueter

2<sup>nd</sup> motion- Alderman Durham

All in favor- motion approved

## **Comments from Visitors**

None

## Presentation

None

## Old Business

1. Bill No. 2019-05 An ordinance appointing Michael J Colona to serve as alternate municipal court judge and authorizing the mayor to enter into contract with Michael J Colona for said services.

- a. **Previous meeting (First reading)**

- 1<sup>st</sup> motion: Alderwoman Schlueter

- 2<sup>nd</sup> motion: Alderman Fedorchalk

Discussion: The interim City Administrator Lechner explained that since Matt Harline the previous City Administrator and Emergency Management Director is no longer with the City of Holts Summit.

Motion Carried.

Acting City Clerk Berhorst gave the first reading by title only of Bill No. 2019-05.

- b. **Second reading and roll call vote**

- 1<sup>st</sup> motion: Alderwoman Schlueter

- 2<sup>nd</sup> motion: Alderman Durham

Discussion: None

**Roll Call:** Alderman Fedorchalk- Aye Alderman Durham- Aye

Alderwoman Schlueter- Aye

Motion Carried

Acting City Clerk Berhorst gave the second reading by title of Bill No. 2019-05.

**Mayor Oxley declared Bill No. 2019-05 to become Ordinance No. 2707.**

## New Business

1. Bill No. 2019-06- An ordinance authorizing the Mayor to sign a letter of agreement with Jefferson City Public Schools for a sewer connection to a sewer main line and sewer service provided by the City of Holts Summit. (First Reading)

- a. **First Reading**

- 1<sup>st</sup> motion: Alderman Fedorchalk

- 2<sup>nd</sup> motion: Alderman Durham

Discussion: Dave Bandre (City Attorney) talked about his plan to enter into an agreement then meet with school to make a formal agreement and then go into a formal contract before going out for bid.

All approved

Motion Carried

Acting City Clerk Berhorst gave the first reading by title only of Bill No. 2019-006.

2. Bill No. 2019-07- An ordinance authorizing the Mayor to execute an agreement with Summit Veterinary Services for animal shelter services for the City of Holts Summit.

- a. **First Reading**

- 1<sup>st</sup> motion: Alderwoman Schlueter

2<sup>nd</sup> motion: Aldermen Durham

Discussion: The interim City Administrator Lechner talked about the meeting she had with Chief McIntyre and Dr. Bates discussing pay and the difference between what we are currently paying the City of Fulton and what we would be paying Summit Veterinary Services and how the City of Holts Summit would have 24/7 access to Dr. Bate's facility.

All approved

Motion Carried

Acting City Clerk Berhorst gave the first reading by title only of Bill No. 2019-07.

3. Res. No. 2019-02- A resolution authorizing the purchase of a 1999 Vactor 2103-16 Sewer Truck for the Sewer Department  
1<sup>st</sup> motion: Alderman Fedorchalk  
2<sup>nd</sup> motion: Alderman Durham  
Discussion: The interim City Administrator Lechner stated the price of the new equipment would be \$94330.00. Sewer Superintendent Edwards said this piece of equipment has a rebuilt motor and transmission. Edwards also said CoEquipment would work with us on trading it in if the equipment didn't surplus for the amount we were hoping to get out of the deal.  
All approved  
Motion Carried  
Acting City Clerk Berhorst read the resolution by title only of Res. No. 2019-02.
4. Res. No. 2019-03- A resolution authorizing acceptance of Serenity Subdivision by the City of Holts Summit for the maintenance of roads  
1<sup>st</sup> motion: Alderwoman Schlueter  
2<sup>nd</sup> motion: Alderman Fedorchalk  
Discussion: The interim City Administrator Lechner stated that the City of Holts Summit has previously accepted ownership of the sewer line but needs to accept ownership of the road and maintenance of the roads (example: Snow Removal)  
All approved  
Motion Carried  
Acting City Clerk Berhorst read the resolution by title only of Res. No. 2019-03.
5. Res. No. 2019-04- A resolution authorizing the purchase of a payroll, time and human resources management system for the City of Holts Summit  
1<sup>st</sup> motion: Aldermen Fedorchalk  
2<sup>nd</sup> motion: Alderwoman Schlueter  
Discussion: The interim City Administrator Lechner and Acting City Clerk Berhorst explained that our current payroll system is not consistent and has messed up payments to employees' multiple times. They also explained that our current time clock system does not track overtime, vacation time or sick time. The two programs also do not link together to provide the employees a listing of their sick time, overtime, or vacation time on there check. This new system would give all employees access to all information that the City has for them, including their benefits (sick, vacation, comp time), health insurance information, access to being able to request off to their superior and many more things.  
All approved  
Motion Carried  
Acting City Clerk Berhorst read the resolution by title only of Res. No. 2019-04.

6. Resolution No. 2019-05- A resolution authorizing the execution of an agreement for Health Insurance Broker of Records with Dawn Berhorst Insurance.

1<sup>st</sup> motion: Alderman Durham

2<sup>nd</sup> motion: Alderman Fedorchalk

Discussion: The interim City Administrator Lechner explained our current broker was through our current payroll system and the broker resides in New York. With our new payroll system there would be no reason to keep our broker with Paychex. Dawn Berhorst is a local broker with her own small business and would be able to come in and explain our options during open enrollment, shop around for the best prices for the City of Holts Summit with different Healthcare Agencies during open enrollment (taking the burden off of interim City Administrator Lechner and acting City Clerk Berhorst, saving us time), and we would always be able to call her with any questions instead of calling our health insurance provider directly.

All approved

Motion Carried

Acting City Clerk Berhorst read the resolution by title only of Resolution No. 2019-05

## **Discussion**

1. Revize Website Update- the site has been released to the City of Holts Summit and we are currently working on entering information onto it for a lunch date of March 7, 2019.
2. UTV/ATV Ordinance Update- Interim City Administrator Lechner stated that previous City Administrator Harline left no information as to where he stood on the progress of this. Lechner said she was going to be working on this matter and asking other cities what they had as ordinances on this topic and she would then send these things to Chief McIntyre and City Attorney Dave Bandre for writing and reviewing and she also mentioned exceptions being built in for special events such as the parade and making them only operable on roads with speed limits under 35 miles per hour.
3. Payrate of Aldermen for other Cities- Interim City Administrator Lechner asked other 4<sup>th</sup> class cities what they were paying their Aldermen and Acting City Clerk Berhorst put together an excel sheet with this information to present at the meeting. During the meeting they decided to have a Resolution ready for the next meeting on adding sewer pay for the Aldermen/ Alderwomen.
4. Sewer Billing- interim City Administrator Lechner discussed the problem of renters in our city limits getting bills from their landlords.
5. CDBG Bid Update- Sewer Superintendent Edwards said MMLC won the bid and when checking references, has received nothing but outstanding reviews about their company.
6. Holt Lane- Discussion about property owners wanting to sell property and telling the City of Holts Summit what they wanted to get for their property. We were then advised to tell all owners of property that an appraisal of their property would have to be done before the purchase of their property happened.

## **Reports and Announcements-**

1. Financial Report January 2019  
-reviewed by Board of Aldermen

**As May Arise-** none

**Closed Session-**

Regular meeting entered into closed session at 7:21pm

1<sup>st</sup> motion- Alderman Fedorchalk

2<sup>nd</sup> motion- Alderman Durham

Meeting entered back into open session at 7.36pm

**Adjournment-**

With no further business to consider it was moved by Alderwoman Schlueter and seconded by Alderman Fedorchalk for adjournment of the meeting. The motion passed by a unanimous voice vote. The motion carried. The meeting adjourned at 7:38pm

Respectfully Submitted

Brittany Berhorst

Acting City Clerk

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**Landon Oxley, Mayor**

City of Holts Summit