MINUTES

City of Peculiar
Board of Aldermen Regular Meeting
City Hall Council Chambers – 250 S Main St
Monday, July 21, 2025
6:30 p.m.

APPROVED

1. **Call to Order**

   Mayor Shatto called the regularly scheduled Board of Aldermen meeting to order at 6:30pm.

2. **Pledge of Allegiance**

   All who were in attendance joined Mayor Shatto in the Pledge of Allegiance.

3. **Roll Call**

   The following Aldermen responded to roll call:
   Alderman Gallagher
   Alderwoman Grunwald
   Alderman Jarrett
   Alderman Poland
   Alderman Wells

   City Staff present for the meeting:
   Police Chief/Interim City Administrator, Don Shepard
   Development Director, Dylan Eppert
   Public Works Director, Monte Johnson
   Finance Director, Alexa Williams
   Deputy City Clerk, Cama Suess
   Lauber Municipal Law

4. **Closed Session** per RSMo. 610.021

   Subsection 1 – Legal/Litigation
   Subsection 3 – Personnel

   Alderman Wells motioned to move into Closed Session for Subsection 1 Legal/Litigation and Subsection 3 Personnel at 6:31pm. Seconded by Alderman Gallagher.

   Roll Call Vote:

Alderman Gallagher	AYE
Alderwoman Grunwald	AYE

Alderman Jarrett	AYE
Alderman Poland	AYE
Alderman Wells	AYE

Motion passed unanimously (5-0).

Attendance in Closed Session:

Alderman Gallagher	PRESENT
Alderwoman Grunwald	PRESENT
Alderman Jarrett	PRESENT
Alderman Poland	PRESENT
Alderman Wells	PRESENT

Discussion ensued.

Alderman Wells motioned to leave Closed Session at 6:55pm. Seconded by Alderwoman Grunwald.

Roll Call Vote:

Alderman Gallagher	AYE
Alderwoman Grunwald	AYE
Alderman Jarrett	AYE
Alderman Poland	AYE
Alderman Wells	AYE

Motion passed unanimously (5-0).

Board of Aldermen returned to chambers.

Alderman Wells motioned to return to regular session at 6:57pm. Seconded by Alderwoman Grunwald. Motion passed unanimously (5-0).

5. Topic of Discussion

A. Ditches and Sidewalks

Chief Shepard stated the City had reached a decision point regarding maintenance of ditches and sidewalks. He stated the GIS property boundaries did not go all the way to the roadways varying between 10 and 40 feet and that the maintenance of those areas had always been a gray area in the Code with regards to who owned and maintained it.

Chief Shepard stated it had been the City's position that maintenance was provided by the homeowner all the way to street or curb, including the sidewalks. He stated that in HOA subdivisions those issues were addressed in their bylaws, but not all areas are in subdivisions. Chief Shepard stated the Board could change the code to say it was the City's responsibility, change the code to say it was the homeowner's responsibility, or leave the code intentionally gray on the subject and continue forward as handled previously.

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Mr. Johnson provided a listing showing the Code regarding sidewalks and stated it did not state who owned them. He stated he has refused in the past to have the City maintain sidewalks as he did not want to spend City funds on projects that were not spelled out as City responsibility.

Mr. Johnson provided the International Property Maintenance Code showing it was the duty of the owner or tenant to maintain the property in the right of way easement to edge of street or back of curb.

Mr. Johnson provided the Tree Maintenance Code showing it was the homeowners responsibility to maintain the trees to the edge of street or back of curb including overhang.

Mr. Johnson provided the Driveway Code and stated there was nothing in the code regarding culverts under driveways. He stated the City has always treated these as private property with maintenance being provided by the homeowner.

Mr. Johnson stated there was a lot of open ditch in the City that affected MS4 as part of the stormwater plan and there was nothing in code about who maintained those.

Mr. Johnson provided a listing of how these issues were handled by other cities and said the City followed ordinance regarding these issues and needed them to be consistent across the board for continuity of procedure.

Alderman Jarrett asked how many HOA communities the City had versus the non-HOA communities that would be included in these ordinances as the HOA's would have restrictions and guidelines that would address all of these issues in those areas. Chief Shepard stated that if a code change was made a provision could be added regarding the HOA guidelines as the City would not be trying to supersede any HOA regulations.

Mr. Johnson stated that if it was decided that the City was responsible for sidewalks it would take considerable funds to implement as the sidewalks would have to be brought up to ADA compliance. Mayor Shatto stated it would be a large liability for the City to take up the responsibility of sidewalks and culverts.

Alderwoman Grunwald stated that the surrounding cities were larger than Peculiar and had considerably more funds and resources. She asked if the City could look at the HOA guidelines in the community to compare and possibly adapt the Code to be similar. Chief Shepard explained that in an HOA the dues paid were paying for the maintenance of these things according to the guidelines and that would not be happening for the areas not in HOAs.

Mr. Eppert stated there were currently 12 active HOAs and that any new proposed subdivision coming into the area would be subject to HOA oversight.

Alderman Wells stated that in most communities it was the homeowners responsibility to mow, shovel and clean culverts on their property to the street. He expressed concern about sidewalks as individual homeowners may not have the funds to maintain the sidewalks as they must meet current code standards. Mr.

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Eppert clarified that if sidewalk was repaired, it would have to meet code across the entire frontage of the property.

Alderman Jarrett asked if it was possible to have an ariel view of how many properties this would affect. Mr. Johnson stated Stantec was in the process of providing a quote to grade the streets now, as well as assess curbs and that they could grade the streets, sidewalks and curbs. Alderman Jarrett asked if the City could budget an amount each year for sidewalk replacement if that was the decision the Board came to.

B. Insurance Broker

Chief Shepard stated the contract with Stafford and Stafford expired in September and an RFQ would be issued to obtain insurance brokerage services. Deputy City Clerk Suess stated it would need to come back before the board by the end of August to come before the Board as a resolution. Chief Shepard stated the Broker selected the City's liability insurance, which was currently Travelers and the City was under contract with Travelers for some time to come. This resolution would only be to replace the Broker.

Mayor Shatto asked for the term of the Brokerage contract and Deputy City Clerk Suess stated the previous contract was for a 3 year period.

Alderman Wells asked if the City must use a Broker and Chief Shepard stated that there were 3 companies that insured municipalities and that most companies would only talk to a Broker, and that a Broker had the expertise to make sure the contract met the city's interests. Alderman Wells suggested putting the RFQ out for a 3 weeks period once drawn up. Chief Shepard asked for suggestions of a committee to look over the submitted RFQ's and Alderman Wells and Alderwoman Grunwald volunteered to serve in that capacity.

6. Agenda Approval

Alderman Wells stated that Resolution 2025-38 needed to be amended to add the name of the Ward 2 Alderman being appointed. Mayor Shatto stated his appointment to the vacant Ward 2 Alderman position was Mike Ehrhardt.

Alderman Wells motioned to approve the agenda with the proposed change. Seconded by Alderwoman Grunwald. Motion passed unanimously (5-0).

7. Consent Agenda

A. Approval of Draft Minutes for July 7, 2025 BOA Meeting

Alderman Wells motioned to approve the Minutes for the July 7, 2025 meeting as presented. Seconded by Alderwoman Grunwald. Motion passed unanimously (5-0).

8. Agenda Requests

There were no agenda requests.

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9. Unfinished Business

There was no unfinished business.

10. New Business

A. Bill 2025-10 – 1st Reading

AN ORDINANCE OF THE CITY OF PECULIAR, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

Deputy City Clerk Suess stated that this Resolution needed to be approved every 2 years for disclosure of potential conflicts of interest by state statute and then submitted to the state in September.

Alderman Wells motioned to have the 1st Reading of Bill 2025-10 by Title Only. Seconded by Alderman Jarrett. Motion passed unanimously (5-0).

Deputy City Clerk Suess read Bill 2025-10 by Title Only.

Alderman Wells motioned to accept the 1st Reading of Bill 2025-10 by Title Only. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

B. Bill 2025-11 – 1st Reading

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI ALIGNING THE CITY CODE REGARDING PRODUCTION OF CITY RECORDS WITH THE MISSOURI SUNSHINE LAW.

Deputy City Clerk Suess stated the current City Code did not match the state statute regarding Sunshine Requests in certain areas, so the Code was being changed to state that Sunshine Requests would be fulfilled in accordance with the state statute. The addition of the dashcam video portion that was not covered by state statute was being changed from DVD to digital media to prevent having to change future code as technology changes.

Alderman Wells motioned to have the 1st Reading of Bill 2025-11 by Title Only. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

Deputy City Clerk Suess read Bill 2025-11 by Title Only.

Alderman Wells motioned to accept the 1st Reading of Bill 2025-11 by Title Only. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

C. Bill 2025-12 – 1ST Reading

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE 35-LOT FINAL PLAT OF TUSCANY SUBDIVISION,

APPROVED

FIFTH ADDITION, ON 11.44 ACRES BETWEEN SOUTH PECULIAR DRIVE AND TUSCANY PARKWAY, APPLICANT TUSCANY REAL ESTATE DEVELOPMENT, LLC.

Mr. Eppert stated that on July 10, 2025 the Planning Commission voted unanimously to approve the 5th Plat of Tuscany subdivision with four conditions, 2 of which had to be met before being presented to the Board. He stated the first condition was to show a six foot sidewalk along lot 391, terminating at Tract A adjoining a commercial property on the East. He stated the second condition was to revise the side yard set back from 6 feet to 7.5 feet aligning with City Code. Mr. Eppert stated both of those conditions had been met and were included in the packet information and stated staff recommended approval.

Alderman Gallagher asked Mr. Eppert where the paperwork for this proposal was for review by the Board. Mayor Shatto stated the information was included in the packet that was sent to the Aldermen prior to the meeting. Alderman Gallagher stated he did not receive the packet. Deputy City Clerk Suess stated the information had been sent by group email and share point drive invitation to the Aldermen as well as posted publicly on the City website on Friday, July 18, 2025. Mayor Shatto confirmed that all the appropriate information had been included in packet that was sent to the Aldermen prior to the meeting. Alderman Wells asked if a paper packet could be printed for Alderman Gallagher prior to future meetings.

Alderman Wells motioned to have the 1st Reading of Bill 2025-12 by Title Only. Seconded by Alderman Poland. Motion passed unanimously (5-0).

Deputy City Clerk Suess read Bill 2025-12 by Title Only.

Alderman Wells motioned to accept the 1st Reading of Bill 2025-12 by Title Only. Seconded by Alderwoman Grunwald. Motion passed unanimously (5-0).

D. Bill 2025-13 – 1st Reading

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPROVING THE 44-LOT FINAL PLAT OF MEADOWBROOK LAKES EAST SUBDIVISION, 1ST PLAT, ON 20.25 ACRES WEST OF 250 S. MAIN ST. AND NORTH OF WINDMILL COUNTRY ESTATES SUBDIVISION, APPLICANT FRONTIER DEVELOPMENTS, LLC.

Mr. Eppert stated that on July 10, 2025 the Planning Commission voted unanimously to approve the Final Plat of Meadowbrook Lakes East subdivision subject to the three conditions outlined in the packet. He stated that staff recommended approval of the Final Plat subject to the three conditions. He stated that included in the packet were the final plat drawings, development agreement, ordinance and landscape plan illustration. Mr. Eppert stated that the landscape drawing was simply for illustration, and that as part of the development plan the builder would be required to get final landscaping approval from Staff.

APPROVED

Alderman Jarrett asked about the road widening off of C Highway into the subdivision that would occupy the space that currently included 11 trees and 2 light poles. Mr. Eppert stated that the City would be giving up the space needed on the North side of the road at no cost to developer, and that the applicant was working with the clinic on the South side of the road on an agreement to acquire the land necessary for the road widening.

Alderman Jarrett expressed concern about not being able to save the existing trees due to the sidewalks on both sides of the road being so close to the trees. He stated that earlier conversations had included a berm and landscaping between Windmill Estates and Meadowbrook Lakes and asked if that was still part of this project.

Graham Gentry, applicant, stated that the existing trees would not be able to be saved, but that replacement trees would be planted when the road was widened. He stated that a berm would be installed but it would not be a ridgeline along the entirety of the Windmill Estates property as there would need to be a cut through for water to escape.

Alderman Jarrett asked what the height of the berm would be and Mr. Gentry stated there was a grade line on the plat every 2-3 feet. Alderman Jarrett asked if there would be a vegetation line along the berm on the Meadowbrook Lakes side of the property, and Mr. Gentry stated there would be, and that it would be denser along the road portion to provide privacy.

Alderman Wells motioned to have the 1st Reading of Bill 2025-13 by Title Only. Seconded by Alderman Jarrett. Motion passed unanimously (5-0).

Deputy City Clerk Suess read Bill 2025-13 by Title Only.

Alderman Wells motioned to accept the 1st Reading of Bill 2025-13 by Title Only. Seconded by Alderwoman Grunwald. Motion passed unanimously (5-0).

E. Resolution 2025-35

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI, AUTHORIZING THE MAYOR TO RATIFY AN AGREEMENT WITH DON SHEPARD FOR CITY ADMINISTRATOR DUTIES.

Deputy City Clerk Suess stated this Resolution would ratify the contract between the City and Chief Don Shepard for City Administrator Duties.

Alderman Wells motioned to accept Resolution 2025-35 as presented. Seconded by Alderwoman Grunwald. Motion passed unanimously (5-0).

F. Resolution 2025-36

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI, APPROVING AN AGREEMENT WITH BARTLETT &

APPROVED

WEST FOR IMPROVEMENTS TO THE CITY'S WATER DISTRIBUTION SYSTEM.

Chief Shepard stated that the 12 inch mainline that came into the city from Kansas City for water distribution was bottlenecked with a 4 inch line coming into the City that needed to be addressed. He stated this Resolution was to enter into a contract with Bartlett and West to be the project manager and engineer for this project. He stated this was the first step, and the next step would be to put the contract out for bid.

Alderman Gallagher asked for the timeframe for the project. Jim Ross, Bartlett and West, stated the design would be completed in 90 days, with a 4-6 month construction phase depending on weather.

Alderman Gallagher asked where the 12 inch line would run and Mr. Ross stated they would be replacing the 4 inch cast iron line that runs through the middle of the system with a 12 inch PVC line alleviating the problem with the bottleneck. Mr. Ross stated the 12 inch line would run down School Road and under I-49 into the City.

Alderman Gallagher asked about the fire hydrants along that route and Mr. Ross stated the hydrants would have drastically improved fire flow after the replacement.

Alderman Jarrett asked if this was phase one of a broader improvement. Mr. Johnon stated Bartlett and West was working to determine what projects would need to be completed and ranking them in order of necessity, and that information would be available in the next few months. Chief Shepard stated approximately eleven projects had been identified by Barlett and West currently with this one being the most imperative. Alderman Jarrett asked that a budget be set aside yearly to work on these projects.

Alderman Gallagher asked if the additional subdivisions being built in the City would be putting the City's water and sewer systems at maximum capacity. Mr. Ross stated the City was not quite to that level at this point, and that accommodations were being made to both systems to increase capability. Chief Shepard stated that without doing this project, the water system was very near to reaching a moratorium on new building in the City due to capacity limitations.

Mayor Shatto stated that doing the 2.3 million dollar project on the water system and a 4 million dollar project on the wastewater system was moving the City in the right direction for the future.

Mr. Ross stated the water system had adequate capacity but needed improvement on distribution through the system to allow adequate fire flow.

Alderman Wells motioned to accept Resolution 2025-36 as presented. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

G. Resolution 2025-37

APPROVED

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH FLUENTSTREAM FOR VOICE AND FAX SERVICES.

Chief Shepard stated the City's IT Consultant, Mel Bunting had been identifying ways to improve the City's technology and reduce costs and had identified the voice service with Comcast to be significantly more expensive than voice IP services. He stated that the City's IT provider, Cenetric did provide voice services but it was not wise for the City to place all technology services with one provider.

Alderwoman Grunwald asked if voicemails under the new service would go to the Aldermen's emails and Mr. Bunting confirmed it would. Chief Shepard stated the transition would also replace the physical phones themselves.

Alderman Wells motioned to accept Resolution 2025-37 with the change to say City Administrator instead of Interim City Administrator as Don Shepard had been confirmed by previous Resolution. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

H. Resolution 2025-38

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF PECULIAR, MISSOURI APPOINTING MIKE EHRHARDT AS WARD TWO (2) ALDERMAN.

Mayor Shatto stated that pursuant to RSMo. 79.280 he appointed Mike Ehrhardt to the vacant Ward 2 Alderman position for the remainder of the current term. He stated that in the past this had been done soley by Mayor appointment, but that currently this had been decided with Board input and group decision.

Mike Ehrhardt, 9906 E. 220th Street, stated that he wanted to become an Alderman as the City was growing and he wanted to get involved in the process and opportunities presented to the City. He stated he had been watching the happenings of the City for some time and felt that with his business background he could be beneficial to the growing process. He stated he had worked with the City on Proposition P, and had participated in the recent live fire training.

Alderwoman Grunwald motioned to approve Resolution 2025-38 as presented. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

Deputy City Clerk Suess swore in Mike Ehrhardt as Ward 2 Alderman and he took his seat on the Board.

11. City Administrator Report

Chief Shepard stated budget was being prepared for October and would be putting work sessions before the Board in August and changed the meeting dates in September. He stated the new budget would be streamlined and easier to read and understand. He

APPROVED

stated there would be considerable savings in the technology line due to the work of Mr. Bunting.

Chief Shepard stated the Public Works Committee would be formed in the new fiscal year to discuss immediate needs and prioritize City needs.

Chief Shepard stated there were 5 candidates for the Parks Director position and that Jason Long had been hired and would be starting July 30, 2025. He stated building maintenance personnel would be hired under the Parks department instead of hiring contractors to complete these small tasks on City buildings.

Chief Shepard stated that due to restructuring and elimination of third party contracts nine full time and one part time city employees would be hired in the coming fiscal year with a budget neutral impact.

Alderman Jarrett expressed concern regarding termination of contractors that were only used on a part time basis being able to sustain the hiring of nine full time employees. Chief Shepard stated the eliminated third party contracts were ones that were used almost daily and would sustain the hiring of in house employees.

Alderwoman Grunwald asked if any of the new positions would be helping with codes. Chief Shepard stated that a Building Inspector was being hired to do residential inspections, but would not be answering code questions or writing code violations.

Alderman Wells asked about lowering commercial pricing through IBTS. Mr. Eppert stated the City was locked into the current pricing contract for another year, but there were different pricing levels for new commercial construction and tenant finishes.

Alderman Gallagher asked about the bridge on Hurley. Chief Shepard stated the City received the report from Bartlett and West on Friday and it would be coming to the Board at a future meeting to determine how to proceed.

12. Board of Aldermen/Mayor Reports and Comments

Alderwoman Grunwald expressed thanks stated to Public Works for doing an excellent job handling the four water issues and getting service restored quickly, as well as doing great work at the community garden. Mr. Johnson stated he would pass that information on to Staff.

13. Aldermen Directives

Agenda with addition of Mike Ehrhardt to Resolution 2025-38	Approved
Draft Minutes July 7, 2025	Approved

APPROVED

Bill 2025-10 – 1st Reading	Approved
Bill 2025-11 – 1st Reading	Approved
Bill 2025-12 – 1st Reading	Approved
Bill 2025-13 – 1st Reading	Approved
Resolution 2025-35	Approved
Resolution 2025-36	Approved
Resolution 2025-37	Approved
Resolution 2025-38	Approved

14. Adjourn

Alderman Wells motioned to adjourn at 8:08pm. Seconded by Alderman Gallagher. Motion passed unanimously (5-0).

APPROVED