

**City of Elsberry
Regular Session
April 16, 2026
Elsberry City Hall**

The Board of Aldermen of the City of Elsberry met on the evening of the above date at Elsberry City Hall at 6:00 PM Mayor Wilch presided over the meeting. Present were Alderman Harper, Alderman Bange, Alderman Rockwell, Alderman Meyer, Alderman Hunter City Attorney Robert Guinness, and City Clerk Rachel Reed. Alderman Claussen was not present at the time of roll call but joined the meeting at 6:31

Mayor Wilch called the meeting to order.
Roll call deemed there was a quorum present.

Alderman Rockwell made a motion to amend the closed session of the agenda to add reason #3(Hiring, Firing, Promoting or disciplining of certain employees.

Alderman Harper seconded the motion.

Roll call

Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Meyer-yes, Alderman Hunter-yes

Motion carried.

Reading and acting on unapproved minutes from previous meetings

Alderman Harper made a motion to approve the unapproved minutes.
Alderman Bange seconded the motion.

Harper-yes, Bange-yes, Rockwell-yes, Claussen-yes, Meyer-yes, Hunter-yes

Ayes-6
Nayes-0

Reading of unpaid bills approval to pay report

Alderman Rockwell made a motion to approve the approval to pay report
Alderman Harper seconded the motion

Harper-yes, Bange-yes, Rockwell-yes, Claussen-yes, Meyer-yes, Hunter-yes

Ayes-6
Nayes-0

Presentation of Certified Election Results

City Clerk Rachel Reed read to certified results

Ward One

Terrie Harper 60 votes

Ward Two

Gregory P. Meyer 31 votes

Benjamin Eckwood 40 votes

James (Skip) Hale 99 votes

Ward Three 2-year term

Stacey Knoche 46 votes

Mike Garland 54 votes

Mayor

Steve Wilch 190 votes

Craig Cox 172 votes

Swearing in for new officials/Oath of office

City Clerk Rachel Reed swore Terrie Harper, James (Skip) Hale, Mike Garland, and Steve Wilch in.

Appointment of City Attorney

Mayor Wilch appointed Robert Guinness

Alderman Rockwell made a motion to approve this appointment

Alderman Claussen seconded it.

Roll call votes

Alderman Harper-No, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes,
Alderman Hale-yes, Alderman Garland-yes

Motion carried

Appointment of Building Inspector

Mayor Wilch would like to appoint Phillip Orth as building inspector

Alderman Rockwell made a motion to approve this appointment
Alderman Harper seconded the motion

Roll call vote

Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes,
Alderman Hale-yes, Alderman Garland-yes

Motion carried

Appointment of Mayor Pro Tem

Alderman Rockwell made a motion to nominate Justin Bange as Mayor Pro Tem
Alderman Harper seconded the motion

Roll call vote

Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland-yes, Alderman Harper-yes,
Alderman Bange-yes, Alderman Rockwell-yes

Motion carried

Committee appointments

Emergency Services

Danielle Rockwell, Justin Bange, Mike Garland

Alderman Rockwell made a motion to approve
Alderman Claussen seconded the motion

Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes,
Alderman Garland-yes, Alderman Harper-yes

Infrastructure

Mike Garland, Danielle Rockwell, Skip Hale

Alderman Rockwell made a motion to approve
Alderman Claussen seconded the motion

Alderman Garland-yes, Alderman Hale-yes, Alderman Claussen-yes, Alderman Rockwell-yes,
Alderman Bange-yes, Alderman Harper-yes

Motion carried.

Cemetery/ Parks

Terrie Harper, Lisa Claussen, Justin Bange

Alderman Rockwell made a motion to approve
Alderman Claussen seconded the motion.

Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes,
Alderman Hale-yes, Alderman Garland-yes

Motion carried

Economic Development

Dani Rockwel, Lisa Claussen, Skip Hale

Alderman Rockwell made a motion to approve
Alderman Claussen seconded the motion

Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale,
Alderman Garland-yes, Alderman Harper-yes

Motion carried

Planning and Zoning

Conrad Cheatham, Lucas Drulinger, Adam Driesward, Justin Bange, Steve Wilch, Glenn Matter

Alderman Rockwell made a motion to approve
Alderman Harper

Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland-yes,
Alderman Harper-yes, Alderman Bange-yes

Motion carried.

Library Representative

Justin Bange

Alderman Rockwell made a motion to approve
Alderman Harper seconded the motion

Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland-yes, Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes

Motion carried

Board of Adjustments

Dawn Mooney, Susan Miller, Brian Gnade, Brant Heitgard

Alderman Rockwell made a motion to approve
Alderman Claussen seconded the motion

Alderman Hale-yes, Alderman Garland-yes, Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes

Motion carried.

Tree Board

Mike Talbot, Carolyn Lovelace, Terrie Harper

There are 3 positions open for tree board

Mayor Wilch would like to put this appointment off and to discuss disbanding the committee at a later date.

Alderman Rockwell made a motion to approve
Alderman Claussen seconded the motion

Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland-yes

Motion carried.

Project updates

Boonslick Regional Planning- no new information

USDA- No new information

Cochran- The plant is almost done.

**PETITIONS, REMONSTRANCES, COMPLAINTS AND REQUESTS AND THE
HEARING OF ANY PERSON OR GROUP DESIRING TO ADDRESS THE BOARD,
EACH OF WHOM HAVE FILED PRIOR REQUESTS TO BE PLACED ON THE
AGENDA IN COMPLIANCE WITH CITY CODE 24.105**

Public Hearing as required by law

No public hearing

ACTING ON UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Liquor by the drink and liquor by the drink on Sunday for the Veteran's Landing

Alderman Rockwell made a motion to approve the liquor license
Alderman Harper seconded the motion

Roll call vote

Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes,
Alderman Hale-yes, Alderman Garland-yes

Motion carried.

Picnic License for ECGA's summer concert series 6/13/26, 7/3/2026,8/8/26

Alderman Rockwell made a motion to approve the license
Alderman Claussen seconded the motion

Roll call vote

Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland,
Alderman Harper-yes, Alderman Bange-yes

Motion carried.

Approval of change order for KCI

Mayor Wilch said that KCI is asking for a change for order for a time extension due to the
railroad permit taking so long.

Alderman Rockwell made a motion to approve the change order
Alderman Claussen seconded the motion

Roll call vote

Alderman Harper-yes, Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes,
Alderman Garland

Motion carried

Approval of pay request #15 for WWTF in the amount of \$180,650.10

Alderman Rockwell made a motion to approve pay request # 15
Alderman Claussen seconded the motion

Roll call vote

Alderman Garland-yes, Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes,
Alderman Claussen-yes, Alderman Hale-yes

Motion carried

READING OF BILLS REQUIRING ONLY A FINAL READING FOR PASSAGE
INTRODUCTION AND READING OF BILLS FOR PASSAGE

RESOLUTIONS WHICH REQUIRE ACTION OF THE BOARD

2026-04-001

CITY OF ELSBERRY

RESOLUTION 2026-04-001

ELECTRONIC COMMUNICATIONS POLICY

WHEREAS, the City of Elsberry recognizes that "electronic communication devices," and services, including computers, cell phones, smart phones, tablets, pagers, the internet, and similar communication devices and services may be necessary to conduct the City's business; and

WHEREAS, guidelines are needed for the City of Elsberry's use of electronic communication devices to maintain professional standards and compliance with Missouri law, including the Missouri Sunshine Law;

NOW, THEREFORE, BE IT RESOLVED that the City of Elsberry adopts the following Policy concerning the official use of electronic communication devices and related services by the City, City Officials, City employees, and third-parties using City owned devices and services.

By adopting this policy, the City outlines the responsibilities associated with the use of this equipment and the communications enabled by this equipment and its related services.

1. **APPLICABILITY AND GENERAL RULES.**

1. This Policy applies to all City of Elsberry employees and any other individuals who are provided access to the City's computers and computer system. It applies to manage communications, regardless of format (memos, text messages, emails, or any other format). For hard copy communications, such as written memoranda and letters, the City maintains these through filing. With files maintained only electronically (for instance, email) the City manages the server storage of these records. For non-government controlled formats (examples include: text messages and social media) the

service provider is not responsible for maintaining the records; it is the responsibility of the person or entity that owns the phone, device or account, to maintain that record for its retention period. Private phones, email accounts and computers, that are used to send, receive, or otherwise handle public, or official, business are also subject to records retention requirements. It is the responsibility of the account owner to preserve and maintain these records. In general, the City adopts the Missouri Secretary of State Electronic Communications Records Guidelines for Missouri State and Local Government as they pertain to City governments, as modified by this Policy Statement.

2. Employee personal records and information that are not defined as a “public record” under RSMo §109.210(5), are outside the scope of these guidelines. A public record is any “document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business.” Thus, content is the key controlling factor, not place of origin. The same concerns apply whether the message originates from a personal or work account, or device. If the message references public business or official duties, then it is a record and falls under the appropriate retention schedule.
3. The location of the record also does not matter. Records stored within the City, in a warehouse, on a personal device or on a third-party server must be maintained for their full retention period. If you are unsure if information qualifies as a record, you may review “What Is A Record?” at:
<https://www.sos.mo.gov/records/recmgmt/whatisarecord.asp>.
4. Whenever the word “owned” is used in this policy, it includes leased devices, equipment, services, and software.
5. The City entrusts its employees with electronic communication devices to enhance productivity and safety. It is the employee's responsibility to comply with this Policy and to use the equipment prudently to ensure the safety of themselves, their coworkers, and the general public.
6. Employees whose job responsibilities include regular or occasional driving and who are issued a device for business use are expected to refrain from using their device while driving, except with the use of a handsfree device and in accordance with applicable laws. Every effort should be made to pull to the side of the road to a safe location prior to answering or initiating cell phone calls, texts, or emails. This rule also applies to use of privately-owned cell phones during business hours.
7. If devices are lost or stolen, employees must report this to their immediate supervisor, so service can be discontinued and to ensure all measures to secure data on the device are implemented.
8. Malfunctioning devices, or devices that have been compromised by hacking, malware, hijacking, or viruses are to be immediately discontinued from service and reported to the employee's supervisor and the Mayor to arrange for appropriate action. The City is not responsible for replacing devices damaged by acts of the employee.
9. Employees are responsible for returning all City equipment, software, and data to the City Clerk and or the Mayor upon leaving employment with the City.

2. **COMPUTERS.**

1. The hardware and software that make up the City's computer system, and all data on the system, is the property of the City of Elsberry. All data, including electronic messages within the system, is the property of the City. Third parties should only be provided access to the City's computers and computer system as necessary for their business purpose with the City and only if they abide by all applicable City ordinances, Rules, and Regulations. Such data may contain public records subject to the retention or accessibility requirements of Missouri's Sunshine Law and Public Records Law.
2. The City purchases, owns, and administers the necessary software and licenses for its computers. Employees may not rent, copy or loan the software, or its documentation.
3. Computers may not be relocated to another office without the permission of the Mayor. Employees may not bring in any personal computer or other device including MP3 players to connect to the system without the permission of the Mayor.
4. Even the seemingly most innocuous games, screen savers, and popular software have the capability of unknowingly introducing spyware, viruses, and backdoor access to the City's system. As a result, no software, applications, or modifications may be downloaded or made to City-owned equipment. No instant messaging software may be downloaded. Streaming audio (using the computer to listen to the radio) is prohibited unless authorized by the Mayor as it reduces available bandwidth.
5. Employees should have no expectation of privacy in their use of any City-owned equipment or computer system. The City may at any time monitor, retrieve, or recreate any files, calendars or computer communications of any employee. Employees should expect that their activities on computer devices or telephone devices can be reviewed at any time.
6. Employees who leave employment with the City have no property rights to contents of their email messages, texts, social media messages, or computer files on City computers or devices. Supervisors or managers may access an employee's assigned City owned computer system and email at any time.

3. **INTERNET.**

1. Access to the Internet is provided only for work related information gathering and communication.
2. Accessing sites that are pornographic or sites that promulgate violence or terrorism (also commonly known as "hate" sites), or sites that allow gambling are inappropriate and expressly prohibited using City-owned equipment (except in the course of law enforcement purposes).
3. There shall be no personal use of City computer equipment, cell phones, email and Internet. Prohibited uses of email and Internet browsing are violations regardless of whether they occur during work time, non-work time or during occasional personal use and are subject to discipline up to and including termination. All uses of City equipment, whether business or occasional personal use, are subject to monitoring.

4. **EMAIL/TEXTS.**

The email system on City owned equipment is provided by the City for the purpose of internal and external business related communication. The system and all electronic messages within the system are the property of the City of Elsberry. Texts and social media messages sent or received through City provided cell phones or computer devices are also the property of the City of Elsberry and employees should have no expectation of privacy regarding such messages.

5. **EMAIL/TEXT ETIQUETTE.**

Employees should be aware that while email and texting is a quick and convenient method of communication, once they are sent, the email/text can be viewed potentially by the public. So sending or forwarding of email/text messages should be carefully considered for appropriateness and good judgment. Because humor is often contextual and augmented by body language, email/texts may not be the most appropriate method of transmission. Electronic discussion of topics internally that begin to become controversial or involve significant differences of opinion should be discontinued in favor of face-to-face discussion to avoid misunderstandings and misinterpretations between the communicators and the intended recipient.

6. **PROHIBITED USES OF EMAIL/TEXTS.** The following email/text uses, including sending, reposting, or forwarding communications are expressly prohibited:

1. Communications that are disruptive, offensive, abusive, threatening or exceed the bounds of generally accepted standards of good taste and ethics.
2. Communications of sexually explicit images or messages.
3. Communications that contain anything that might be reasonably construed as harassment or disparagement of others based on race, national origin, color, pregnancy, ethnicity, sex, sexual orientation, age, ancestry, disability or religious beliefs (except as may be specifically required as part of police reporting procedures including the statements of other parties).
4. Solicitation for commercial ventures, religious or political causes.
5. Any other use that may harm or compromise the integrity of the City or be otherwise inappropriate to the City's organizational philosophy.
6. Intercepting, eavesdropping, recording, or altering another person's email/text message without authority.
7. Attempting to send email/texts anonymously or adopting the identity of another person on any email/text message. Using another person's login is also prohibited unless done with the express permission of the person assigned to that login and the Mayor.
8. Sending, downloading, or using information or software in violation of copyright law.
9. Sending, downloading, or using information or software for personal use.
10. Engaging in personal commercial activities including offering services or merchandise for sale.

11. Communications of the contents of closed meetings or closed records to those who are not authorized to receive such information.

12. Engaging in any email/text activity that would create liability for the City of Elsberry.

13. Communications of confidential, privileged communications (written or oral) between the City and its attorneys to those who are not authorized to receive such information.

7. **PUBLIC RECORDS.** RSMo. Chapter 610 provides access to public records of the City for inspection and copying unless records are exempt by law from public access. This policy is intended to conform with RSMo. Chapter, as amended. Depending on the content of an email, text, or social media message, it may be considered a formal record and should be retained pursuant to a City or Missouri record retention schedule. Accordingly, email messages should be written with care with the understanding they may be public records. Employees should be aware that when they have deleted a message from their workstation mailbox it may not have been deleted from the server. The message may be residing in the recipient's mailbox or forwarded to other recipients.

8. **RECORDS RETENTION.**

1. RSMo. Sections 109.200 to 109.310, and applicable City records retention policies and schedules apply to content in City emails. Content disseminated or received via City email shall be retained in accordance with RSMo. Sections 109.200 to 109.310, and applicable City records retention policies and schedules. No communication sent or received via City email shall be automatically destroyed under any circumstances. Any Alderman who transmits any message by City email to two or more members of the City Board of Aldermen, or any Committee thereof, so that, when counting the sender, a majority of the City Board of Aldermen or Committee thereof are copied shall also concurrently transmit that message to the City Clerk in the same format.

2. The City reserves the right for any reason to access and disclose all messages and other electronic data sent via City email or stored in its files. The City has the right to delete or retain any or all City email. There are no rights to privacy when using City Email.

9. **ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS AND ATTORNEY WORK PRODUCT** Some messages sent, received, or stored on City Email will constitute confidential, privileged communications between the City and its attorneys. Some messages may be subject to the attorney work product doctrine as well. Attorney-client communications and attorney work product should never be forwarded to any non-City email or otherwise disclosed without first consulting both the Mayor and the City Attorney.

10. **IMPLEMENTATION AND ADMINISTRATION OF POLICY.** It is the responsibility of each individual employee to understand and comply with this Policy. To ensure the safety and uncompromised integrity of the system employees have the responsibility for reporting inappropriate use or activities to the Mayor. Upon hire, this Policy will be given to the new hire.

11. **PENALTIES.** Violation of this Policy may result in employee discipline up to and including termination. Also, the City may rescind a City Official's authority to use City email, and such other penalties as may be deemed appropriate by the City Board of Aldermen under the circumstances.

12. COPIES TO EMPLOYEES

A copy of this policy will be provided to every full-time employee of the City of Elsberry.

13. COORDINATION WITH OTHER LAWS AND POLICIES

1. This Policy shall be administered in compliance with other Federal, State and local laws related to employee health and welfare policies, leave policies, benefit programs and other related policies of the City. In the case of apparent conflicts between this Policy and other policies and applicable laws, the Mayor shall make the appropriate rulings to resolve the potential conflicts, whenever possible.

2. In the event that any part of this policy is judicially determined to be in conflict or violation with any law or is rendered ineffective because of some state or federal legislative enactment, that part or parts shall be void, but the remainder of the policy shall remain in effect.

3. Parts that are void or voided shall be replaced as soon as possible so as to maintain the full effect of this policy and/or bring it into compliance with relevant laws.

14. **AMENDMENTS.** This policy is subject to amendment by the City of Elsberry from time to time. Amendments that are made shall be provided to employees upon adoption and shall become effective as provided by the Policy Administrator.

15. EFFECTIVE DATE

This policy shall take effect upon passage of a Resolution of the Board of Aldermen adopting this Policy.

Alderman Bange made a motion to approve resolution 2026-04-001

Alderman Rockwell seconded the motion

Roll call vote

Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland-yes, Alderman Harper-yes

Motion carried

REPORTS OF SPECIAL BOARDS AND COMMITTEES

Library- nothing to report

Cemetery/Parks- nothing to report

Infrastructure- nothing to report

Emergency Services-Alderman Rockwell would like to get a meeting set up

Long Term Recovery- nothing to report

REPORTS OF ALDERMAN AND MAYOR

Mayor Wilch- Mayor Wilch wanted to thank everyone who voted for him

Alderman Harper- Alderman Harper would like to get the derelict buildings in town taken care of. She would also like the board to be more involved.

Alderman Bange- Alderman Bange would like to be informed when there are committee

meetings.

Alderman Rockwell- Alderman Rockwell would like to thank Alderman Hunter and Alderman Meyer for their time on the board and she also wanted to welcome Alderman Hale and Garland.

Alderman Claussen- nothing to report

Alderman Hale- Alderman Hale thanked everyone that voted for him. He would also like to get the house in town cleaned up.

Alderman Garland – Alderman Garland thanked everyone for voting and giving him the opportunity to serve.

REPORTS OF CITY DEPARTMENTS AND OFFICERS

City Attorney Robert Guinness- Mr. Guinness thanked the Mayor and board for the reappointment.

Alliance Water Resources – Luke went over his report

Police Chief Billy Sutton- absent

City Clerk Rachel Reed- nothing

City Collector Tammy Ridings- Nothing to report

City Treasurer Lisa Grumich- Nothing to report

MISCELLANEOUS BUSINESS

None

PUBLIC COMMENT BY ANY PERSON OR GROUP DESIRING TO ADDRESS THE BOARD WHO HAS NOT FILED A PRIOR REQUEST TO BE PLACED ON THE AGENDA IN COMPLIANCE WITH CITY CODE 24.105

There was no public comment

Alderman Rockwell made a motion to close the meeting pursuant to RSMo Section 610.021 (1) Legal actions, causes of action, litigation, or confidential or privileged communications with its attorneys (3) Hiring, Firing, disciplining, or promoting of particular employees (14) Records which are protected from disclosure by law (18) Confidential or privileged communications between a public governmental body and its auditor

Alderman Bange seconded the motion.

Roll call vote

Alderman Harper-yes, Alderman Bange-yes, Alderman Rockwell-yes, Alderman Claussen-yes, Alderman Hale-yes, Alderman Garland

Motion carried.

Closes Session began at 7:02 PM

Open Session resumed at 9:14 PM

City Clerk Rachel Reed announced that the board has hired Matt Keating as patrol sergeant at \$28/hr.

Adjournment

Alderman Harper made a motion to adjourn

Alderman Garland seconded the motion.

Ayes-Harper, Bange, Rockwell, Claussen, Hale, Garland

Nayes-0

Meeting adjourned at 9:16 pm

Respectfully submitted,

Rachel Reed

City Clerk

City of Elsberry