Meeting Minutes

Regular Session held on March 8th, 2022

**In attendance were:**

**Board Members**: Elizabeth Damm, Stacy Hylton, Paul Lahman, Saj Shakeel and Christopher Wright

**Village Staff:** City Clerk April Baxter

**Audience Members**: NONE

**1. Open Session**

**2. Call to Order-Chairman**

Meeting was called to order at 5:01 PM

**3. Approval of Agenda**

A motion was made by Paul Lahman to approve the agenda as presented. Motion was seconded by Christopher Wright

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-absent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 4-0-0-1

Commissioner Shakeel arrived at the meeting at approximately 5:05 PM

**4. Chairman Elizabeth Damm**

**a. Westgate MML (Missouri Municipal League) Meeting Date & Time:**

Chairman Damm reminded the Board Members of the Westgate MML meeting date at time which is March 24th, 2022 at 6 PM.

Christopher Wright stated that he would be absent at the Special Session scheduled to be held on March 22, 2022.

A motion was made by Elizabeth Damm to excuse the absence of Christopher Wright at the Special Session scheduled to be held on March 22nd, 2022. Motion was seconded by Paul Lahman.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**5. City Clerk/Treasurer April Baxter**

**a. Treasurer’s Report: Monthly Billing Summaries:**

The Treasurer presented the Treasurer’s Report to the Board of Trustees for all accounts held by the Village of Ferrelview.

A motion was made by Stacy Hylton to pay the bills. Motion was seconded by Paul Lahman.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**b. Approval of Minutes: Special Session held on February 23rd, 2022 and Regular Session held on February 8th, 2022**

Ms. Baxter presented the meeting minutes from the Special Session held on February 23rd, 2022 and the Regular Session held on February 8th, 2022 for approval.

A motion was made by Elizabeth Damm to approve the meeting minutes from the previous sessions held on February 8th, 2022 and February 23rd, 2022 as presented. Motion was seconded by Christopher Wright.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**6. Emergency/Health Safety Saj Shakeel**

a. No New Business

**7. Building Commissioner Stacy Hylton**

a. No New Business

**8. Street Commissioner Christopher Wright**

**a. Update on Street Sign Order**

Mr. Wright stated that the total signs to be purchased for replacement totaled sixty three, the color will be white on blue, total sign order estimate is around two thousand dollars. Mr. Wright added they will be high intensity prismatic.

**b. Tree City USA**

Mr. Wright stated he has begun to work with the State Forester to be designated as a Tree City USA. Mr. Wright stated that the requirements for said designation are:

1. Create Tree Board

2. Community Tree Ordinance

3. Establish Community Tree Program-Budget amount required is $2 per capita

4. Establish Arbor Day Observation and Proclamation

Mr. Lahman stated that the mobile home parks do not allow trees to be planted. Mr. Wright stated that the Village would just be required to maintain and plant trees in public green spaces.

Mr. Wright added that trees provide erosion control, reduce energy consumption and increase property values. Ms. Damm asked if it would help control erosion by 3rd and Heady Avenue. Mr. Wright stated that it would help mitigate the flooding/standing water. Ms. Damm stated the resident at that location stated that she has issues seeing around the intersection. Mr. Wright responded that the Arborist could help select the correct tree for the area. The Board discussed the cost of trees and discounts available through the Arbor Day Foundation. Ms. Baxter asked about budgeting of the two dollars per capita. Mr. Wright stated that anytime a tree is removed, the cost incurred could be included under the required budgeted amount. Ms. Damm asked if volunteer hours could be counted towards the total, as herself, her spouse and Ms. Baxter donated sufficient time last year to landscape and trim trees within the park and out front City Hall. Mr. Wright acknowledges that it could. Ms. Baxter asked about reporting requirements and the total member numbers needed to establish the Tree Board. Mr. Wright stated that it would be a three member board.

A motion was made by Christopher Wright to move forward with the Tree City U.S.A. designation. Motion was seconded by Elizabeth Damm.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**c. Bid Selection: Repaving 2nd Terrace**

Commissioner Wright opened the bids received for the repaving project on 2nd Terrace from the west boundary to Heady Avenue.

McConnell & Associates $13,440

Paradise Asphalt Maintenance $20,500

Barkley Asphalt $12,200

Ms. Baxter stated the McConnell & Associates and Paradise Asphalt Maintenance have identified some areas that are in need of a 4 inch milling on 2nd Terrace.

A motion was made by Christopher Wright to accept the bid submitted by McConnell & Associates for the repave of 2nd Terrace in the amount of thirteen thousand four hundred and forty dollars. Motion was seconded by Stacy Hylton.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

Ms. Baxter explained the certification process for Platte County Special Road Funds to the Board of Trustees.

**d. Crisis Intervention Training (C.I.T.)**

Mr. Wright asked Chief Baker if there were any officers who were certificated in Crisis Intervention Training (C.I.T.). Chief Baker responded that Officer Blake is C.I.T certified.

Mr. Wright explained the potential benefits of having the FVPD officers certified in crisis intervention and the need for services/expertise for individuals experiencing a mental health crisis. Chief Baker agreed that if Officer Tam is not certified in CIT that the training fund could be used to pay his wages for the week of training.

A motion was made by Christopher Wright to send an officer of the Ferrelview Police Department to the Crisis Intervention Training put on by the Mid-America Crisis Intervention Team and Re-Discover Mental Health Services of Kansas City for the forty hour Crisis Intervention Training for mental health response to be paid out of the Officer Training Account. Motion was seconded by Saj Shakeel.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

Chief Baker stated that it is a great idea as there are several calls for mental health in the Village of Ferrelview

**e. Update from Conferences**

Mr. Wright gave updates on the Lieutenant Governor’s meeting specifically in regards to House Bill 1591, which is in relation to an additional motor fuel tax passed by the Missouri Government without voter approval. Updates will be given when they are available.

Mr. Wright stated he also attended a meeting with other Platte County Officials regarding the Platte County 3/8 cents infrastructure tax. During the meeting a discussion was had about redistributing the tax to local entities for large scale projects or recalculating the distribution rates directly to local entities if the Platte County Commission decides to place the renewal on a ballot to be approved by the registered voters of Platte County.

**f. Letter to Board of Trustees and FVPD**

Mr. Wright apologized to the Chief of Police and the Board of Trustees for inviting Major Holland to the session without notice in regards to the Platte County Sherriff’s Office providing police services for the Village of Ferrelview. Mr. Wright explained that he was in contact with the Sherriff’s office in regards to the cost associated with providing police protection for the Village and is on record in another meeting stating that the Village could not afford it. Mr. Wright added that it was an oversight on his part to uninvited Major Holland to regular session and thanked the Board and Chief for accepting him in the meeting. Mr. Wright added that Chief Baker is doing a phenomenal job.

**9. Water Commissioner Paul Lahman**

**a. Chairman Pro-Tem Resignation**

Mr. Lahman announced that due to personal reasons he will need to step down as Pro-Tem Chairman.

A motion was made by Christopher Wright to accept Mr. Lahman resignation as Pro-Tem Chairman. Motion was seconded by Stacy Hylton.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

The City Clerk called for nominations for Pro-Tem Chairman.

Stacy Hylton nominated Christopher Wright. Paul Lahman seconded the nomination.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**10. Policed Department**

**a. Department Update/Stats**

Chief Baker submitted the FVPD monthly report to the Board of Trustees. Chief Baker stated that there were 53 traffic stops, 26 warnings were issued and the department wrote 23 citations.

**b. Update on sale of 2016 Charger**

No update available at this time

**c. FVPD Grant Application Update**

No update available at this time. Mr. Wright asked what items were asked for during the application process. Chief Baker stated that he asked for a new records management system, in car camera systems and updated radar for police vehicles.

**11. Kevin Turley Chief Water Operator**

**a. Discussion on Establishing a Maintenance & emergency Excavator Contract**

Mr. Turley stated that after speaking with several other water operators he has concluded that there is no need for a massive new master meter vault and that the best course of action would be to make the noted corrections from the Missouri Department of Natural Resources to reduce the total cost of the project.

Mr. Turley reached out to Water District # 9 in regards to a sample contract for excavation services for emergency and maintenance of the water and sewer system. Mr. Turley explained the benefits of having said contract in place with an excavation company. No example has been received to date.

**12. New Business**

**a. New Letterhead Proposal**

The City Clerk submitted two new letterhead designs to the Board of Trustees. Ms. Baxter stated that she selected a train because the Interurban Railway played a major role in the development of the City of Ferrelview which was established in 1913. Ms. Baxter added that once major interstates were built the Interurban Railway was closed and the City was downgraded to a Village. The Village of Ferrelview was established on September 13th, 1953. A new letterhead was selected with the train as a part of the header to reflect the Village’s history. .

**b. .GOV Email Addresses**

Tabled. Ms. Baxter stated she did not have any free time to contact the current internet hosting company to see if they have the ability to host .GOV emails.

**c. All American Tow & Recovery Business License**

**d. Elite Auto Sales Business License**

Ms. Baxter stated that she has attempted to contact the owner (the individual/owner owns both All American Tow & Recovery and Elite Auto Sales) several times in regards to the required

documents that need to be submitted in order to obtain their business license for 2022, one of which is a tax clearance or statement of “No Tax Due”. Ms. Baxter stated that they are delinquent in taxes owed to the County of Platte. Chief Baker asked what the penalty was per ordinance. Ms. Baxter replied that the fine can be up to five hundred dollars per day and each day is considered a separate offense.

A motion was made by Elizabeth Damm to send notice with a ten day cure to All American Tow & Recovery and Elite Auto Sales to conform to the business license requirements for the Village of Ferrelview. Motion was seconded by Paul Lahman.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**e. Proclamation**

Tabled

**f. Water Account Write-Offs**

Ms. Baxter submitted two accounts to the Board of Trustees which may need to be written off. The first one is for Mr. Miller who has deceased and only had a twenty five dollar water deposit on file with the Water Department; the remaining balance is ninety nine dollars and ninety seven cents.

A motion was made by Stacy Hylton to approve the write-off for Mr. Walter Miller in the amount of ninety nine dollars and ninety seven cents ($99.97). Motion was seconded by Elizabeth Damm.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

The second is for Ms. Chastain a previous resident with a remaining balance of fifteen dollars and twenty nine cents.

A motion was made Elizabeth Damm to write off the balance of fifteen dollars and twenty nine cents. Motion was seconded by Christopher Wright.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

**Old Business:**

**a. Village Yard Sale Dates**

Tabled

**b. Update on Local Records Preservation Grant Application**

Ms. Baxter stated she applied for the Local Records Preservation Grant in the amount of $6,058.97. She will submit an update when one is available.

**c. Sunshine Law Presentation**

Ms. Damm stated that she is able to pay for the Sunshine Law presentation that she and the city clerk attended that was presented by the Missouri Attorney General’s Office. Ms. Damm stated that she would like all trustees to watch the presentation.

**14. Audience Participation**

No audience

**15. Adjourn Meeting**

A motion was made by Stacy Hylton to adjourn the regular session. Motion was seconded by Christopher Wright.

Roll Call Vote:

Elizabeth Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stacy Hylton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paul Lahman-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saj Shakeel-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Wright-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

Meeting was adjourned at 6:49 PM

The minutes of meeting held on March 8th, 2022 were approved by the Board of Trustees on this 12th day of April, 2022.

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Chairman of the Board

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk