Meeting Minutes

Regular Session held on July 19th, 2022 at 5:00 PM

**In attendance were:**

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

**Village Staff**: Village Clerk/Treasurer April Baxter, Chief Water Operator Kevin Turley, Chief Baker and Officer Tam

**Audience Members**: Mathew Damm

**1. Open Session**

**2. Call to Order-Chairman**

Chairman Christopher Wright called the meeting to order at 5:05 PM

**3. Approval of Agenda**

A motion was made by Elizabeth Damm to approve the agenda as presented. 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

**4. Chairman Christopher Wright**

**a. State Flag Purchase**

Christopher Wright expressed his desire to purchase and display a Missouri State Flag in the board meeting room. The clerk reviewed flag and pole prices and gave several options to the Board of Trustees.

A motion was made by Elizabeth Damm to purchase a Missouri State flag and display pole not to exceed one hundred and fifteen dollars (115). 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 April Baxter**

**a. Approval of Meeting Minutes 06/14/2022**

The clerk presented the meeting minutes from the session held on 06/14/2022.

A motion was made by Stacy Hylton to approve the meeting minutes 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. Treasurer April Baxter**

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

The treasurer presented the monthly billing summaries for all accounts held by the Village of Ferrelview. Ms. Baxter stated she needed to amend the reports presented on 06/14/2022 for the Street Account to include a one hundred dollar payment to the Missouri Attorney General’s Office and also for the Water Fund to include the water sales tax payment in the amount of four thousand eighty one dollars and two cents (4,081.02).

Ms. Baxter noted that payment has been received from Ferrelwood MHP for the invoices for the water line breaks within the mobile home park in the amount of six thousand seventy one dollars and twenty three cents (6071.23) and two thousand nine hundred thirty three dollars and fifty two cents (2933.52). Ms. Baxter noted that two thousand five hundred forty seven dollars and two cents will be added back into the “Emergency & Maintenance Fund” for the Water Department as those funds were used to pay the invoices from Menke Excavating.

A motion was made by Elizabeth Damm 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

**7. Emergency/Health/Safety/Building Commissioner Saj Shakeel**

**a. No New Business**

**8. Parks & Recreation Commissioner Stacy Hylton**

**a. No New Business**

**9. Water Commissioner Paul Lahman**

**a. Emergency & Maintenance Contract**

Ms. Baxter stated that an “RFB” (Request for Bids) was published in the Platte County Citizen for “Emergency and Maintenance Contract for the Water Distribution and Waste Water Collection System”. The due date for contractors to submit bids is August 5th, 2022 at 5PM.

**10. Street Commissioner Elizabeth Damm**

a. Sealed Bids-Repaving & Extension of Chester Ave North of 3rd Street

Ms. Damm opened the bids received for the repaving of Chester Avenue.

*Bid No. 1: McConnell & Associates*

*Twenty one thousand six hundred and twelve dollars*

*Bid No. 2:*

*Sixty one thousand five hundred eighty eight dollars and fifty cents*

Ms. Damm stated that she has invited Mr. Vega to the Board of Trustees regular sessions for the past several months and he has not attended any meeting to date regarding his input on his request to extend Chester Avenue to his front door as he only has rear access to his home.

A motion was made by Elizabeth Damm to accept the bid from McConnell & Associates for the repaving of Chester Ave for the mill and overlay of approximately four hundred sixty eight square yards, upon receipt of an itemized bid, removing the ninety five square yard extension. 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. Bridge Repairs Garrison Ave**

Ms. Damm stated that the repairs to the bridge on Garrison Ave have been completed by KC Masonry.

**11. Police Department**

**a. Department Update/Stats**

Chief Baker stated that he has not had time to prepare the stats for the department for the month but will get them to the Board as soon as possible. Ms. Hylton told Chief Baker about a vehicle that has been at the church parking lot for over a week. Ms. Baxter reached out to Ms. Caven regarding the vehicle. Ms. Caven stated via text the vehicle belongs to a church member who has parked there while he is out of town.

Chief Baker stated that he has received notice the grant funding has been approved but it is still unclear regarding what specialty items were approved and what dollar amounts.

**12. Chief Water Operator Kevin Turley**

**a. No New Business**

Mr. Turley stated that he has reached out to Menke to see when they are able to make the repairs to the master meter vault at Ferrelwood MHP. Mr. Turley added that the fire hydrant that was going to be replaced at 6th & Garrison is still on backorder.

**13. New Business**

**a. Historical Society Donation**

Ms. Damm stated that while she and the clerk were sorting through boxes of papers they found several historical documents and is asking for guidance from the Board of Trustees on what to do with them. The Platte County Historical Society is willing to accept all the historical documents and preserve them. Ms. Baxter stated that she reached out to the Historical Society and they would be honored to display and preserve any documents the Village is willing to contribute to their collection. Ms. Damm stated that she could add photographs to the book she is already creating. Mr. Wright agreed and suggested creating a master catalog to show where the documents went.

A motion was made by Elizabeth Damm to have the historical documents that have been located at City Hall be donated to the Historical Society in Platte City to be preserved. 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

**b. Excess Court Revenue 2016**

Ms. Baxter stated that the Village of Ferrelview owed excess court revenue from 2016 due to the mistakes made by the previous treasurer and Board of Trustees. Ms. Baxter added that a monthly payment agreement was established with the County Tax Section to pay the revenues owned and the balance is down to three thousand five hundred fifty two dollars and fifty five cents (3552.55). Ms. Baxter asked the Board if they would like to continue to make monthly payments or pay the remaining balance in full. Ms. Hylton asked if interest is assessed. Ms. Baxter replied that there is no interest on the balance. Mr. Lahman and Mr. Shakeel stated that they would like to pay the remaining balance in full.

A motion was made by Christopher Wright to pay the entire balance owned in the amount of three thousand five hundred fifty two dollars and fifty five cents (3552.55) to be paid in full to the County Tax Section of the State of Missouri.

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. Public Hearing Tax Levy: Time & Date**

Ms. Baxter stated that the Pre-BOE has been received from the County Clerk and the Post-BOE should be received soon. Ms. Baxter stated that it is considered a Public Hearing and needs to be posted at least ten days in advance and asked for the Board to set a date and time. Ms. Hylton asked when the Tax Levy was due by. Ms. Baxter replied that it is due September 1st, 2022. Mr. Wright asked if it could be held before or after a regular session. Ms. Hylton suggested holding it on a separate date due to the length of the regular sessions.

The Board of Trustees selected August 16th, 2022 at 6 PM

**14. Old Business**

**a. Invoice Ferrelwood MHP 504 Garrison Lot 104 & 201 6th Street**

Ms. Baxter stated that payment has been received for both invoices and the new owners appreciated the Village of Ferrelview working with them to help resolve the issues.

**b. Finalize Fall Festival Planning**

Ms. Hylton stated that she had some suggestions for the festival but was unclear what finalizing meant. Ms. Baxter asked if anyone was able to contact Mr. Salazar regarding music. Mr. Wright stated that he has reached out to him and he was checking his schedule. Ms. Hylton suggested purchasing a popcorn machine that could be used for multiple festivals. Ms. Hylton stated that they were going to do a craft booth and set up cornhole boards. Ms. Hylton suggested a talent show. Mr. Wright stated he was not sold on that idea. Ms. Hylton suggested a water balloon toss or holding the design contest for the possible flag design for the Village of Ferrelview. Ms. Hylton stated the KCFD and Sheriff’s office still needed to be contacted. The Board discussed several food, game and activity ideas in great length.

A motion was made by Christopher Wright to set a budget of one thousand dollars for fall festival. 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

**c. Platte County Stormwater Grant: Finalize Design, Request for Bids (RFB) & Special Session for 08/16/2022**

The Board of Trustees decided to hold a Special Session regarding the Platte County Stormwater Grant on 08/16/2022 at 5 PM. Ms. Baxter stated that she would post a RFB to the website and the deadline date for completion is November of 2022.

**15. Closed Session pursuant to;**

**RSMo 610.021 (3)**

Personnel A motion was made by Christopher Wright to close the open session and open the close session pursuant to RSMo 610.021 (3) Personnel, and inviting the Chief of Police Mathew Baker and City Clerk April Baxter to the closed session.

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 open session was closed at 6:32 PM

Ms. Baxter declined the invitation to the closed session.

The open session was reopened at 7:04 PM

**16. Audience Participation**

**No Audience**

**17. Adjourn Meeting**

A motion was made by Christopher Wright to adjourn the regular session. 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 session was adjourned at 7:05 PM

The minutes of the meeting held on July 19th, 2022 were approved by the Board of Trustees on this 9th day of August 2022.

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Chairman of the Board

Attest:

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

City Clerk