Meeting Minutes

Special Session held on December 1, 2022 at 5 PM

**In attendance were:**

**Board Members**: Elizabeth Damm, Mathew Damm, John Kemp, and Christopher Wright

**Village Staff:** City Clerk: April Baxter

**Absent:** Paul Lahman

**Audience Members:** None

**1. Open Session**

**2. Call to Order**

Meeting was called to order by Chairman Elizabeth Damm at 5:01 PM

**3. Approval of Agenda**

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

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

A motion was made by Christopher Wright to approve the absence of Board Member Paul Lahman. Motion was seconded by Mathew Damm.

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

**4. Budget 2023**

**a. Review & Edit Budget Items for 2023**

The City Clerk/Treasurer April Baxter presented the unedited budget for 2023 to the Board of Trustees for review. Ms. Baxter stated that the budget is generated on expenditures and receipts from 2021 & 2022.

The Board of Trustees discussed Animal License Fees (line item 1052) and whether or not the Board would reinstate licensing fees or continue the moratorium for 2023. Ms. Baxter & Mr. Wright stated that a service has to be provided to charge the licensing fees and the Village no longer contracts with the Sherriff’s Office for animal control. Mr. Kemp stated that Ferrelwood MHP has a feral cat problem. Ms. Baxter stated that the animal control services did not cover felines and Ms. Damm added that the cat issue at Ferrelwood is the responsibility of the owner as it is private property. Mr. Kemp asked about contracting with a humane society on an as needed basis to capture and spay/neuter the felines. No resolution was reached; moratorium will remain in place until a resolution is achieved.

The Board discussed Business Licensing Fees (line item 1086). The Board discussed increasing fees for mobile home parks and apartments from five (5) dollars per lot/apartment available for rent to ten (10) dollars per lot/apartment available for rent and the increased revenue it could generate for the Village. Mr. Kemp asked if the revenue is placed in the General Fund, Ms. Damm replied that it is. The Board discussed the amount of time the police department spends responding to those areas. Mr. Kemp asked about the increase to business licensing fees for contractors and businesses. Ms. Baxter stated that the Village fees are elevated compared to some municipalities. Mr. Kemp stated that to the best of his knowledge most municipalities use a sliding scale based on revenue, which are paid in addition to a licensing fees. Mr. Wright and Mr. Kemp agreed that it is a discussion that should happen sooner than later to better align all fees with neighboring municipalities. The Board discussed the issue in great length.

A motion was made by Elizabeth Damm to increase the licensing fees from five (5) dollars per lot/apartment available for rent to ten (10) dollars per lot/apartment available for rent. Motion was seconded by Christopher Wright.

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

Ms. Baxter stated she would amend the ordinance pertaining to business license fees to include the increase.

The Board discussed line item 1065 Building & Contractor Permits. The Board discussed raising Building & Contractor Permits the same percentage as they increased the business licensing fees for apartments & mobile home parks.

A motion was made by Christopher Wright to raise the cost of building and contractor permits from ten (10) dollars per assessed valuation of one thousand (1,000) dollars to twenty (20) dollars per assessed valuation of one thousand (1,000) dollars. Motion was seconded by John Kemp.

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

Ms. Baxter stated she would amend the ordinance pertaining to building & contractor permit fees to include the increase.

No additional changes were made to General Income.

The Board discussed Street Income for 2023. Ms. Baxter stated that the 3/8 cent revenue from the Platte County Special Road Fund Income will decrease to ¼ cent due to recent voter approval. Ms. Baxter stated she sees no additional changes to Street Revenue for 2023.

The Board of Trustees discussed Water Income for 2023. There were no changes noted to Water Income for 2023.

The Board of Trustees discussed General Expenses for 2023. Ms. Baxter stated that she and Ms. Damm have discussed splitting additional charges with the Water & Street Departments to decrease the liability to the General Fund such as; security system monitoring, internet, phone, website domain, trash services, etc. as these departments operate out of City Hall and utilized those serivces. The Board agreed that these expenses should be split with the appropriate department(s).

Ms. Baxter asked the Board if they have decided to purchase the new postage machine for the Water Department, as Pitney Bowes has warned the Village that they might not continue to supply updates to the analog postage machine currently in use. Mr. Kemp asked about the postage machine and how it is used and it what amounts of parcels are mailed per month. Ms. Baxter stated that the Village mails approximately 250 parcels per month, most of which is the Water Department (water bills/late notices).

Mr. Wright stated that in an effort to save money, the Village can forgo the election if there are the same amounts of candidates as open seats, per state statue. Mr. Wright added this would have to go up for voter approval and it could save the Village the annual fees for election if the conditions set forth in the state statue are present.

A motion was made by Christopher Wright to purchase a new Pitney Bowes postage machine in the amount of one thousand ninety nine dollars and eighty two (1,099.82) cents. Motion was seconded by Elizabeth Damm.

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

The Board of Trustees discussed preparing a ballot initiative for the Municipal Election to include posing a question to the voters to raise the tax levy above the state maximum by either a quarter or a third of a cent per one hundred dollars of assessed valuation by the County Assessor’s Office to generate general revenue to cover annual fire suppression charges from KCFD in the amount of eleven thousand three hundred and fifty eight dollars (11, 358). The Board further discussed the issue. The clerk was directed to begin preparing the ballot initiative and the Board would nail down the amount proposed in the final budget meeting.

The city clerk noted the workmen’s compensation insurance (line item 1010) amounts needed to be amended to align with the new insurance providers fees.

The city clerk noted that the fees for MOPERM (line item 2008) need to be adjusted to account for the reduction in price for the policy for 2023.

Ms. Damm proposed placing the “Local Use Tax” back on the ballot in 2023. She added this tax is only for internet sales and is not a double tax. Ms. Baxter stated that she is unsure how often the question can be posed to the voters.

 The city clerk noted that the fees owed for excess revenue (line item 1157) for court income for 2016 can be removed as this payment arrangement was fulfilled in 2022.

The Board discussed Police Department Equipment purchases (line item 4009) for 2023. The clerk said the pre-generated amounts are incorrect, zero dollars were spent in 2022 for police equipment, the number populated is for equipment purchased in 2021. Ms. Damm stated that she received the quotes to outfit both vehicles with dash cameras. Ms. Baxter stated that she believes that the department could benefit from a purchasing a Taser and the Board agreed to ask the Chief of Police what she thought the department could benefit from as far as equipment purchases. Ms. Baxter stated that the Chief could look into grant opportunities available for 2023.

The Board discussed Police Department Salaries (line item 4005). Ms. Baxter stated that the salaries needed to be increased to align with the approved raises given in 2022.

The Board discussed Police Department Phone/WiFi (line item 4018) pertaining to the wireless hotspot & duty phone for the police department. Ms. Baxter stated that to the best of her knowledge the Police Department does not utilize the hotspot because the Toughbook’s do not have access to MULES, so all calls are placed to the Sheriff’s Office for those inquires. Ms. Baxter was asked to check on the contract for the hotspot to see if has been fulfilled and can be canceled without penalty.

The Board discussed Street Expenses for 2023. Mr. Damm asked about the street lights and whether or not they were LED. Ms. Baxter stated that the upgrade to LED’s happened back in 2017 and provided the most recent invoices reflecting the type of LED’s in place at this time. No changes to Street Expenses were made at this time.

The Board of Trustees discussed Water Expenses for 2023. Ms. Baxter stated that the Chief Water Operator would like two (2) cases of meters added to the budget every year for the next five (5) years to replace all of the old meter with new low-lead meters, based on a five (5) year plan developed by Mr. Turley and herself. Ms. Baxter added that each cases of eight (8) is sixteen hundred dollars, bringing the total to thirty two hundred (3,200) dollars. The Board of Trustees added the additional expense of thirty five hundred (3,500) per year for new meters.

Ms. Damm stated that Mr. Turley informed her that he has not received a raise in seven (7) years. Ms. Baxter located Ordinance 240 which set the pay rate for the previous Water Operator in 2007 to one thousand (1,000) per month.

A motion was made by Christopher Wright to increase the Chief Water Operator’s pay from five hundred and fifty (550) dollars to one thousand (1,000) dollars per month to become effective December 1, 2022. Motion was seconded by Elizabeth Damm.

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

**5. Adjourn Meeting**

A motion was made by Christopher Wright to adjourn the Special Session. Motion was seconded by Elizabeth Damm.

Roll Call Vote:

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

Mathew Damm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Kemp-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Motion Carries 4-0-0-1

The Special Session was adjourned at 7:09 PM.

The minutes of the meeting held on December 1, 2022 were approved by the Board of Trustees on this 13th day of December, 2022.

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 Chairman of the Board

Attest:

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

 City Clerk