**Minutes of Meeting**

Regular session held on November 3rd, 2018 @ 4 PM at Ferrelview City Hall.

In attendance were:

Board Members-Phil Gilliam, Frank Baumann, Beth Whorton, John Rydholm, and Theresa Wilson (late arrived at 4:02 PM)

Audience members-Mary Suiter, Bess Trevino, May Gilliam, Brandy Doolen, and Renee Smith

Village staff- City Clerk April Baxter

Meeting was called to order at 4 PM.

**Chairman Phil Gilliam:** Chairman Phil Gilliam gave an update on the progress of the City Audit, he stated that it is still not complete and the state auditor’s office hopes to be done by the end of the year (2018). Gilliam added that they notified the Village that are going to exceed the original estimate of $25-30 thousand and are now looking at around $40,000.

Gilliam introduced a new ordinance:

**Bill Number 2018-6 Ordinance 331:**

**Prescribing Compensation for Board Members of the Village of Ferrelview and Withholding of the Same.**

Gilliam read the Ordinance in full to the audience and the members of the Board of Trustees.

A motion was made by Beth Whorton and seconded by John Rydholm.

Roll Call Vote:

Phil Gilliam-aye

Beth Whorton-aye

John Rydholm-aye

Frank Baumann-aye

Theresa Wilson-abstain

Motion carries 4-1

Gilliam spoke about the complaints from residents about the business practices going on within Ferrelwoods Mobile Home Park. Frank Baumann stated that the driveways located in Ferrelwoods are in desperate need of repair. Mr. Baumann said that he drove through both Ferrelwoods and Brightwell Estates. The driveways located in Brightwell seemed to be in good condition but counted at least forty (40) driveways in Ferrelwoods that needed some kind of repair and/or replacement. Frank Baumann mentioned that he also has a notice on his door, regarding his rent. Baumann asked if anyone knew when rent was due, and Gilliam responded “By the 1st but is considered late after the 5th”. Theresa Wilson stated that it is not city business. Baumann and Gilliam argued that it was City business if they (Ferrelwoods) are violating the Village’s ordinances. Wilson added that it is a civil issue and the residents would have to approach them civilly regarding the late fees. Gilliam argued that they are in violation on the Villages Ordinances. Wilson stated that they (Ferrelwoods) are only responsible for providing one parking space per unit and that you (Baumann) built over his. Baumann replied that he did not build over his, he added that he has a dual car driveway and the damage is in the middle of them. Audience member May Gilliam asked Trustee Wilson “You don’t think that health and safety of the residents of the Village is a concern of the board members?” Wilson responded “Not if it’s on private property.” Audience member Renee Smith, the Office Manager for Ferrelwoods Mobile Home Park, interjected and said that rent is due on the 1st and is late if not paid by the 5th of the month. Gilliam responded, that is fine but added that the notices include a section about eviction. Renee Smith denied it and added that it was only a three (3) day notice. Baumann stated that the total on his notice included a fifty (50) dollar late charge. Smith replied that there was a late fee on his account from the previous month but was working on getting that removed. Audience member May Gilliam added that Missouri statues require that landlords give twenty four (24) hour notice before coming onto resident’s property unless it is an emergency and it is a law that is constantly being violated. Chairman Gilliam responded that Baumann had brought the notice left on his door and she (Renee Smith) just stated that there is nothing about eviction. Chairman Gilliam read the notice “If the manager does not hear from you within three days we will assume you are not going to pay and we will proceed with eviction proceedings.” Chairman Gilliam told Ms. Smith that he is not going to play word games with her and that she needs to make sure that she is following not only the Village’s ordinances but State and Federal law. Trustee Wilson asked if they (Ferrelwoods) were coming into their homes. Audience member May Gilliam responded that they are not but the new mobile home act of 2011 states that they had to give notice to come onto the property and she (Renee Smith) knows of the new laws and doesn’t care. May Gilliam stated that landscapers came onto many residents property and destroyed their landscaping. Mrs. Gilliam added that RV Horizons, the management company of Ferrelwoods, has been sued many times, just over that. Chairman Gilliam stated that he has been in contact with the manager and will pass along the information about the driveways to her. Mrs. Smith interjected that the manager was a man; Chairman Gilliam replied that he was in contact with the area manager, Rhonda, and again was not going to play word games with her. Chairman Gilliam asked if Mrs. Smith had anything else. Smith asked why the privately owned trailers were not being held to the same standards as the ones owned by Ferrelwoods. Chairman Gilliam replied that they were on private property and if Ferrelwoods would like the City to handle it, the Village would be happy to. Chairman Gilliam told Mrs. Smith that the Village would need a list and she replied that the Village did have one. Chairman Gilliam asked the City Clerk April Baxter if she had such a list and Mrs. Baxter replied that she had received a list but it was regarding RV’s that were within Ferrelwoods, so that the permits could be renewed. Mrs. Baxter added that there were names and addresses on the list other than RV’s but had not looked over it thoroughly for renter vs. owners. Chairman Gilliam added that this is when the Village and Ferrelwoods need to work together. Trustee Wilson stated that the City cannot get involved because it is private property and the Village would be looking at a possible lawsuit. Wilson also stated that she called the MML (Missouri Municipal League) about the ordinance to pull a license (business) and she was told that the city could face a lawsuit. Chairman Gilliam asked if they (MML) told her that the Village couldn’t have such an ordinance, Wilson replied that they (MML) advised her that it was pretty dangerous for the City to have one. Chairman Gilliam stated that every major municipality around Ferrelview has some kind of ordinance in place that states that they can revoke a business license if the business is not complaint with local, state, and federal laws. Wilson told Gilliam that he is opening the city up to a lot of liability. Chairman Gilliam replied that Wilson should come to more meetings and give her input. Wilson responded that last month was the first month she had missed a couple meetings due to a family emergency. Renee Smith addressed the issue of the letter from the Village stating that the new trailers need to be skirted and decked within 30 days and that by state guidelines they (Ferrelwoods) cannot do that because the trailers have to have state inspections before they can do any of that. Chairman Gilliam asked Ms. Smith to verify that information, and how long does it take Ferrelwoods to contact the state to do this? Gilliam added that Ferrelwoods has trailers that have already been there for well over a month and they still haven’t been inspected, so is the Village supposed to wait? Ms. Smith stated that she does not have control over the state and that she sent in the paperwork and is still waiting to hear back from the state. Gilliam asked for something to verify that the paperwork had in fact been sent in. Ms. Smith replied that she can get that for the Village.

**City Clerk April Baxter:** City Clerk started by stating that in an effort to save the Village money in any way she could, she asked for a catalog of products available from company that supplies the Village with the paper products to print and mail the water bills. Mrs. Baxter explained that the Village could eliminate the water billing envelops, with the purchase of postcards that are the same as the ones the Village currently uses, but have postage included in the pricing, for only five (5) dollars more per box. Audience member Mrs. Trevino stated that the water bills used to be mailed like that, with no envelope. Mrs. Baxter added that the water billing envelops run about sixty (60) dollars a box plus ten (10) dollars for shipping and she orders them approximately every other month, this amounts to about $420.00 per year. Mrs. Baxter also stated that it will save money on the postage machine because it cost about ten (10) dollars to load postage, along with the cost of mailing an envelope vs. a postcard, and the time it takes to stuff the envelopes, seal, and run through the machine. The City Clerk thinks that it could save the Village about $800.00 dollars per year. John Rydholm replied that he thinks it is a good idea and it stream lines the water billing process. Chairman Gilliam asked if there were any objections. Wilson asked about the Pitney Bowes machine, the city clerk replied that the Village is locked into a contract until 2020 but still paying the lease and not using the machine for water billing would save the Village money.

A motion was made by John Rydholm to eliminate the water billing envelopes and utilize the method proposed by April Baxter to save the Village money. Motion was seconded by Beth Whorton.

Roll call vote:

Phil Gilliam-aye

Beth Whorton-aye

John Rydholm-aye

Frank Baumann-aye

Theresa Wilson-aye

Motion carries 5-0

April Baxter presented the Board of Trustees with the billing summary for the month of October. The bills were broken down by the account in which they would be paid out of per advice of the state auditor, who suggested to think about what the bill is for and what account it should be paid out of to avoid all the transfers and provide better transparency. Mrs. Baxter suggested that the checks be cut directly out of the correct account instead of transferring funds from one account to another. She added that because this has not been done in the past it is one of the reasons the audit is taking longer and costing more than originally expected. Mrs. Baxter stated that the Village received a normal bill from Waste Management for the recycle dumpster, there was no contamination this month and if the Village would like to eliminate the recycle dumpster, to save the Village money, now would be the time to do so, as the cancellation fee is based on the current bill. Gilliam asked the city clerk to get a quote from Waste Management on eliminating the dumpster for next month’s regular session.

A motion was made by Beth Whorton to pay the October bills. Motion was seconded by John Rydholm.

Roll call vote:

Phil Gilliam-aye

Beth Whorton-aye

John Rydholm-aye

Frank Baumann-aye

Theresa Wilson-aye

Motion carries 5-0

Mrs. Baxter presented the Board of Trustees with the monthly Treasurer’s Report. Mrs. Baxter stated that it touched on a lot of the things she already addressed with the monthly billing summary. The only thing that needed to be addressed was the excess court revenues from January-August 2017 while the courts were still operating in Ferrelview. Mrs. Baxter added that the Village did exceed the 20% that is allowed to be kept and owed the State of Missouri the excess. She suggested that the excess revenue be paid out of the remaining Municipal Court Fund and also suggested that once the court system transfer to Platte County was complete, that the Village start making the monthly payments on the excess revenues owed for 2016. Trustee Wilson asked if the left over revenue in the Municipal Court Fund was money that was left over from bonds. Mrs. Baxter replied that as far as she knew, Mickey, the previous treasurer and court clerk was supposed to have settled that all before she left her positions. Baumann asked about when the courts would be moved to Platte County. Gilliam replied that the county was waiting on the state, and it should be ready to go in the beginning months of 2019.

A motion was made by Beth Whorton to pay the excess court revenues from 2017. Motion was seconded by John Rydholm.
Roll call vote:

Phil Gilliam-aye

Beth Whorton-aye

John Rydholm-aye

Frank Baumann-aye

Theresa Wilson-aye

Motion carries 5-0

**Water Commissioner Beth Whorton:** No new business

**Street Commissioner/Emergency Manager John Rydholm:** Mr. Rydholm stated that last month he signed off on the bid from McConnell and Associates for the repaving of Brightwell and that the City Clerk had spoken with Jared from McConnell and he stated that if the contract was signed and sealed they would honor this year’s pricing. Mr. Rydholm stated that he had met with Mrs. Trevino earlier in the week about some potholes on 1st Street and Ona Street and that the gully located there was also filled with debris and vegetation and needed to be cleaned out. Rydholm inquired about using street funds to do the repairs. The city clerk added that the special grant funds from Platte County cannot be used for pothole repair but the motor fuel tax funds can be used for anything to do with streets.

**Building Commissioner Frank Baumann:** Mr. Baumann thanked Renee Smith of Ferrelwoods for her work getting the stop signs replaced within the mobile home park and asked if there was any thought on putting up more. Ms. Smith replied that yes they are planning on putting up more. Baumann asked about putting back up a stop sign at Garrison and 291 Highway/ Cookingham. He believed that there was one there for a while but someone took it down because it wasn’t the Village’s jurisdiction. Baumann stated that it was put up for safety, it is a three way intersection, and if you’re leaving on Garrison and pull out onto 291/Cookingham, you do not have the right-of-way and cross traffic does not stop. Gilliam suggested pricing out a new set of signs, either stop, yield, or cross traffic does not stop. An audience member pointed out that there are faded no parking signs on First Street and one over by the church. Gilliam replied that the Village has plenty of no parking signs and asked John to get a list together for the city clerk and then we can begin work on the signs that need to be improved. The City Clerk added that if the Village has faded stop signs, the Village can refurbish them with a new adhesive at a much cheaper cost than buying new ones. Audience member Mrs. Suiter brought to the Boards attention that there is a fire hydrant that needs to be painted by Mrs. Trevino’s residence. May Gilliam asked if a resident could paint the hydrant? Mrs. Suiter stated that the Boy Scouts used to do that.

Renee Smith asked if the Building Commissioner had a preference on the footings for the new decks. Mr. Baumann replied that he did not, but Gilliam suggested using the ones that have to be poured to avoid shifting later.

Chairman Gilliam added one more issue. It was brought to his attention by the City Clerk that the general fund needs to pay back $1900 to the Officer Training Account (OTA), funds that should not have been moved. The withdrawal happened back in December of 2017. The City Clerk also added that she could not locate anything in the minutes from that time period that approved or explains the transfer of funds from the OTA to the general fund.

Gilliam asked if anyone had anyone had any input on increasing the business license fees within the Village. Baumann asked if they were in line with other municipalities. The city clerk responded that more research would need to be done to see if they are similar.

**Trustee Theresa Wilson:** No new business

**Audience Participation:** Mrs. Trevino asked if a dumpster was going to be provided for a city clean-up. The City Clerk responded that she didn’t know if the Village could afford it but would look into the pricing. Mrs. Suiter asked if there was any way to get her hill mowed. The City Clerk responded that maintenance has the work order and would be getting to it sometime this weekend before Election Day.

Mrs. Suiter added that Ona is so narrow and crowed on Election Day and suggested turning it into a one way. Gilliam agreed that it might be a good idea. Rydholm asked if a motion would need to be made and Chairman Gilliam responded that a new ordinance would have to written. The Board agreed that it would have to be looked at closer to determine what direction it needed to be a one way.

Phil Gilliam stated that there was no reason to go into closed session.

A motion was made to adjourn the meeting by Beth Whorton. Motion was seconded by Frank Baumann.

Roll call vote:

Phil Gilliam-aye

Beth Whorton-aye

John Rydholm-aye

Frank Baumann-aye

Theresa Wilson-aye

Motion carries 5-0

Meeting was adjourned at 5:06 PM.

The minutes of the meeting held on Saturday November 3rd, 2018 were approved by the Board of Trustees on the 1st day of December 2018.

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 Chairman of the Board

Attest:

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 City Clerk