

# Village of Ferrelview

205 NW Heady Ave Ferrelview, MO 64163 Phone: (816) 464-5010 Fax (816) 464-2383

## Meeting Minutes

Regular Session held on February 10th, 2026 at 5:30 PM

**In attendance were:**

**Board Members:** Elizabeth Damm, Shondreka Burney, Mathew Damm and Grant Lewton

**Village Staff:** City Administrator April Baxter & Chief Water Operator Kevin Turley

**Absent:** NONE

**Audience Members:** NONE

**1. Open Session**

**2. Call to Order-Chairman**

Chairman Elizabeth Damm called the regular session to order at 5:32 PM.

**3. Approval of Agenda**

A motion was made by Grant Lewton to approve the agenda. Motion was seconded by Elizabeth Damm. All in favor. Motion Carries 3-0-0-1

Shondreka Burney arrived at approximately 5:34 PM

**4. City Administrator: April Baxter**

**a. Approval of Meeting Minutes;**

**a1. Regular Session 12/09/2025**

**a2. Regular Session 01/13/2026**

Ms. Baxter presented the meeting minutes from the Regular Sessions held on 12/09/2025 and 01/13/2026 to the Board of Trustee for review and approval.

A motion was made by Grant Lewton to approve the meeting minutes as presented from the Regular Sessions held on 12/09/2025 and 01/13/2026. Motion was seconded by Mathew Damm.

Roll Call Vote:

Elizabeth Damm-aye

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Mathew Damm-aye

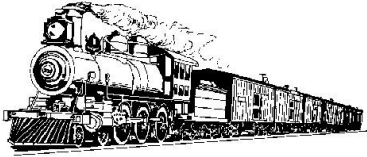
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Shondreka Burney-aye

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Grant Lewton-aye

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Motion Carries 4-0-0-0

**5. Chairman: Elizabeth Damm**

a. No New Business

**6. Building Commissioner: Grant Lewton**

a. No New Business

**7. Emergency, Health & Safety Commissioner: Mathew Damm**

a. No New Business

**8. Street Commissioner: Vacant**

**9. Water Commissioner: Shondreka Burney**

**a. Water Commissioner Training**

Mr. Burney asked the Board what training is required of her to hold her position as Water Commissioner to ensure she can preform her duties to the best of her ability. Ms. Damm stated that there are no specific training requirements set forth per ordinance at this time. Ms. Baxter stated that there are training seminars available through MRWA (Missouri Rural Water Association) and Lauber Municipal Law. Ms. Baxter added that MRWA is holding its annual conference March 3<sup>rd</sup>-March 5<sup>th</sup>, 2026, vouchers are provided from the Missouri Department of Natural Resources (MODNR) to cover the cost of the conference, lodging and travel related expenses are not included. Ms. Baxter also noted that she has still been unable to get the virtual list of training available from MODNR and they are working to resolve the issue on their website. Ms. Burney inquired if there were any official documents or protections in place. Ms. Baxter stated that protections are in place per statue commonly referred to as sovereign immunity, and those statues help protect elected officials from being held personally liable. Ms. Damm added that Mr. Turley is the only one required to have a formal water distribution certification.

**10. Chief Water Operator: Kevin Turley**

**a. Water Leak Keith Drive**

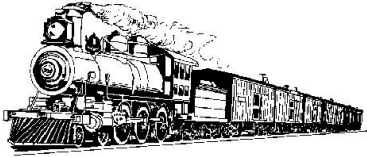
Mr. Turley gave a status update on the progress of repairs for the service line leak located at 210 Keith Drive, Brightwell Estates, Ferrelview, MO. Mr. Turley stated that repairs have been completed and he will check to see if the backfill has been put in place after the meeting.

**b. Update on Master Meter Vault**

Mr. Turley stated that Evergy reached out to him last week regarding the service line drop request for the sump pump for the master meter vault. The technician said he would visit the site to verify what he is seeing on maps and will reach back out to him when his site visit is complete. Mr. Turley stated that Bart's Electric should be able to pull all permits required by Evergy when they are available to move forward with the installation of the electrical pedestal.

**c. 207 5<sup>th</sup> Street Lot 108-Emergency Setter Valve Replacement**

Ms. Baxter stated that the home at 207 5<sup>th</sup> Street Lot 108 was inspected on 1/09/2026 for occupancy by Mr. Grant Lewton and herself. At that time water was on within the home and within the meter pit. Ms. Baxter stated that a new resident placed a water deposit on approximately 01/29/2026 and the meter was scheduled



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for a reading on 01/30/2026. Ms. Baxter stated that when she arrived at the location on 01/30/2026 to complete the work order a plumber was on site and stated that there was no water flow from the meter to the master connection underneath the home. She noted that sometime between 01/10/2026 and 01/30/2026 an unknown contractor winterized the home and enter the meter pit without authorization and turned water off at the meter. Ms. Baxter notified Mr. Turley of the problem at approximately 11am on 01/30/2026. Mr. Turley stated that when he arrived the valve appeared to be in the on position and turned normally but to investigate, he disconnected the meter from the setter and there was no water flow from the city's side of the connection. Mr. Turley also noted that the meter bottom was broken but the meter pit was dry. Mr. Turley stated that it is his opinion an authorized contractor bent the valve when attempting to restore water for the new resident during freezing temperatures. Due to the freezing temperatures Mr. Turley contacted Menke Excavating to secure more personnel for safety reasons. Menke sent an employee on 01/31/2026 per Mr. Turley's request and the setter valve replacement was completed without incident. Mr. Turley added they also adjusted the meter pit while he was on site. Ms. Baxter asked if the Water Department should pay the invoice or should the charges be passed along to Ferrelwood MHP?

A motion was made by Elizabeth Damm to pass along all charges associated with the emergency setter valve replacement at 207 5<sup>th</sup> Street Lot 108 on January 31<sup>st</sup>, 2026 to Ferrelwood MHP. Motion was seconded by Grant Lewton.

Roll Call Vote:

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

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

Shondreka Burney-aye \_\_\_\_\_

Grant Lewton-aye \_\_\_\_\_

Motion Carries 4-0-0-0

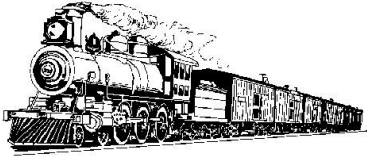
### **d. Emergency Sewer Flushing 02/03/2026**

Ms. Baxter stated that Betsy with Ferrelwood MHP contacted her at 11:36 AM on 02/03/2026 regarding the sound of running water and sent a picture via text for the approximate location. Ms. Baxter stated she immediately contacted two emergency jetting services, Ace Pipe Cleaning & Reddi Services. Ace Pipe cleaning arrived on site at approximately 1 PM and Mr. Turley was on site by 1:45 PM. Mr. Turley also utilized the four-hour minimum crew charge to have additional areas both up and down stream jetted as well.

### **11. Old Business**

#### **a. No Old Business**

### **12. New Business**



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## **a. Ordinance Violation**

### **a1. Ferrelwood MHP Unlicensed Contractors**

Ms. Baxter presented an ordinance violation sent to Ferrelwood MHP regarding their use of unlicensed contractors. Ms. Baxter stated an unlicensed contractor was rehabbing a home within Ferrelwood MHP on February 4<sup>th</sup>, 2026, which was reported by maintenance when the water for the home was found on the ON position.

### **a2. Ferrelwood MHP Unauthorized Contractors in Meter Pits**

Ms. Baxter presented an ordinance violation sent to Ferrelwood MHP regarding unauthorized contractor entering into Village owned water meter pits. Ms. Baxter stated that moving forward the mobile home park will notify anytime water needs to be turned off or on. Ms. Damm asked if there were still locks in stock to lock out the meters. Ms. Baxter replied that there were still locks in stock for the setter valves. Both Mr. Turley and Ms. Damm requested that all meters are locked out moving forward if water services are turned off for any reason.

### **a3. Round 11 LLC 219 Chester Unpermitted Mobile Home**

Ms. Baxter presented an ordinance violation sent to Mr. Murphy and the property owners of 219 Chester Avenue, Tina & Damien Salazar as the temporary mobile home permit has expired as of January 31<sup>st</sup>, 2026. Ms. Baxter presented an email from Mr. Murphy who owns the construction trailer temporarily parked at 219 Chester Ave who is asking for an extension due the total loss of his primary home in a house fire. The Board agreed to an extension of 30 days, which will extend the mobile home transfer permit to February 28<sup>th</sup>, 2026.

## **b. 100 3<sup>rd</sup> Street-Addressing Change Request**

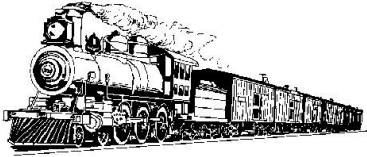
Ms. Baxter stated that the property owner is not here regarding the addressing change request. Mr. Lewton stated that after reviewing the documents submitted for the meeting he is in favor of Ms. Baxter's suggestion of readdressing 100 3<sup>rd</sup> Street to 306 NW Heady Ave as opposed to the owners requested to renumber them as 304 NW Heady Ave A & B, as that is typically used for duplex style dwellings. Ms. Baxter stated she can reach out to USPS and MARC to inquire about how to move forward with the readdressing proposal.

## **c. Missouri Rural Water Annual Training Conference**

Ms. Baxter presented information regarding the MRWA Annual Conference scheduled to be held March 2<sup>nd</sup> – March 5<sup>th</sup>, 2026 in Branson, Missouri. Ms. Baxter stated the vouchers from MODNR will cover the conference fee of three hundred and ten dollars (\$310.00) but will not cover lodging or any travel related expenses. She added that she has found affordable lodging for three hundred and seventy seven dollars (\$377.00) and is asking for a reimbursement of three hundred dollars (\$300.00) and she will cover any remaining expense related to the conference.

A motion was made Grant Lewton the reimburse April Baxter three hundred (300) dollars for lodging expenses related to the 2026 Missouri Rural Water Conference. Motion was seconded by Mathew Damm.  
Roll Call Vote:

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



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Mathew Damm-aye

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Shondreka Burney-aye

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Grant Lewton-aye

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Motion Carries 4-0-0-0

### 13. Treasurer April Baxter

#### a. Treasurer's Report: Monthly Billing Summaries: January 2026

Ms. Baxter submitted the monthly billing summaries for all accounts held by the Village of Ferrelview for review and approval.

A motion was made by Grant Lewton to pay the bills. Motion was seconded by Elizabeth Damm.  
Roll Call Vote:

Elizabeth Damm-aye

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Mathew Damm-aye

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Shondreka Burney-aye

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Grant Lewton-aye

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Motion Carries 4-0-0-0

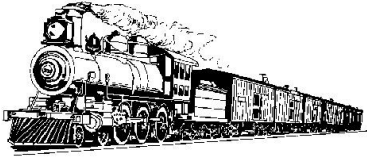
### 14. Adjourn Meeting

A motion was made by Grant Lewton to adjourn the regular session. Motion was seconded by Mathew Damm.

Motion carries 4-0-0-0

The Regular Session was adjourned at 6:52 PM.

The minutes of the meeting held on February 10, 2026 were approved by the Board of Trustees on this 10<sup>th</sup>



# Village of Ferrelview

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day of March, 2026.

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Chairman of the Board

Attest:

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City Clerk