**Minutes of the Meeting**

Regular Session held on June 1st, 2019

In attendance were:

**Board Members**- Phil Gilliam, Frank Baumann, John Rydholm, Theresa Wilson, and Beth Siegfried (formally Beth Whorton)

**Village Staff**- Police Chief Daniel Clayton and City Clerk April Baxter. Chief Water Operator Kevin Turley absent

**Audience Members**-Brandon Tritten (JBLB Insurance) Bess Trevino, Don Myers, and Brandy Doolen

Meeting was called to order at 4:06 PM

**Chairman Phil Gilliam**-Gilliam stated that he instructed the City Clerk to contact Custom Tree Care because the company was performing work in Ferrelwoods MHP without a business license. Gilliam added that it is a continuous issue within Ferrelwoods MHP. Ferrelwoods MHP is repeatedly hiring contractors to work within their community without directing them to contact City Hall to obtain a business license. Chief Clayton stated that he received a call from a resident yesterday (May 31st, 2019) to file a report for damages done by Custom Tree Care to their shed and mobile home. Clayton added that he attempted to contact the project manager but has not received a call back. City Clerk April Baxter stated that when she contacted Custom Tree Care they unaware that they had to be licensed to work within the Village of Ferrelview. Mrs. Baxter added that she received their certificate of liability insurance along with their license application and upon speaking with them (Custom Tree Care) a check would be in the mail on Thursday, May 30th, 2019 to complete the licensing process.

Gilliam voiced a complaint from a resident of Ferrelwoods MHP regarding the condition of the storm shelter. The resident is concerned that there was water running down the steps of the entrance and questioned the safety of the structure. Siegfried questioned whether or not the shelter had been cleaned out. Wilson added that the foundation wall that is located on Heady was cracked and needed major repairs unless they (Ferrelwoods MHP) had replaced it. Wilson added that the structure was never intended to be a tornado shelter; it was designed to be a shower house. Wilson stated that in the original plans for Ferrelwoods MHP there was to be a pool where the current playground is located along with a basketball court. Wilson added that the previous owners told her that it was not required under state law to provide a tornado shelter. Gilliam stated that is man-dated in ordinance that the mobile home park is to have showers for men and women. Gilliam asked the City Clerk to check on state statues regarding storm shelters in mobile home parks.

Gilliam went on to say that Ferrelwoods MHP has been very adamant about them being a private property but are conveying to their residents that the run-off of storm water is the Village’s responsibility. Gilliam stated that the ditching has not been maintained “for only god knows how long.” Wilson added that she maintained the ditch when she was the park manager. Baumann stated that him and Kevin Turley went to inspect the ditching and culvert that runs under 6th Street at Heady Avenue. Upon inspection, Baumann and Turley could not find an outlet for the culvert and were speculating that the rocks on the south side of 6th Street were blocking it. Gilliam added that the Village does have an easement but it is the responsibility of the private property owner to maintain the ditching and ensure the water is flowing properly.

Gilliam stated that there is also a problem with snakes in the creek because of the excessive rainfall. A resident came to Gilliam and asked if they were able to shoot the snakes. Gilliam said that he told the resident they could but needed to keep the snake to show law enforcement when they arrived for shots fired. Wilson disagreed with discharging a fire-arm within the Village and suggested that a pellet gun be used instead. Baumann stated that the County/Ferrelview PD had authorized the residents a previous year to shoot the dangerous raccoons but they were also instructed to contact the health department and law enforcement.

Ms. Trevino presented to the Board of Trustees pictures of the culvert issue on 1st Street & Ona. Gilliam and Wilson agreed that the culvert needs to be cleaned out. Ms. Trevino added that she would like a letter to be sent out for residents to clean up their yards. Gilliam asked the City Clerk to add a note to the water bills. Baumann added that yard debris should not be blown into the streets and to also add this to the back of the water bills.

Gilliam addressed the issue of the City Clerks computer crashing. The City Clerk stated that all hardware was restored to the treasurer’s laptop and she could use it to save the cost of a new computer system but possibly needed conversion software for the external hard drive that was formatted to the Lenox system, as Windows 10 is unable to read it.

**City Clerk/Treasurer April Baxter**: Mrs. Baxter presented the Board of Trustees with the bank balances and billing summaries for all accounts for the month of May. Mrs. Baxter stated that the bonds for the Treasurer and Clerk’s positions were officially combined and will save the Village forty eight (48) dollars annually. The City Clerk stated that two invoices were missed from Metro Snow and are reflected in the Street Fund Billing Summary. Mrs. Baxter stated that she spoke with Ms. Steinly from KC Water Service earlier in the week. Ms. Steinly was inquiring why KC Water Services had only received a payment for sewer for the month of January and not February and March as well. Ms. Baxter stated that she told Ms. Steinly the reason that the Village’s Water Fund is in the condition it is in is due to KC Water Services suppling the Village with the incorrect rates for almost four (4) years. Mrs. Baxter also asked Ms. Steinly about the letters that were sent to her from the previous treasure Ms. Vulgamott, relaying her concern about the rate letters sent annually that did not match up with the billing from KC Water Services. Ms. Steinly was unconcerned. Mrs. Baxter requested a copy of the original water/sewer contract from Ms. Steinly. Wilson asked if the big bills had been paid to KC Water Services in the amount of seventy seven thousand (77,000) dollars. Mrs. Baxter replied that the fourth quarter sewer bills from 2018 were paid totaling twenty eight thousand (28,000) dollars and that first quarter bills from 2019 totaled thirty five thousand (35,000). January had been paid but February and March totaling about twenty two thousand (22,000) dollars still remained.

Baumann asked Chief Clayton why the oil change was so expensive. Chief Clayton replied that full synthetic was more expensive and the vehicle needed 8 quarts instead of the typical 5. Baumann asked about the Charger, Chief Clayton replied that it needs serious repairs. Gilliam responded that the average oil change for that model was around one hundred forty (140) dollars and the one obtained by Chief Clayton was much cheaper than that price.

A motion was made to pay the May bills by Lydia Siegfried. Motion was seconded by John Rydholm.

Roll Call Vote:

Phil Gilliam-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frank Baumann-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Rydholm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Whorton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theresa Wilson-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

City Clerk April Baxter asked for the meeting minutes to be approved in the following meeting in July. Due to computer issues the minutes were completed but have not been proofed. Wilson asked for the City Clerk to put a copy in her box before each meeting. The City Clerk agreed.

The City Clerk stated that she had been in contact with Tim Burt with Home River Group, the property manager for Garrison Townhomes. She stated that Home River Group had been sent multiple notices regarding the past due balance for the previous resident Melissa Farris and the ordinance that was passed by the Village of Ferrelview showing that the Village can hold the owner responsible for past due balances on water accounts. Tim Burt asked if the Village would credit the account the late fees and disconnection charge. Wilson added that it should not be new to them that they are responsible for all past due accounts. Mrs. Baxter replied that it is a new management company and they have been managing the townhomes for about a year now. Mrs. Baxter addressed concerns to Tim Burt regarding the contact for Garrison Townhomes constantly changing without notice to her. Mrs. Baxter also relayed to Mr. Burt that a more open line of communication needs to be in place between the Village and Home River Management. Notification of residents moving in or out or being evicted needed to be directly communicated to the City Clerk moving forward. The Board agreed to credit the late fees.

**Street Commissioner John Rydholm**: Rydholm presented the Board bids for repaving of 1st & Ona. Bids from Barkly and Wil-Pave were presented. City Clerk April Baxter stated that the Village would have to pay for the restriping as the special road funds are not allowed to be used for that purpose. The Board agreed that maintenance could do the restriping at smaller cost to the Village. Wilson asked about repairs to the pothole on Garrison. The City Clerk responded that a work order had been created for maintenance. Gilliam indicated that the next road to be repaved should be Garrison after the completion of 1st and Ona.

Audience member Brandy “Angel” Doolen inquired about the responsibility of Park Street and stop signs within the mobile home park. Gilliam replied that the responsibility falls on Ferrelwoods MHP because it is private property.

**Building Commissioner Frank Baumann**: Baumann stated that the Village needed to purchase more stop signs so that there could be stop signs in both directions on Brightwell. Baumann added that a stop sign needs to be placed at the intersection of Garrison and NW Cookingham Drive. The City Clerk stated that a sign could be purchased from Econo Signs that reads “Cross Traffic Does Not Stop” so that could be placed along with a new stop sign and pole. Chief Clayton added that he was recently asked by KCPD about the stop sign not being in place. The City Clerk asked for a complete count of stop signs and poles needed. Baumann stated that Ferrelwoods MHP needs to complete the placement of stops signs within their property for resident safety.

Baumann stated that Ferrelwoods MHP needed to start repaving/replacing the driveways that are in need of repairs, per ordinance they cannot be more than 50% deteriorated. Baumann added that a resident of the park was going to purchase a trailer from Ferrelwoods MHP but was told that they would be responsible for all permits as it relates to the Village. Gilliam proposed that the Board not issue permits for trailers to be transported until site and lot plans were received and approved. Wilson stated that she thought that had already been done. Gilliam replied that the agreement stated that they (Ferrelwoods MHP) could receive the remaining occupancy permits once the site/lots plans were submitted and approved. The agreement only pertained to certain lots. Ferrelwoods MHP would also make sure the Building Commissioner is on-site when the trailers are set moving forward.

A motion was made by Phil Gilliam that moving forward, prior to issuing a permit for a mobile home to be transported into Ferrelview, that the corner markers be set on the property, a site plan and lots plan both be submitted and approved by the Board of Trustees. Motion was seconded by Frank Baumann.

Roll Call Vote:

Phil Gilliam-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frank Baumann-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Rydholm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Whorton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theresa Wilson-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

Gilliam and Wilson stated that they (The Board of Trustees) were trying to do right by the residents by entering into the agreement with Ferrelwoods MHP so that residents who had moved into the new mobile homes without an occupancy permit would not have to move out of their homes or be without utilities.

Baumann stated that residents had asked him why the water fountain could not be fixed in the City Park. The City Clerk replied that the replacement parts for the water fountain are on the maintenance desk along with a work order to repair the fountain. Wilson added that the spicket next to the fountain needed to be locked as residents without water service were filling up gallons of water for personal use. The City Clerk replied that the spicket had been locked since last year. Baumann also asked about the basketball goal repairs. The City Clerk replied that maintenance thought that some poles could be welded onto the existing structure so that if kids hung of the goal like in previous years it would not fall or be damaged.

**Water Commissioner Beth Siegfried**: Siegfried stated that she would like to put on record that her last name has changed from Whorton to Siegfried.

**Emergency Manager Theresa Wilson**: Wilson stated that her issued has been addressed as it pertains to debris in the City Park. Wilson also asked about applying for a grant to replace the walking track as tree roots have done some damage and made the track unlevel in some areas, making it difficult for smaller kids to ride their bikes. The City Clerk responded that the last time the Village applied for a grant for track replacement it was denied. The City Clerk added that Platte County Parks and Rec Grants applications open back up on October 1st and she could submit an application for the track along with the one she has been working on regarding the purchase and placement of handicap assessable play equipment in the City Park.

**Police Chief Daniel Clayton**: Chief Clayton asked for his to be postponed until the following meeting. The Board of Trustees agreed.

**Chief Water Operator Kevin Turley**: Absent

**Old Business**-None

**New Business**: Brandon Tritten with JBLB Insurance presented the Board of Trustees with a quote for insurance coverage for the Village of Ferrelview. Mr. Tritten opened with a brief history on JBLB Insurance and the different types of coverage that the company offers for municipalities.

The Gilliam and Baumann inquired as to whether or not an ad was placed in the paper for bids for the brown Ford Crown Victoria. The City Clerk replied that the car is still tired up legally. Wilson agreed that there was a discrepancy over which car Russell Wilson bid on. The Board agreed that until approval was received the Village should hold off on selling the brown Crown Victoria.

The Board of Trustees discussed giving the City Clerk/Treasurer a raise for being employed by the Village for one (1) year.

A motion was made by John Rydholm to give the City Clerk April Baxter a one (1) dollar per hour raise. Motion was seconded by Beth Siegfried.

Roll Call Vote:

Phil Gilliam-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frank Baumann-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Rydholm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Whorton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theresa Wilson-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

A motion was made by Beth Siegfried to adjourn the meeting. Motion was seconded by John Rydholm.

Roll Call Vote:

Phil Gilliam-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frank Baumann-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Rydholm-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Whorton-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theresa Wilson-aye \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion Carries 5-0-0-0

Meeting was adjourned at 5:43 PM.

The minutes of the meeting held on June 1st, 2019 were approved by the Board of Trustees on the 13th day of July, 2019

 \_\_\_\_\_\_Phil Gilliam\_\_\_\_\_\_

 Chairman of the Board

Attest:

\_\_\_\_\_\_\_April Baxter\_\_\_\_\_\_\_\_\_

 City Clerk