

# Village of Ferrelview

205 NW Heady Avenue  
Ferrelview, Missouri 64163  
Phone (816) 464-5010 Fax (816) 464-2383

## Minutes of the Meeting

Special Session held on January 18<sup>th</sup>, 2019 at 4 PM

In attendance were:

**Board Members:** Phil Gilliam, Beth Siegfried, John Rydholm, Frank Baumann and Theresa Wilson

**Village Staff:** City Clerk April Baxter, Police Chief Daniel Clayton, and Chief Water Operator Kevin Turley

**Audience Members:** Wes Johnston, William (JP) Phillips & Mary Hohimer

Meeting was called to order at 4:01 PM

**Chairman Phil Gilliam:** Gilliam addressed the Board of Trustees and stated "It's real simple, I understand when things come up, but if we can't get commitment for one day a month out of people, then just step aside and let someone else do it."

John Rydholm arrived at the special session at 4:03 PM

**City Clerk April Baxter:** Baxter stated that on December 7<sup>th</sup>, 2019 and January 4<sup>th</sup>, 2020 there were not enough members present for a board meeting and prepared minutes to reflect that information for the record. Baxter stated that minutes needed to be approved for meeting held on the following dates; Regular Session held November 2<sup>nd</sup>, 2019, Special Session held November 13<sup>th</sup>, 2019, Closed Session held August 4<sup>th</sup>, 2018 and a Closed Session held April 2<sup>nd</sup>, 2019.

A motion was made to approve the minutes from the previous sessions by John Rydholm. Motion was seconded by Beth Siegfried.

Roll Call Vote:

Phil Gilliam-aye

Frank Baumann-aye

Beth Siegfried-aye

Theresa Wilson-abstain

John Rydholm-aye

The image shows four handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: Phil Gilliam, Frank Baumann, Beth Siegfried, and John Rydholm. The signatures are written in black ink and are somewhat stylized.

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Motion Carries 4-0-1-0

Baxter presented to the Board the monthly billing summaries for all accounts from the months of November and December 2019.

A motion was made to pay the bills from the months of November and December 2019 by Frank Baumann. Motion was second by John Rydholm.

Roll Call Vote:

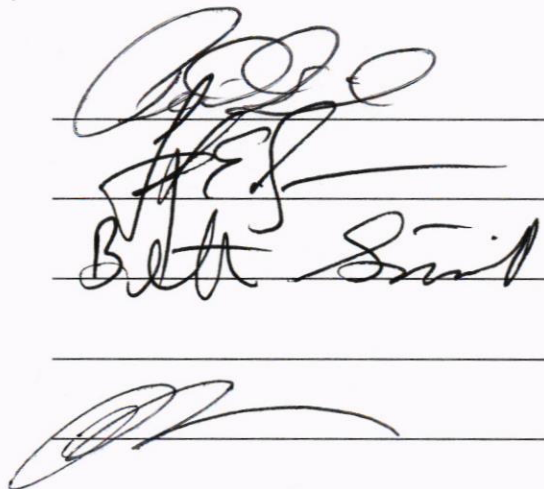
Phil Gilliam-aye

Frank Baumann-aye

Beth Siegfried-aye

Theresa Wilson-aye

John Rydholm-aye



Motion Carries 5-0-0-0

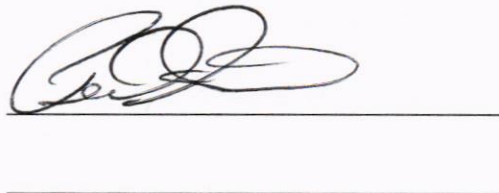
Baxter stated that back in September she suggested to the Board to retain a safety deposit box at the Bank of Weston for off-site record storage for the Village of Ferrelview in case something catastrophic happened to City Hall. Baxter stated that the safety deposit box would cost fifteen (15) dollars per year and would be large enough to store an external hard drive and multiple flash drives. Baumann asked "Who would have access to it?" The City Clerk suggested that two board members or the City Clerk and one board member be present to remove any items from the deposit box.

A motion was made to get a safety deposit box at the Bank of Weston and that two board members or one board member and the City Clerk must be present to remove any item for said safety deposit box by Phil Gilliam. Motion was seconded by John Rydholm.

Roll Call Vote:

Phil Gilliam-aye

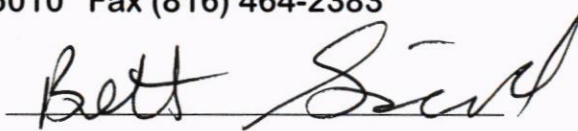
Frank Baumann-aye



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Beth Siegfried-aye



Theresa Wilson-aye

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John Rydholm-aye



Motion Carries 5-0-0-0

Baxter stated that the auditor's office suggested that the Village keep a detailed list of all assets. Baxter added that inventory asset labels could be purchased from Avery.com for a price of about fifty (50) dollars plus shipping. The asset labels are weather and water resistant, and are also tamper proof. Baxter asked the Board for input on how often the inventory should take place. Gilliam suggested that the inventory be done quarterly. Frank asked if it was something that the Clerk and Maintenance could do. Baxter responded that Clayton would also have to help inventory items for the Police Department.

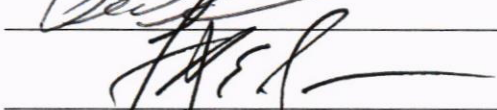
A motion was made to purchase the asset tags for items greater than two hundred (200) dollars, to be inventoried quarterly for City Hall. Motion was seconded by Phil Gilliam.

Roll Call Vote:

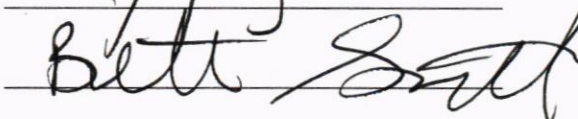
Phil Gilliam-aye



Frank Baumann-aye




Beth Siegfried-aye



Theresa Wilson-aye

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John Rydholm-aye



Motion Carries 5-0-0-0

Baxter stated that she had received the 4<sup>th</sup> quarter sewer bill invoice from KC Water & Sewer that totals \$37,433.93. Currently there is not enough to pay the invoice because some of the funds are earmarked for emergency maintenance for the water & sewer system but thought the invoice could be paid by the completion of the next billing cycle. Baxter added when she stated her employment with the Village, the Village was 6 months behind on the sewer bill and is pleased to say that after another billing cycle the Village will be able to pay the full amount due.

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This is the first time this has happened since May of 2018 and added that the water fund is trending upwards, which shows great progress.

The City Clerk stated that the bill from MOPERM had been received and asked the Board if they were still considering switching to another insurance provider. Gilliam asked the Board if they would like to continue to carry insurance for another year through MOPERM. Chief Clayton added that they do offer on-line training for Police Officers and finds that useful in his position.

Gilliam stated that he would like the Village to consider consolidating its mobile home ordinances. Gilliam stated that the City Clerk had found an ordinance from North Platte Nebraska that includes everything regarding mobile homes; what is involved in their inspection, how its defined, where it can be, where it can't be, all of it in one ordinance, and it's only three (3) pages long. The City Clerk added that not only would it make things more efficient for the Village but also the mobile home park. Gilliam asked the Board for their input. Rydholm agreed that it would be a great idea.

Gilliam added that a new ordinance needs to be posted to rezone the lot on Chester to multi-family approved by the Zoning Board. Baumann asked if they had figured out the parking. The City Clerk responded that official plans for the structure have not been submitted to City Hall at this time. Gilliam replied that there would be six to eight units and he thought parking would be on the side.

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

**Street Commissioner John Rydholm:** Rydholm stated that he had completed the Street Maintenance Log. Rydholm stated that he had been in contact with SYR regarding the plowing and salting of the streets. Residents on Francis and Chester had complained about the treatment of their street and those were discussed with SYR. The City Clerk asked Rydholm to submit the pictures that he had taken of the streets and the repairs that are needed, so that they could be attached to the log. Rydholm stated he would email them to her. Rydholm stated that the worst he had seen were on Garrison due to the heavy equipment used for the building of the parking lot over the summer. Gilliam added that he had a request from a resident regarding street repairs. Gilliam addressed a large hole on 3<sup>rd</sup> Street & Chester. The City Clerk stated that a work order had been made for maintenance regarding the pothole. Maintenance was going to use some milling left over from the 1<sup>st</sup> Street project to help fill in the hole and he would lay asphalt patch over that when things dried up until a more permanent solution could be addressed in warmer weather.

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**Building Commissioner Frank Baumann:** Baumann stated that he had inspected the used mobile home placed at 617 Garrison Lot 20 and it passed. Baumann added that the trailer is going to be rehabbed by the new owner and it was confirmed with them. Baumann stated that he had been monitoring the companies working within the mobile home community, since most of them don't want to bother with obtaining a business license. Gilliam stated that he had spoken with a company performing tree work at Unicorn Apartments, the contractor stated that he was not told that he needed to obtain a business license by Unicorn Apartments.

**Emergency/Health Commissioner Theresa Wilson:** No new business

**Police Chief Daniel Clayton:** Chief Clayton gave his monthly report. Chief Clayton stated that he had 41 traffic stops, issued 28 citations were issued, 19 warnings, had two(2) arrests, and one (1) car check. There were two (2) calls for services and that does not include call outs. Chief Clayton stated that the traffic reporting system MULES has now implemented a spreadsheet for smaller municipalities to keep track of traffic stops and he has been using that. Chief Clayton added that the system does require the officer to enter in a little more information. The spreadsheet will keep the Village in compliance with State laws and ensure that the Police Department can qualify and receive grant funding. Chief Clayton asked for an update on the older Charger. The City Clerk replied that her father in-law is waiting on the weather to warm up because there is not a lot of room to move around in the garage to make the approved repairs. Clayton stated that he had begun to look for Police vehicles through the Missouri Highway Patrol's Website. Clayton found a 2016 Ford Police Interceptor for 12,500 and 2017 Ford Police Interceptor 14, 500. Both vehicles are under factory warranty. Chief Clayton added that the vehicle would still need to be outfitted with lights and other equipment. Gilliam asked Clayton to ask the Highway Patrol's office if they would be willing to leave the lights and equipment in the new vehicle. The City Clerk asked the Board what they would like to do with the Ford Crown Victoria that is located outside City Hall.

A motion was made to put the brown Crown Victoria up for sealed bid actions with a minimum bid of one thousand (1000) dollars. Motion was seconded by John Rydholm.

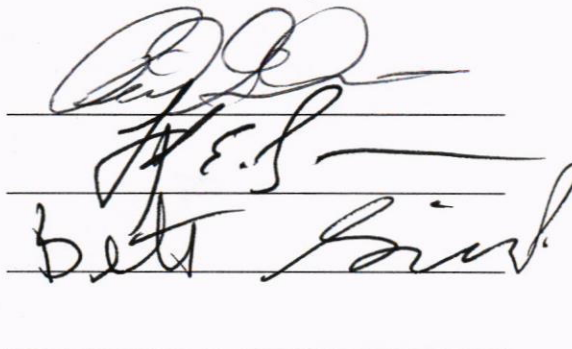
Roll Call Vote:

Phil Gilliam-aye

Frank Baumann-aye

Beth Siegfried-aye

Theresa Wilson-aye



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John Rydholm-aye



Motion Carries 5-0-0-0

Chief Clayton stated that Administrative Hearing Commission, regarding his case, had decided that there was cause to discipline his license on November 6, 2019. Chief Clayton stated that his attorney filed a motion to reconsider the judge's decision based on false discrepancies and the motion was granted and the decision has been set aside, so currently there has been no decision made.

Street Commissioner John Rydholm left the special session at 4:50 PM.

**Chief Water Operator Kevin Turley:** Turley stated that based on locates received from the mobile home park, they plan on bringing in at least 20 new trailers. Turley stated that currently the Village has five (5) new meters in stock. Turley stated that two cases, sixteen (16) meters, would cost approximately twenty six hundred (2600) dollars. Gilliam replied that they are not going to bring to mobile homes in at one time and suggested to order one case now and when they start bringing them in more can be ordered. Turley agreed. The City Clerk added that there were more items on the quote that was sent over by Schulte Supply. Turley added that in addition to the meters, he requested a quote for more meter lids, rings and risers.

Turley stated that he turned in his timesheet for Public Works to the City Clerk for the work he did on the Anderson House Parking Expansion.

A motion was made to authorize Kevin Turley to purchase a case of meters with additional parts and supplies, up to two thousand (2000) dollars for the Water Department by Phil Gilliam. Motion was seconded by Frank Baumann.

Roll Call Vote:

Phil Gilliam-aye



Frank Baumann-aye



Beth Siegfried-aye



Theresa Wilson-aye



John Rydholm-absent



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Motion Carries 4-0-0-1

A motion was made to approve Kevin Turley's timecard for Public Works. Motion was seconded by Beth Siegfried.

Roll Call Vote:

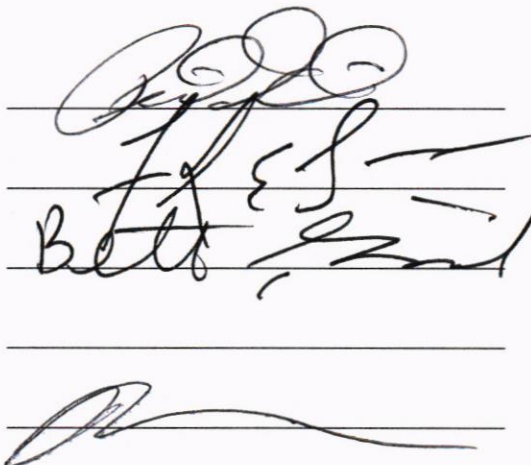
Phil Gilliam-aye

Frank Baumann-aye

Beth Siegfried-aye

Theresa Wilson-aye

John Rydholm-absent



The roll call sheet consists of five horizontal lines. The first three lines have handwritten signatures: the first is Phil Gilliam, the second is Frank Baumann, and the third is Beth Siegfried. The fourth and fifth lines are blank.

Motion Carries 4-0-0-1

**New Business:** Gilliam asked the Clerk to send the budget for 2020 to all board members so that they could look it over by the next meeting. Gilliam asked the Clerk about the resident complaint. The City Clerk replied that it was given to him on January 4<sup>th</sup>, 2020. Gilliam stated that he tried contacted the resident and he has not received a call back.

Gilliam stated that since the Village has its courts back up and running, that the board consider reinstating Chief Clayton back to forty (40) hours per week.

A motion was made to reinstate Chief Clayton back to forty (40) hours per week by Phil Gilliam. Motion was seconded by Frank Baumann.

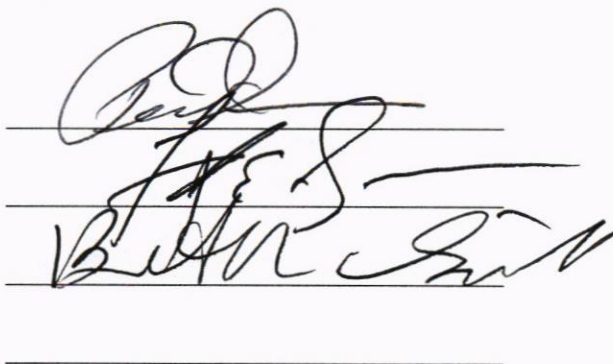
Roll Call Vote:

Phil Gilliam-aye

Frank Baumann-aye

Beth Siegfried-aye

Theresa Wilson-aye



The roll call sheet consists of five horizontal lines. The first three lines have handwritten signatures: the first is Phil Gilliam, the second is Frank Baumann, and the third is Beth Siegfried. The fourth and fifth lines are blank.

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John Rydholm-absent



Motion Carries 4-0-0-1

Turley stated that he wanted to give an update on the Missouri Department of Natural Resources meeting he had in regards to complaints that were called into their office in November of 2019, concerning the master meter vault, drinking water system being flushed and low lead-meter installation. Turley stated that on November 27<sup>th</sup>, 2019 he met with Drew Hodgkin with DNR at the master meter vault. Mr. Turley acknowledged that there have been concerns regarding the master meter vault on the past few inspections, which are every three years. At that time there was a suggestion from DNR to make repairs. Turley stated that he opened the master meter vault and Mr. Hodgkin took a few pictures. Mr. Hodgkin recommended that a sunk-pump be installed within the vault to discharge the water and keep it off the valves. Once the sunk-pump is installed the next recommendation is to replace the valves within the meter vault. Turley stated that Mr. Hodgkin's would be emailing him an official recommendation but has not received one to date. Turley stated that he has begun to look into what is needed and once he has a list he will present it to the City Clerk so it could be put out for bid. Turley stated that he emailed Mr. Hodgkin all the paperwork he has regarding the flushing of the water system and as far as the low-lead meters they are being replaced as needed. DNR had no problem with replacing them as needed. Turley added that Mr. Hodgkin was great to work with. The City Clerk stated that there is currently about six thousand (6000) in the emergency maintenance fund, earmarked for these types of repairs and it continues to grow about seven hundred (700) dollars every billing cycle. Turley added that thanks to the City Clerk the Village finally has money set aside for these types of repairs and hopefully it will show the residents that the Village is not giving raises to its employees, it is putting the money back into the water and sewer system.

**Old Business:** Gilliam stated that the Village has an audit to pay for. Gilliam stated that the Village still has bills to pay, and they did not ask them (Auditor's Office) to expand the scope of the audit to two years as opposed to one and take six (6) months longer to complete it. The City Clerk added that the previous staff should have been more helpful in providing the documents that they requested. Gilliam agreed but he thought there were issues on both sides. The City Clerk gave the balance of the general fund. Gilliam responded that five thousand (5000) is almost half of the balance and doesn't want to put the Village in a position where we can't pay our bills.

A motion was made to make a down payment of five thousand (5000) and monthly payments of five hundred (500) by Phil Gilliam. Motion was seconded by Frank Baumann.

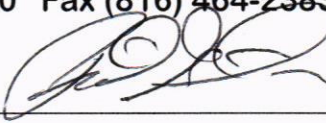
Roll Call Vote:



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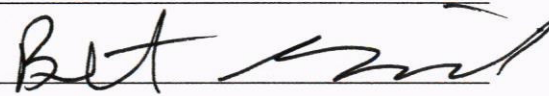
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Phil Gilliam-aye



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Frank Baumann-aye



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Beth Siegfried-aye



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Theresa Wilson-aye

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John Rydholm-absent

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Motion Carries 4-0-0-1

City Clerk April Baxter left the special session at 5:17 PM

Gilliam stated that snow removal contract has still not been signed. Gilliam added that when he is called he comes back out and he doesn't see a reason for a formal contract to be in place.

**Audience Participation:** Audience member J.P. Phillips asked about board members being required to attend the sessions. Gilliam replied that a formal ordinance would need to be written. James Meyer asked about the plumbers working at Ferrelwoods MHP and are they required to put up a barrier around their holes for meter/water line installation. Gilliam replied that they were and he would pass the concern to the City Clerk.

A motion was made to adjourn the session by Frank Baumann. Motion was seconded by Beth Siegfried.

Roll Call Vote:

Phil Gilliam-aye



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Frank Baumann-aye



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Beth Siegfried-aye



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Theresa Wilson-aye

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John Rydholm-absent



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Motion Carries 4-0-0-1

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Meeting was adjourned at 5:23 PM.

The minutes of the meeting held on January 18<sup>th</sup>, 2020 were approved by the Board of Trustees on the 1st day of February, 2020.



Chairman of the Board

Attest:



City Clerk

