

# 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 13, 2024 at 5 PM

**In attendance were:**

**Board Members:** Elizabeth Damm, Mathew Damm, Edward Evans, and John Kemp

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

**Audience Members:** NONE

**1. Open Session**

**2. Call to Order-Chairman**

Meeting was called to order by Chairman Elizabeth Damm at 5:02 PM

**3. Approval of Agenda**

Ms. Damm stated that Ms. Baxter has asked for amendments to the agenda to include itmes, 4b. Time-Off Request April Baxter, 7a. 412 1st Street and 11d. 615 Garrison Ave Lot 21; Leak Service Line.

A motion was made by Elizabeth Damm to approve the agenda with the amendments 4b. Time-Off Request April Baxter, 7a. 412 1st Street and 11d. 615 Garrison Ave Lot 21; Leak Service Line. Motion was seconded by Mathew Damm.

Roll Call Vote:

Elizabeth Damm-aye

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Mathew Damm-aye

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John Kemp-aye

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Edward Evans-aye

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Motion Carries 4-0-0-0

**4. City Clerk: April Baxter**

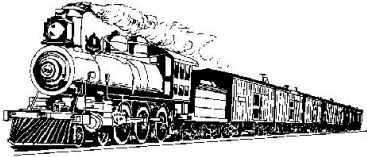
**a. Approval of Meeting Minutes**

**a1. Regular Session 01/16/2024**

Ms. Baxter presented the meeting minutes from the regular session held on January 16, 2024.

A motion was made by Mathew Damm to approve the meeting minutes as presented. Motion was seconded by Edward Evans.

Roll Call Vote:



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

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

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

Edward Evans-aye \_\_\_\_\_

Motion Carries 4-0-0-0

**b. Time Off Request April Baxter**

Ms. Baxter requested 02/28/2024 off for a doctor’s appointment that she could not schedule for a Monday.

A motion was made by Edward Evans to approve the time off request from Ms. Baxter for 02/28/2024. Motion was seconded by Mathew Damm.

Roll Call Vote:

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

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

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

Edward Evans-aye \_\_\_\_\_

Motion Carries 4-0-0-0

**5. Chairman: Elizabeth Damm**

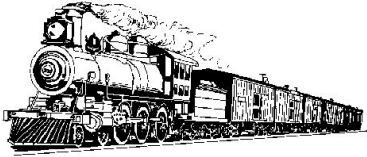
**a. 304 5th Street Circle Lot 74**

**a1. Report from Fire Chief**

Ms. Damm gave a brief report on the fire at 304 5th Street Circle Lot 74. Ms. Damm stated that she spoke with the Kansas City Fire Department and they confirmed that the hydrant was frozen shut due to the extreme cold temperatures and wind chill of -35 degrees below zero. Mr. Turley stated that if the Board wants to schedule the hydrant for replacement an isolation valve will need to be installed which is an additional cost for the project. The board discussed various budget options if the hydrant needs to be replaced.

**a2. Hydrant Standing**

Mr. Turley asked for this item to be tabled until he could test the hydrant before the March regular session.



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### **a3. Water & Sewer Credit**

Ms. Baxter presented the proposed water and sewer credit for 304 5th Street Circle Lot 74.

A motion was made Edward Evans to approve the credit for Mr. Smith for sewer in the amount of eight hundred seven dollars and seventy one cents and the credit for water in the amount of two hundred ninety seven dollars and ninety five cents. Motion was seconded by Elizabeth Damm.

Roll Call Vote:

Elizabeth Damm-aye

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Mathew Damm-aye

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John Kemp-aye

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Edward Evans-aye

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Motion Carries 4-0-0-0

### **6. Building Commissioner: John Kemp**

#### **a. No New Business**

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

#### **a. 412 1st Street**

Mr. Damm stated that once he made it to 412 1st Street all emergency personnel were gone. Ms. Baxter stated that she received a report of a potential gas leak in the area of 412 1st Street by a resident who smelt the strong smell of gas. Ms. Baxter added she contacted the KCFD and reported it directly to them. Ms. Baxter stated believes that the leak was at a vacant home. The management company was contacted as well to assist with locating and repairing the issue.

### **8. Street Commissioner: Edward Evans**

#### **a. Pothole Repair Status**

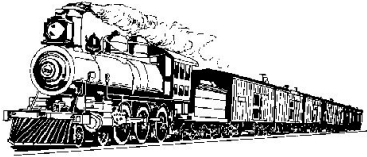
Mr. Evans stated there are several areas the need some pothole repairs, Heady at 7th Street and several on Garrison Avenue by Anderson House Apartments. Mr. Baxter stated she created a work order for maintenance and will contact Mr. Groves for an update.

#### **b. Repaving 6th Street**

Ms. Baxter stated that PCC would like to move forward with the repaving of 6th Street. Ms. Baxter stated that she is waiting on a response from PPC regarding if the bid amount that was accepted in 2023 will still be the same, as the price bid reflects 2023 asphalt pricing.

### **9. Chief Water Operator: Kevin Turley**

#### **a. Stormwater Project 6th & 7th Street Public Works Time Sheet**



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A motion was made Edward Evans to approve Mr. Turley’s Public Works Time Sheet in the amount of four hundred twelve dollars and fifty cents. Motion was seconded by John Kemp.

Roll Call Vote:

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

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

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

Edward Evans-aye \_\_\_\_\_

Motion Carries 4-0-0-0

**b. DNR Inspection: 02/20/2024**

Ms. Baxter stated that the DNR inspection is scheduled for February 20th, 2024 at 9 AM and she would be in attendance to support Kevin with the records portion. Mr. Turley stated the he would also review the plans for the master meter vault repairs with DNR while he is on site.

**10. Old Business**

**a. Bill No. 2024-01; City Hall Hours & Holidays Observed**

Ms. Baxter said she made the changes to Bill No. 2024-01 as discussed in the regular session on 01/16/2024.

Chairman Elizabeth Damm read proposed Bill No. 2024-01 in its entirety.

**AN ORDINANCE ESTABLISHING THE HOURS AND DAYS OF OPERATION FOR THE VILLAGE OF FERRELVIEW CITY HALL**

A motion was made by Mathew Damm to pass Bill No. 2024-01 to be numbered Ordinance 376. Motion was seconded by Edward Evans.

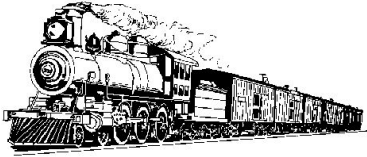
Roll Call Vote:

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

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

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

Edward Evans-aye \_\_\_\_\_



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Motion Carries 4-0-0-0

**b. Bill No. 2024-04; Employment April Baxter**

Ms. Baxter said she made the changes to Bill No. 2024-04 as discussed in the regular session on 01/16/2024, removing Section 4. Ms. Baxter added that she also sent everyone a copy of the Employee Handbook for their review.

Chairman Elizabeth Damm read proposed Bill No. 2024-04 in its entirety.

**AN ORDINANCE APPOINTING APRIL BAXTER AS CITY ADMINISTRATOR AND COLLECTOR AND ESTABLISHING THE RATE OF PAY AND HOURS FOR THE POSITION**

A motion was made by Edward Evans to pass Bill No. 2024-05 with the approved amendment, removing the word “proceeding” from Section 4 and replacing with the word “following”. Motion was seconded by John Kemp.

Roll Call Vote:

Elizabeth Damm-aye

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Mathew Damm-aye

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John Kemp-aye

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Edward Evans-aye

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Motion Carries 4-0-0-0

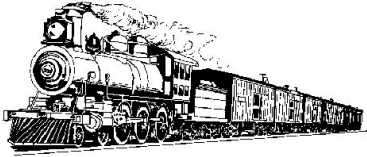
**c. Bill No. 2024-05; Employment Roy Groves**

Ms. Baxter said she made the changes to Bill No. 2024-05 as discussed in the regular session on 01/16/2024, removing Section 4.

Chairman Elizabeth Damm read proposed Bill No. 2024-05 in its entirety.

**AN ORDINANCE ESTABLISHING THE EMPLOYMENT OF ROY GROVES AS CITY MAINTENANCE AND ESTABLISHING THE RATE OF PAY AND HOURS FOR THE POSITION**

A motion was made by Edward Evans to pass Bill No. 2024-05 with the approved amendment, removing the word “proceeding” from Section 4 and replacing with the word “following”. Motion was seconded by Mathew Damm.



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Roll Call Vote:

Elizabeth Damm-aye

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Mathew Damm-aye

\_\_\_\_\_

John Kemp-aye

\_\_\_\_\_

Edward Evans-aye

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Motion Carries 4-0-0-0

**d. Bill No. 2024-06; Employment Kevin Turley**

Chairman Elizabeth Damm read Bill No. 2024-06 in its entirety.

**AN ORDINANCE ESTABLISHING THE EMPLOYMENT OF KEVIN TURLEY TO  
ACT AS THE DS1 CHIEF WATER OPERATOR FOR  
THE VILLAGE OF FERRELVIEW, MISSOURI.**

Mr. Turley asked for Bill No. 2024-06 to be tabled until after the MODNR Inspection so that there is clarification on Ferrelview’s water distribution level, DS1 or DS2.

**11. New Business**

**a. Earth Day Community Clean-Up April 19, 2024 - April 22, 2024**

Ms. Baxter presented the dates of the Earth Day clean-up for informational purposes. Ms. Damm asked for spring projects to be submitted at the next session if anyone had anything to propose.

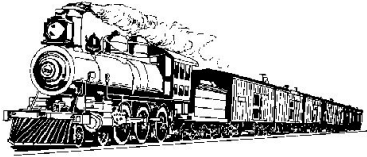
**b. Ferrelview Christian Church: 100 Year Celebration**

Ms. Baxter stated that Beth Caven has been in contact and wanted to ask if the Board would mind printing the 100 year celebration on the back of the water bills to notify the community. The Board had no objections to Ms. Caven’s request.

Mr. Turley asked about the downed telecommunications line on the access road between Ona and Francis by the Church. Ms. Baxter stated that she has called Charter Communications twice to report the issue.

**c. 301 5th Street Circle Lot 78: Proposed Sewer Credit**

Ms. Baxter presented the proposed sewer credit for 301 5th Street Circle Lot 78 to the Board of Trustees for review. The Board discussed the proposed credit and known issues at Lot 78 in detail, Mr. Turley gave details about his interaction with the resident on approximately 1/15/2024 when he discovered the leak.



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A motion was made by Mathew Damm to deny the sewer credit for 301 5th Street Circle Lot 78. Motion was seconded by John Kemp.

Roll Call Vote:

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

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

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

Edward Evans-aye \_\_\_\_\_

Motion Carries 4-0-0-0

**d. 615 Garrison Ave Lot 21: Leak Service Line**

Ms. Baxter stated that the resident at 615 Garrison Lot 21 has had massive water bills for several months, the last billing cycle billed usage of 35,000 gallons of water. Ms. Baxter stated that she told the resident that they cannot continue to be negligent and the leak needs to be repaired or water services will be shut off to the home. Ms. Baxter also told the resident to notify the park of the possibility of a leak in their service line.

**12. Treasurer April Baxter**

**a. Treasurer's Report: Monthly Billing Summaries**

**a1. December 2023 Amended General Fund**

Ms. Baxter presented the amended Monthly Billing Summary for the General Fund for December 2023, noting that there were additional expenditures of \$303.34 to report of and income to report of \$1906.43

**a2. January 2024**

Ms. Baxter presented the Monthly Billing Summaries for all accounts to the Board of Trustees for review.

A motion was made by Elizabeth Damm to pay the bills. Motion was seconded by John Kemp.

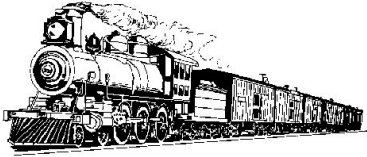
Roll Call Vote:

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

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

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

Edward Evans-aye \_\_\_\_\_



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Motion Carries 4-0-0-0

**b. WEX Account Status**

Ms. Baxter stated that due to the dissolution of the FVPD and the issues that maintenance has had trying to use the WEX Card the account has been closed and she will continue to reimburse Mr. Groves for gas for Parks & Rec when he submits receipts.

**13. Adjourn Meeting**

A motion was made by Edward Evans to adjourn the regular session. Motion was seconded by John Kemp.

Roll Call Vote:

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

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

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

Edward Evans-aye \_\_\_\_\_

Motion Carries 4-0-0-0

The regular session was adjourned at 6:36 PM.

The minutes of the regular session held on February 13, 2024 were approved by the Board of Trustees on this 12th day of March, 2024.

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Chairman of the Board

Attest:

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City Administrator