

**MINUTES OF BOARD OF TRUSTEES MEETING
DECEMBER 12, 2016
VILLAGE OF CLAYCOMO, MISSOURI**

The recessed Regular Meeting of November 28, 2016 was called to order at 7:04PM, by Chairman Pro-Tem McClure. Chairman Barker was absent due to illness. Trustee Carter moved to adjourn the Regular Meeting of November 28, 2016, seconded by Trustee Sulzberger. All yeas. Motion carried.

The Regular Meeting of December 12, 2016 was called to order. Those Present: Trustees Carter, Sulzberger, Thompson, Chairman Pro-Tem McClure, Chief Coonce, Assistant Chief Miles, and Clerk Chapman. Chairman Barker was absent.

Chairman Pro-Tem McClure asked everyone to stand for the Pledge of Allegiance.

Minutes of the Regular Meeting of November 28, 2016 were tabled until December 27, 2016.

Payment of Bills, for the period of November 11, 2016 thru November 23, 2016, were tabled until December 27, 2016. Board was in consensus to approve mailing of checks rather than holding until final approval.

OLD BUSINESS:

Dale Goeller, Resident, 250 East Park, asked for an update on the tow lot. He stated they are now bringing dirt in and is concerned about the water flow and issues with the Flood Plain Ordinance. Chief Coonce stated Officer Kennedy had visited with them. It appears they are in compliance regarding the fence. They do not have a business license as of yet. He will have Officer Kennedy visit and write the necessary tickets for their violations. In addition, Clerk Chapman will issue a letter from City Hall stating they need to obtain a business license.

Chairman Pro-Tem McClure asked about follow up on the Dent Technology Trailer. Chief Coonce stated he will have Officer Kennedy follow-up.

McClure thanked Jason Wallace of Public Works, Storyteller from Mid-Continent Library, Butch and Dianna Hollis, Jeff Francis, Trustees Carter, Sulzberger, and Chairman Barker for their hard work at the Holiday Event on December 3rd. She recommended that the event be held on the same day as the Santa visiting The Village in the future, as it is better marketing for the event.

McClure noted the property known as "Jake's Property" on Park Street is moving dirt again. It appears the dirt is washed out into the street and the porch is sagging. There are boards holding up the retaining wall. She asked that someone visit to be sure the property is safe.

McClure asked Clerk Chapman to check on the six month building permits that appear to be incomplete to date. If they were not renewed, then they would owe the 50% penalty. The first location is a 2nd story at 406 Longfellow that is not complete. The second location, The Village Garden Apartments, which still appeared to have boards nailed up on the doors.

Additionally, McClure reminded Clerk Chapman about following up on the KCP&L Pole light in the parking lot outside City Hall and be sure it is working.

McClure noted there is still work being done at Interstate 435 and Highway 69 regarding the light pole that was taken down in an accident. There is a pole leaning in place there at this time and repairs to the rail are not complete.

She stated she had seen a vehicle at Cooper's over the weekend and asked Chief Coonce if there were any issues. He confirmed it needs tires. It was already back out on the road.

Assistant Chief Miles commented that the board received in their packet the maintenance breakdown on all the fire department vehicles.

Miles also stated they extended the application timeline for the full-time position. They had received ten applications and only four were paramedics. They want to open it up to get a stronger pool of candidates.

Miles concluded by stating the vendor Conrad Fire would be out the next day to work on the air packs recently approved for repair.

NEW BUSINESS:

Terry Sulzberger, Resident, asked for someone to visit Riley & Longfellow as there were four personal vehicles, boat and trailer on the street. Chief Coonce stated Officer Kennedy was asked that day to visit the area.

Additionally, he stated that 355 Longfellow is running a flooring company. They have room for parking but they are parking on the street. It appears they are working out of the garage and asked The Village to check on the parking and business license. Chief Coonce and Clerk Chapman stated they would contact them.

Mr. Sulzberger concluded by stating that B.C. Hardscapes has planted trees which may block the view on 69 Highway. Chief Coonce stated that they would review this just as they do McDonald's and its bushes.

Marj Findley, Resident, stated the signs have not been put up on Longfellow and Bryant. Clerk Chapman stated she has been provided a list but the signs had not been bought yet as they could not buy them all and were working out which ones would be needed to be put up first. In addition, there is a faded sign on the pole next to TitleMax on Bryant next to the apartments that needs replaced.

Kevin Stadler, Central Plumbing, and David Miller, City of KCMO Water, were available to discuss and take any questions on water main replacements between N Hardesty to N Tullis, NE 50th Street to NE 62nd Street. The only streets impacted in The Village will be Longfellow from Riley to the Lowell and Longfellow intersection; Whittier, from Riley to Hawthorne. This project is for replacement and not repair. Trustee Carter stated he would be happy to assist if there are any questions as The Village maintains its own sewers. Assistant Chief Miles asked about hydrants and if any will be added. They were able to show him the locations on the map. They explained the notification process and stated they would not dig if it is less than 15 degrees. Central Plumbing would be using a private traffic company that has been hired to keep the public informed of closures or changes to traffic flow. Central Plumbing stated they have called the One-Call system to have the utilities located. They were informed that Claycomo owned the sewers.

Application for Re-Zoning or Appeal, 00000 NE 69 Hwy (247 Rear NE 69 Hwy) Parcel ID# 14810000602300 by owner Dixie L. Edwards to be used for storage units. The Board of Trustee tabled this application until December 27, 2016 for a full board in attendance to discuss.

Mutual Aid Agreement between the Village of Claycomo and The City of Randolph. Trustee Carter moved to approve the Mutual Aid Agreement between the Village of Claycomo and The City of Randolph in firefighting and protection of life and property from fire or from any other source requiring ambulance assistance, from January 1, 2017 thru December 31, 2023, in the amount of \$564.00 per month, seconded by Trustee Sulzberger. All yea. Motion carried.

Approval to close account 98-Sewer Repairs and 97-Fire Department Sewer and Transfer \$10,735.18 to General Fund Account. These accounts are not sales tax or levy based accounts by a vote of the people, therefor the funds should not be separate of the General Fund. The amounts can have a separate line item in the budget for sewer repair if needed. Trustee Thompson moved to close account 98-Sewer Repairs and 97-Fire Department Sewer and Transfer \$10,735.18 to General Fund Account, seconded by Trustee Sulzberger. All yea. Motion carried.

Review and Opening of Bids of Request for Proposal (RFP) for Claycomo Community Building Cleaning Services. The bids were opened and tabled until December 27, 2016 for a full board review. Trustee Thompson motioned to approve the use of "Just for You Cleaning Service" for \$200 on a trial basis to cover dates already booked. The Board agreed.

Trustee Thompson shared that he attended the Road District meeting. The Road District agreed they will plow the Community Building, Municipal Building/Police Station, and Fire Station lots. He spoke to each of the

department heads to develop a parking plan. They will plow with a 1-ton truck and then after doing the streets will have the 2 1/2-ton salt and sander come through. The Road District has also agreed that if we purchase the street signs needing to be replaced, they will install them for the Village. He stated the Road District would not be where they are without what Charlie Ward had done. It was agreed that we need to work together and thank the Road District. Trustee Carter apologized that he was not able to attend as planned but was glad that we were working together.

There was discussion regarding who would care for the Community Building on the weekends when the building is booked. Clerk Chapman was asked to find out the availability of B&T to do the sidewalks on as needed basis. Public Works will clear the sidewalks during the regular business hours.

Clerk Chapman stated that upon review of the Payment of Bills The Village may be short for payroll and other end of the year bills. The Village receives a large franchise fee check at the end of December and the taxes after the first of the year. In the past years, The Village has taken a loan from another account and repaid upon receipt of the additional funds. Clerk Chapman is asking for funding to be removed from the 1% Fund to the General Fund as a short term loan. Trustee Thompson moved to transfer \$75,000.00 from 1% Fund to the General Fund until the funds can be repaid, seconded by Trustee Sulzberger. All yea. Motion carried.

Clerk Chapman stated Jason Wallace, Public Works, notified her the rear brakes may need to be replaced and it appears at least one rotor. He was requesting to either repair it himself or to place it in the shop. The Board agreed that the public works truck should be placed in Cooper's for repair.

Clerk Chapman asked the Board of Trustees to review their schedules and to help her prepare to schedule Budget Discussion dates after the first of the year. There had been requests to start discussion earlier in the year rather than wait until the last minute.

Clerk Chapman presented a concern with payroll. The handbook states the employees should be paid for the two weeks prior and this has not been done. After talking with Chief Coonce, Chief Stewart, Assistant Fire Chief Miles and Deputy Clerk Jamie Wright they felt this could be addressed on the second payroll in January but that they would like to also adjust how the employees are paid. It was noted that there were benefits to changing from bi-monthly (24 payrolls annually) to bi-weekly (26 payrolls annually) as well. It was proposed to change to a pay date of Wednesday's. The current system has varied weekends and holidays which delay the second payroll of each month and this would allow for a consistent payroll. Chief Coonce and Assistant Fire Chief Miles stated they felt the unions would prefer that to the current method; and it would be more accurate administratively. This discussion was tabled for further discussion with a full board on December 27, 2016.

Assistant Fire Chief Miles shared with the board that Chief Stewart was not able to obtain a letter of resignation but that Part-time Firefighter/Paramedic Chris Williams did not wish to continue working for Claycomo. Trustee Thompson moved to accept the resignation of Part-time Firefighter/Paramedic Chris Williams effective immediately, seconded by Trustee Carter. All yea. Motion carried.

Miles stated he had included in the packet for their review a memo concerning EMS Software and Billing Services. The company being used for ambulance billing is National Billing and it has been out of contract for some time. They seek 7% on collections. Miles has been in discussion with another company at 5.5% and they would electronically transfer the funds and send reports. If they have to collect the funds they would put in a custodial account. It could be almost a \$1,500.00 savings a year. The discussion was tabled until December 27, 2016.

Chief Coonce received a resignation letter for Cole Rush. He is full-time and seeks to stay on part-time. Trustee Carter moved to accept the resignation of Cole Rush from full-time to part-time effective December 25, 2016, seconded by Trustee Sulzberger. All yea. Motion carried.

Due to the resignation, Chief Coonce submitted a speed letter to move Timothy Coen to full-time status. Due to the resignation of Cole Rush, Trustee Carter moved to change Officer Timothy Coen from part-time status to

full-time status, to serve the standard six-month probation period at the standard annual salary of \$35,690, effective January 1, 2017, seconded by Trustee Sulzberger. All yea. Motion carried.

Chief Coonce submitted a speed letter to hire Matthew McCombs as a part-time officer. Trustee Sulzberger moved to hire Matthew McCombs as a part-time officer, with the standard six-month probation period at the standard hourly rate of \$12.48, seconded by Trustee Carter. All yea. Motion carried.

There was a question of trash service dates. Clerk Chapman stated she would contact Republic Services and post it to the website.

There being no further business with the board, Trustee Carter moved to recess the meeting subject to the call of the Chairman, seconded by Trustee Sulzberger. All yea. Motion carried. Recessed at 8:51pm.


Sheri Chapman
Village Clerk


Marina Barker, Chairman
Board of Trustees