

**MINUTES OF BOARD OF TRUSTEES MEETING
OCTOBER 10, 2016
VILLAGE OF CLAYCOMO, MISSOURI**

The recessed Regular Meeting of September 26, 2016 was called to order at 7:02PM, by Chairman Barker. Trustee McClure moved to adjourn the Regular Meeting of September 26, 2016, seconded by Trustee Carter. All yea. Motion carried.

The Regular Meeting of October 10, 2016 was called to order 7:03PM. Those Present: Trustees Carter, McClure, Sulzberger, Chairman Barker, Chief Coonce, Chief Stewart, Assistant Chief Miles, Village Clerk Chapman, and Auditor Bruce Culley. Trustee Thompson was absent.

Chairman Barker requested everyone to please stand for the Pledge of Allegiance.

Trustee Carter moved to approve the Minutes of the Regular Meeting of September 26, 2016, as corrected, seconded by Trustee McClure. All yea. Motion carried.

Trustee McClure asked that the postage cost for check number 31852 for Pitney Bowes is re-appropriated, as the newsletter postage should have been applied to the newsletter budgetary expenditure line. McClure shared with everyone the cost for equipment and uniforms for the Fire Department and Police Department from vendors found in the payment of bills. Chairman Barker asked about the fire helmets and it was confirmed that the fire department helmets and uniforms are now purchased and remain the property of the fire department and not the employee. Trustee Sulzberger stated she would be abstaining from approval of check number 31829 as it is a refund check to her for renting the community building. Trustee McClure moved to approve the Payment of Bills, as corrected for the period of September 24, 2016 thru October 7, 2016, seconded by Trustee Sulzberger, with abstaining from check number 31829. All yea. Motion carried. Chairman Barker stated that the payment of bills did not include the last payroll due to a clerical adjustments with ADP at the time of submission and per the recommendation of the Village Auditor Bruce Culley; the board will amend the payment of bills at the next meeting date to incorporate the budgetary line item.

OLD BUSINESS:

Bruce Culley, Village Auditor, stated that he had been in the process of wrapping up since January and discovered there were some checks that had been charged against general fund that needed to be adjusted against the special funds. Previously Clerk King was working on this before leaving and as other staff changed this put a hold on the audit. He also stated as an auditor you are responsible for auditing the books once they are prepared. There were issues with accounts through 2016 being properly reconciled. He commented that they have now been able to review the bank reconciliation, reports and receipts and have found that the records are in better shape than they have been in many years. The current numbers for 2016 are reasonably in line with the prior years. He commended Clerk Chapman for the work she has done to improve the accounts and records. He stated Clerk Chapman and Board have a lot of responsibility for such a large budget and that they are doing a good job in managing such funds. Culley stated they were now in a place that they could have a report for 2015 at the next meeting on October 22, 2016 for review. He introduces Rob Wilson his business partner and stated that he would be working with him on the next years report. Mr. Wilson stated that they are working to wrap up the audit for March 31, 2016 the first of December. They have seen some significant improvements and do not anticipate any issues with the future year. Clerk Chapman was asked to share her thoughts on what the administrative staff had found. Chapman stated that the staff she works with is an asset and the double checks and processes that they are putting in place are helping with accountability to be sure all income and expenditures are correctly accounted for. It was confirmed that there would be a rough draft of the March 31, 2015 audit at the next meeting.

Marjorie Finley, Resident, asked about the audits filed with the State of Missouri Auditors office. It was

agreed that it is the responsibility of the Village Clerk to file the reports. She commented that she was not able to find any years filing on the state website but other local municipalities were on the site. Clerk Chapman noted they would double check that all the audits available have been filed.

Trustee Sulzberger spoke about the recent patrol car incident in the Claycomo Plaza and the post in the ground. Village Clerk Chapman stated they have been in contact with the owner and the Village was working to provide them photos to request the property manager take a look and asked that it possibly be removed. It was agreed that the post would be an issue to any vehicle in the shopping center.

Trustee Carter asked if anything had been done regarding Dig-Rite. Clerk Chapman stated that Dig-Rite has been contacted. There is a form and a process to be put on the list. This is a state regulation to be added due to our sewers and there is a cost to the village when someone calls of \$1.60 to be paid to Dig-Rite. Carter and Chapman agreed the minimum cost and the labor of public works to go out and mark is a less costly expense than someone hitting the sewer lines and having a large accident. Clerk Chapman was still working on getting the paperwork done but would have the Village on the call list with other utilities soon.

Trustee McClure stated the Back the Badge sign is again available for anyone who has not signed. She also wanted to thank the Parks Board, Jason Wallace of Public Works, and a ball team that assisted with the park clean up day at Mildred Keeney Park. McClure wanted to know the last date of the softball teams and their use of the diamonds so that the port-a-potty is to be removed.

Chairman Barker stated that on October 6th there was concern regarding a leak on the roof of the fire station. Chief Stewart and Chairman Barker asked Clerk Chapman to explain what occurred. Clerk Chapman stated that both she and Chief Stewart tried to contact MadSky Roofing and their phone lines were not working. Out of concern for damage another local company was nice enough to review and they provided a bid of \$1,004 for the area that was leaking over the entry area. This leak was entering Chief Stewart's office and to date had only damaged one ceiling tile. Earlier on the day of the meeting, MadSky Roofing was able to be reached and they did have a local contractor that was a part of our original installation. The supervisor approved a worker to visit and begin work under warranty on the repairs. The Board thanked JR Roofing and Company on the record for attempting to assist us.

Chief Stewart was asked and confirmed that we would be selling the yellow ambulance that is now surplus. A title will have to be obtained as it was gifted from North Kansas City and the Village does not appear to have a title at this time. It was the concensus of the board, that once the title is received or located, they approve it be put up for auction or to another municipality.

Chief Coonce stated the Taurus is still pending the insurance inspector for repairs. Car Kraft is the vendor to complete the repairs.

Margaret Loots, Park Board Member, stated they had a lot of people at Mildred Keeney Park for the Park Clean up Day. They still have some more plants to get ready to complete. The Park Board will be holding their portion of the Halloween event on October 29th, 3PM to 6PM. They will be holding it in the park, providing hayrides between church locations. Music is lined up. A meeting will be held Wednesday, October 12th at 6:30PM to discuss.

NEW BUSINESS:

Dennis Schmidt, resident, asked if City Hall is still closed from noon to 1:00PM. Clerk Chapman stated yes, at this time it ensures everyone takes a lunch. With such a new staff, they have not been able to cross train to stagger for each other. It can be reviewed at a later date.

Marjorie Finley asked if the message states the office is closed. Clerk Chapman confirmed the message is updated, anyone who calls in is told and it is posted on the door.

Speed letter from Chief Stewart requesting approval to spend \$783.10, plus shipping for the repair and replacement of a primary cable for one current defibrillator within the fire department equipment was read. Trustee Carter moved to approve the expenditure of \$783.10, plus shipping for repair and replacement of a primary cable from the General Fund, Equipment Maintenance Fund 602190, seconded by Trustee McClure. All yea. Motion carried.

Trustee Sulzberger asked about the electronic recycling that she had found in an old newsletter. She volunteered to follow up with KC Recyclers and see what options are available other than the two large Village cleanups.

Trustee McClure wanted to find out what we had agreed to for the use of the tennis courts with North Kansas City Schools. Dennis Schmidt stated he would provide the contact information to Clerk Chapman. It was discussed whether or not to consider charging the program as they charge a general fee for profit. The baseball teams work for their use of ball diamonds and we could ask them to do the same for the tennis courts or a small fee. McClure stated we shouldn't charge the residents for our parks and not charge other organizations who book our courts.

Trustee Sulzberger thanked Trustee McClure for the beautiful flowers she planted in front of the community building.

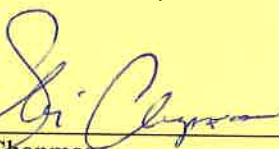
Chief Coonce informed the board that Pleasant Valley contacted us to discuss possibly having them dispatch for the Village of Claycomo. This currently is an early discussion and after the initial visit he will be sure to invite Chief Stewart, Clerk Chapman and Chairman Barker. Chief Coonce stated we have 90 days by either party to stop the dispatching services with Kansas City, Missouri. The current radio system utilized will work with their system. There was concern over the extended time and calls on hold with Kansas City.

Dennis Schmidt, Park Boards Member, said they have been planning the parks landscaping. Jason talked to BC Hardscapes and they are donating a landscapers services. He stated they have a draft of where everything is going to go. Butch Hollis volunteered to assist in digging the holes. All of this planning is a part of the \$1,700.00 of materials previously budgeted and paid for.

Trustee McClure moved to go into Executive Session to discuss Employee Matters, as required by RSMO Section 610.021 (3), and that all records are to be kept sealed and confidential, seconded by Trustee Sulzberger. Roll Call: Carter, yea; McClure, yea; Sulzberger, yea; Thompson, Absent; Barker, yea. Motion carried. Recessed at 8:14PM. Trustee Sulzberger left at 9:30PM.

The meeting was called back to order at 9:44PM

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 McClure. All yea. Motion carried. Recessed at 9:45PM.



Sheri Chapman
Village Clerk



Marina Barker, Chairman
Board of Trustees