

**MINUTES OF BOARD OF TRUSTEES MEETING
WORK SESSION
JULY 2, 2018
VILLAGE OF CLAYCOMO, MISSOURI**

The recessed Regular Meeting of June 25, 2018, was called to order at 6:04 pm, by Chairman McClure.

Trustee Sulzberger moved to adjourn the Regular Meeting of June 25, 2018, seconded by Trustee Goeller. All yeas. Motion carried.

The Work Session Meeting of July 2, 2018 was called to order. Those Present: Trustees Dale Goeller, Daryl G. Hook, Norma Sulzberger, and Chairman Roxanna McClure, Police Chief Matt Coonce, Fire Chief Eric Miles, and Village Clerk Sheri Chapman.

Trustee McClure began the discussion with the draft copy of the employee handbook. The Department Heads had met earlier that day and spoke regarding minor changes in the copy received. Trustee Thompson arrived at 6:15 p.m. during employee handbook discussions. It was agreed to submit the handbook with the approved revisions to the Village Attorney for approval. The Board wished to place the employee handbook on the next agenda for Board approval. Clerk Chapman stated that they could place it for approval on July 9. If the Board votes to approve then it will be made available to the unions for their 10-day review per their contracts. The ordinance would not be passed until the meeting of July 23. The Board would like the new handbook to take effect on August 1, 2018.

Additionally, the Board discussed the harassment policy within the handbook. Village Clerk Chapman stated she had the video sessions provided by Bukaty on harassment training. In addition, she had the form that each employee could sign off and submit for their file once they watch the video(s). The Board agreed that they are to receive copies of the videos and complete the forms. It will also be required of the Zoning Board, any future appointed Boards, and all employees with the Village. It was acknowledged that any new members should be required to do this as well as receive a packet to help them with their duties of the Board they have been elected or asked to serve. This training is being requested to be done annually.

Chairman McClure reviewed the Tavern District location per the zoning ordinances. The area was noted as being on the south side of 69 Hwy from Randolph Road east to the Village limit, including the teardrop on the east side of 435 Highway. The Board discussed that if they abolish the Tavern District it would allow any business described as a Tavern or a bar and not a restaurant to apply for location anywhere within Claycomo that is commercial. The Board agreed to have Clerk Chapman submit an ordinance to abolish the Tavern District Section 10A. Zone G from the Zoning Ordinance on Page 291 of the 2009 Code of Ordinances.

The Board discussed the Business License packet previously submitted by Clerk Chapman for the May 29 meeting. Clerk Chapman briefly explained the rate changes and the recommendations she had included. The Board appreciated the work and stated that they would like to increase the fees from \$25.00 minimum to \$100.00 minimum. They may review the additional information at a later date.

Trustee Sulzberger and Trustee Hook stated they had done a lot of review on the codification. Trustee Hook requested a separate meeting to review. The Board agreed to take Trustee Sulzberger and Trustee Hook's notes and provide them to Clerk Chapman. Clerk Chapman would then take one document and note their changes in different colors to show in one document for review. This document will be reviewed at its own work session. The Board agreed there are many sections to change but felt that at this time it would be in the best interest to fix the small items. Additional ordinances are being updated to submit before codification. It was noted that many ordinances have an appendix chart with the fees approved by the Board and not noted in the sections to eliminate the rewriting or passing of various ordinances rather than one section as needed.

It was also noted that the zoning section in the Code of Ordinances needed to be updated. Chairman McClure asked Trustee Goeller to discuss with the Zoning Board the items they feel they need to have changed at this time before codification and the larger items can be reviewed after codification. It was also stated that the two Boards should meet to discuss a future plan to update the zoning ordinances.

Trustee Thompson asked to be dismissed at 8:32 pm.

Chairman McClure shared with the Board that she had Clerk Chapman share a new updated project list. The list was given to the Board. It is being placed on a server for all the Department Heads to review and update for long-term projects and not the daily items.

There being no further business with the Board, Trustee Goeller moved to recess the meeting, subject to the call of the Chairman, seconded by Trustee Hook. All yea. Motion carried. Recessed 8:37 pm.



Sheri Chapman
Village Clerk



Roxanna McClure, Chairman of the Board
Board of Trustees