

**MINUTES OF BOARD OF TRUSTEES MEETING  
JANUARY 9, 2017  
VILLAGE OF CLAYCOMO, MISSOURI**

The recessed Regular Meeting of December 27, 2016 was called to order at 7:02PM, by Chairman Barker. Trustee McClure moved to adjourn the Regular Meeting of December 27, 2016, seconded by Trustee Sulzberger. All yea. Motion carried.

The Regular Meeting of January 9, 2017 was called to order. Those Present: Trustees Carter, McClure, Sulzberger, Thompson, Chairman Barker, Chief Coonce, Fire Chief Stewart, Assistant Fire Chief Miles, and Clerk Chapman.

Chairman Barker asked everyone to stand for the Pledge of Allegiance.

Trustee McClure moved to approve the Minutes of the Regular Meeting of December 27, 2016, as corrected, seconded by Trustee Sulzberger. Trustees McClure, Sulzberger, Thompson, Chairman Barker, all yea. Trustee Carter abstained. Motion carried.

Trustee McClure moved to approve the Payment of Bills, as corrected for the period of December 23, 2016 thru January 6, 2017, seconded by Trustee Sulzberger. Check number for employee McCombs should have been 0011282 and Fennix check 0011281 should have been for \$190.64. All yea. Motion carried.

**OLD BUSINESS:**

Nathan Thomas and Rob Wilson, Village Auditors with Accounting Solutions (formerly Bruce Culley, CPA), went through each section of the draft audit submitted to the board for their review. Rob Wilson then highlighted five areas to address.

First issue was the previous crossing of deposits and payouts in the special funds. Second issue is the grouping of credit cards in bank and individual entries in the accounting software. It is difficult to reconcile and too many journal entries. They recommend entering as single payments. Third issue is that most transactions are entered as journal entries. Should enter deposits, transfers and other transactions as such. Fourth issue is payroll. The journal entry being used was not set up correctly. Will need to look at accounting line items and fix the journal entry to appropriately record items. Fifth issue is due to change in personnel. There are very old items from prior reconciliations not cleared. It is recommended to clear any items over six months old, as that is the standard for cashing any check from the Village.

Overall, they stated these areas have been discussed and will be worked on through the exit interview with Clerk Chapman. Mr. Wilson stated that the Village of Claycomo overall is very strong.

Chairman Thompson asked about the trailers and other vehicles parked at the end of Longfellow. Chief Coonce stated that Officer Kennedy has been instructed to ticket them. In addition, they would look at other locations as well.

Thompson asked Clerk Chapman if the home on Longfellow had recently obtained its building permit. Clerk Chapman stated they had not yet but that her office was aware and reaching out to them.

Trustee Carter started to ask about 50 S. Whitney and Chief Coonce stated he would update the board in his comments. In addition, Trustee Carter stated he would like to thank the Special Road District for the good roads, especially in the recent weather.

Trustee McClure asked about the status of the sale of the police car and ambulance. Chief Coonce stated he would update her shortly in addition to the potential dispatch with Pleasant Valley. McClure requested that Clerk Chapman begin to think about the RFP for the upcoming audit years as the current audit is concluding. She highlighted for Clerk Chapman to begin recognition letters for employee's anniversaries as they have done in the past. Clerk Chapman stated she would do so. McClure noted that on the project list

and in the budget was cleaning of the carpets at City Hall. No one was aware of who cleaned them in the past and Clerk Chapman will look into it for early spring before the end of the 2016-2017 budget year. McClure also requested that we schedule the Village Clean Up day dumpsters for both dates as there have been conflicts in the past.

Chairman Barker reminded Clerk Chapman that recently the minutes stated the board approved a retail sales license for the Claycomo Children's Academy and it should have been noted as a Service license. Clerk Chapman acknowledged and agreed.

Chief Coonce stated the two lots at 50 S. Whitney was moving forward and changing their fence. He spoke to Jason Wallace, Public Works, and asked him to contact the state regarding the stream issues and the dirt placement. Clerk Chapman confirmed that Deputy Clerk, Jamie Wright, was in contact with both the tow companies that were going in. Clerk Chapman could not confirm if there was a question of whether or not they were also a junkyard and she would follow up as the paperwork was still being obtained.

Coonce stated that he asked Jason Wallace, Public Works, to remove the decals so that they can put it up on the website by the end of the week and is ready to sell. Chief Stewart confirmed they would also be placing the yellow ambulance on the website.

Coonce shared with everyone that the 2017 Calendars were available and they were working on getting them distributed. He then noted the board has been presented a draft copy of the proposed dispatch contract from Pleasant Valley for their review. Chief Coonce and Officer Kennedy was working with the Boy Scouts to deliver the calendars.

**NEW BUSINESS:**

Daryl Hook, Resident, asked about the status of the negotiations of the Pleasant Valley Dispatch contract. Chairman Barker stated the draft was just received and the board will review and have discussion at the next board meeting. She confirmed the contract being presented is for both the fire and police departments.

Speed Letter from Chief Stewart was read into record by Clerk Chapman. Trustee Carter moved to accept the resignation of Part-Time Fire Fighter/EMT Jeffrey Bowers effective December 29, 2016, seconded by Trustee McClure. All Yea. Motion Carried.

Trustee Thompson requested the Village establish the gas line at the public works before the request for proposals are complete so that the line will be ready. Clerk Chapman confirmed at least 18 businesses were contacted and a couple have visited public works. Thompson also stated we should thank the City of North Kansas City for their donation of the yellow ambulance and the years of service, it provide the Village.

Trustee Carter stated the sign at Byrant and Lowell is down and needs to be put up. Clerk Chapman stated she would put in a work order. Additionally he asked about the trash behind the Claycomo Plaza. Clerk Chapman confirmed there is trash and the officers have been instructed to ticket and document the issue and her office would submit it to The Plaza owners as this has been an on-going issue.

Carter wanted to take a moment and recognize the Moment of Truth Baptist Church for celebrating its 35<sup>th</sup> Year Anniversary. The board agreed and appreciated the church for being a part of the community.

Trustee McClure recognized EPIC Electric Service Corporation who volunteered and came out to lend a bucket truck to assist with a lighting issues outback and also repaired the broken light pole out front for years at the Fire Department. Their time and efforts were appreciated and Chief Stewart had sent them a letter of appreciation. She noted then we would want to try to schedule the budget meetings soon for February. Furthermore, she will be gone the second meeting in March.

McClure mentioned that in the packets was an article from the Liberty Tribune regarding Liberty's efforts to get a public safety tax. In addition, Clerk Chapman provided the prior ordinances and documents she could

find on the existing sales taxes. McClure stated the board might wish to schedule a special meeting to discuss the option of a tax increase by putting a vote in front of the people and finding ways to increase the Village revenue.

Clerk Chapman stated she was working on the handbook with the recommended comments provided by the Village attorney, George Kapke. She hoped to have it within a few days. It was requested that the copy be redlined so the board could see the changes. When complete she is to email everyone to pick up the copy.

Chapman updated everyone on a water pipe break in the utility closet at the community building that was found that morning. The break had occurred what was believed to be overnight and caused water to fill all the rooms and in addition under the doors outside the building. Jason Wallace, Public Works, completed the pipe repair and cleaned up the water in the building and his fast response to the situation was appreciated. The cause is being looked into, but it was believed it was a frozen pipe.

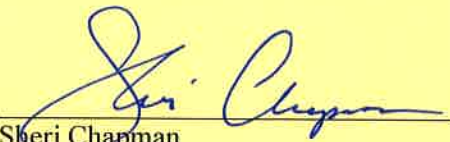
Chapman also reminded everyone the opportunity to sign up to be a Board of Trustee was closing on January 17 at 5:00PM. There are three seats open.

Chief Stewart presented a speed letter to board to promote Part-Time Firefighter/EMT James Heck to replace Louis Alois whom recently stepped down from full-time to part-time. An effective date for Heck had not been determined, as he would be required to give two-week's notice to his other employer. Clerk Chapman read the speed letter into record. Trustee Carter moved to promote James Heck from Part-Time to Full-Time Firefighter/Paramedic at a salary of \$37, 896.64 per year, serving a 6-month probationary period, seconded by Trustee McClure. All yeas. Motion carried.

Assistant Fire Chief Miles stated we would want to change the employment posting on the website to part-time. Chief Coonce also stated they would place a part-time job posting as well.

Chairman Barker reminded the board they have been provided the supervisor evaluation sheets and asked everyone if they would like to hold a special meeting regarding employee matters before the next meeting. Clerk Chapman was asked to post the meeting. It was agreed and a posting will be placed for 6:00PM and that Chief Coonce and Clerk Chapman will meet with the board at approximately 6:30PM.

There being no further business with the board, Trustee McClure moved to recess the meeting subject to the call of the Chairman, seconded by Trustee Carter. All yeas. Motion carried. Recessed at 8:38 pm.

  
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Sheri Chapman  
Village Clerk

  
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Marina Barker, Chairman  
Board of Trustees