

## MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF AIRPORT DRIVE, MISSOURI

A Regular Meeting of the Board of Trustees of the Village of Airport Drive, Missouri was held on Thursday, December 21, 2023, at the Village Municipal Building. The meeting was open to the public.

Chairman Terry Myers called the Board of Trustees to order at 7:00 p.m. The members present were Mark Rains, Ray Bryant, Kara Charbonneau, and James Paul. Village Clerk Sue Hirshey was present to take the minutes. Village Attorney Derek Snyder, Village Engineer Clayton Cristy, and Deputy Clerk Sharon Clark attended. In the audience were Residents Marvin and Debie Heckart, Debbie Bryant, Edwina Rains, Denise Winans, Kathy and Charles Smith, and Brandon Charbonneau. All in attendance gave the Pledge of Allegiance to the Flag of the United States of America. Attorney Snyder gave the invocation.

### MINUTES

Minutes of the Board of Trustees Regular Meeting held on November 16, 2023, having been previously provided to the Trustees, were discussed. Trustee Bryant motioned to approve the minutes previously provided. Trustee Charbonneau seconded the motion. Motion passed unanimously.

### TREASURER'S REPORT

Clerk Hirshey presented the Treasurer's Report for December 2023. The Board was provided the Balance Sheets by Fund, Cash Receipts Control Report, Payroll Calculation Report, Accounts Payable Check Register, Accounts Payable Control Report, Current Statements of Revenues and Expenditures, worksheets for Recap of Sales Tax Revenue, and Sewer Maintenance Charges Paid to Carl Junction, Certificates of Deposits for Airport Drive, and TREKK Design estimated fees and actual expenses. The total of all expenses in all Funds were lower than budgeted; no Budget amendments were required. Trustee Bryant motioned to approve the Treasurer's Report and to pay the bills. Trustee Charbonneau seconded the motion. Motion passed unanimously.

### PETITIONS, REQUESTS, AND COMPLAINTS

Chairman Myers announced the winners of the 2023 Christmas Lights Contest. The winners were selected by Sergeant Tom Crossley and his daughter, Maggie. The third-place winner was **Debbie Bryant**, 5795 Elm Street, Webb City, she was awarded \$25.00. The second-place winners, **Roy and Patricia Farley**, 6478 Park Circle, Joplin, were awarded \$50.00. The first-place winners were **Marvin and Debie Heckart**, 24897 Richey Avenue, Joplin, they were awarded \$75.00.

### OTHER BUSINESS

**Olsson** submitted **Master Agreement Work Orders: WO 24-01** total estimated fees of \$39,000.00, for General Fund work, **WO 24-02**, total estimated fees of \$21,500.00, for Sewer Fund work, and **WO 24-03**, estimated fees of \$9,000.00, for Street Fund work. Trustee Rains motioned to approve Olsson Work Orders 24-01, WO 24-02, and WO 24-03 for 2024. Trustee Bryant seconded the motion. Motion passed unanimously.

**Connell Insurance** submitted the policy for 2024 **Workman's Comp Insurance**. They offered an option to increase the limits of \$100,000/\$500,000/\$100,000 to \$1,000,000 each. These limits were for Bodily Injury by Accident, each accident; Bodily Injury by Disease, policy limit; and Bodily

Injury by Disease, each employee. The Board discussed the insurance and questioned exactly who was covered. Attorney Snyder stated it was determined by the underwriter. The Board instructed Clerk Hirshey to research who is covered by work comp insurance.

Trustee Rains motioned to leave the work comp insurance as it was. Trustee Paul seconded the motion. Motion passed unanimously.

The **grates** in the **south driveway** were discussed. **Spry Welding and Fabrication** submitted Estimate 1004 in the amount of **\$3,696.00** for 22'6" x 21'1/2" Galvanized Grating, Labor/Fabrication, removal of existing grate and installation of new grate. Trustee Bryant said we needed to confirm that there was perimeter metal around the grates. Trustee Rains said the project needed to get done. Engineer Cristy asked if the estimate could be approved prior to confirmation of perimeter metal. Attorney Snyder stated the approval could include conditions. Trustee Rains motioned to approve Spry's estimate with Trustee Bryant's approval; if metal needed to be added, Trustee Bryant could approve the added expense. Trustee Charbonneau seconded the motion. Motion passed unanimously.

Disposal of old Clerks' computers was discussed. The Trustees discussed selling the computers or donating them. Trustee Bryant motioned to have SNC2 "scrub" the computers to remove all information and then the Board would donate the computers to a local charity. Trustee Charbonneau seconded the motion. Motion passed unanimously.

**Chad Copher, Waste H2O Solutions** submitted a proposal for **emergency, after hours service** for Airport Drive's **lift stations and flow monitors**. Trustee Rains motioned to accept and use Waste H2O for emergency sewer maintenance issues. Trustee Bryant seconded the motion. Motion passed unanimously.

**Micah Woodard, MW Fence**, submitted a proposal in the amount of **\$5,215.42** for materials and the installation fee to remove and replace up to 36 feet of six-foot-tall light commercial grade galvanized chain link fence and one 16-foot double gate at the **Fountain Estates Lift Station**. Trustee Rains motioned to approve the proposal for \$5,215.42 from MW Fence. Trustee Bryant seconded the motion. Motion passed unanimously.

**Brandon Hunter, Land Innovations**, submitted an estimate of **\$2,770.00** to remove west perimeter chain link fence and gates, regrade the west perimeter of station, regrade the east side of station, creating a swale that flowed east through easement to the wood line, haul off spoils generated, import class 5 base rock, spread and compact base rock, and seed and straw all disturbed areas of the **Fountain Estates Lift Station**. Trustee Bryant stated MW Fence and Land Innovations should work together on the project. Trustee Bryant motioned to accept the bid from Land Innovations in the amount of \$2,770.00 for the work on the Fountain Estates Lift Station. Trustee Rains seconded the motion. The motion passed unanimously.

Trustee Bryant stated Carl Junction would need to mark all of the lines and work with the contractors on locations of utilities prior to the start of the project.

Airport Drive had **five Certificates of Deposits** nearing their **maturity dates**. Two CDs at Guaranty Bank, valued at \$223,157.44 and \$231,785.85 would mature on February 7, 2024. Five CDs at SMB, one valued at \$444,268.88, one valued at \$217,559.53, and three CDs valued at \$224,466.42 each, would all mature on February 22, 2024. Would the Board like a Bid Packet prepared and sent to all local banks? The Trustees instructed Clerk Hirshey to do so.

## **CLERK'S REPORT**

Mike Kersey, Forest Park Baptist Church, reported the final service was held at the Stone's Corner location on October 29<sup>th</sup>. The Church planned to sell the building after they finished moving all of their property out. The church owned the entire shopping center.

After the parking lot lights at Gambino's Pizza were re-aimed more downward, Tabor Woods Resident Georgianna Krier reported the lights were passable. She added that the lights were much better, but one might still be iffy. She didn't report which light she was concerned about.

Bob Wolfe, owner of Always Buying Books, had been making donations to a different school every week to help students pay for their lunches. Bob used the money collected from the book buffet outside his store. Books were sold for a donation of however much the person was willing to donate.

Bob Wolfe lost his wife on Thanksgiving; a plant was sent from the Board of Trustees. He asked Clerks Hirshey and Clark to pass along his appreciation to the Board for remembering him during his time of loss.

Public Works for the City of Carl Junction performed the Leaf Pick Up in Airport Drive during the week of November 27, 2023. The office did not receive any complaints. The cost was exactly the same as 2022. A cost history worksheet was provided to the Trustees.

Christmas Cards were mailed on November 28, 2023, to all Village businesses and several business associates. Attorney Snyder confirmed he had received his favorite card.

Auditor Gene Mense was scheduled to be at the Municipal Building on Monday, January 22<sup>nd</sup> and Tuesday, January 23, 2024, to begin the audit of the year ending on December 31, 2023.

Business Licenses for 2024 had been issued to 29 businesses and 31 Contractor Licenses had been issued.

The new computers for the Clerks were installed and were working great. Clerks Hirshey and Clark were very thankful for all the new equipment. The Trustees were asked if they wanted the old computers "wiped" and returned to sell? The Trustees discussed donating the computers.

The new telephone system had been installed and was working well. TEC Staff had been wonderful to work with and very helpful to work all the "bugs" out.

Republic Services emailed a letter to Airport Drive on November 28<sup>th</sup>. Their monthly rate would increase to \$11.69 for the first cart and \$5.46 for additional carts for residents. Their letter was shared with the Board.

Missouri Local Government Employees Retirement System (LAGERS) informed Airport Drive the Employer Contribution Rate effective January 1, 2024, will be 8.4%, an increase from 2023's rate of 7.4 %.

At the recommendation of Engineer Cristy, the list of required inspections for commercial projects increased from 14 to possibly 23, adding the following inspections: Site Plan, Gas Line, Grease Trap, Exterior ADA Compliance, Exterior Lights, Storm Drainage System & Detention, Tracer Wire, Sidewalks, and Driveway. Commercial Building Inspector Kreighbaum had received the new list of inspections.

Candidate filing for the April 2, 2024, General Election opened at 8:00 a.m. on Tuesday December 5<sup>th</sup> and will close at 5:00 p.m. on Tuesday, December 26<sup>th</sup>. Residents Mark Rains, Claren Holmes, and Denise Winans had filed for candidacy.

### **REMINDERS**

The office would be closed Monday, December 25<sup>th</sup> and Tuesday, December 26, 2023, until 1:00 pm, for the Christmas Holiday; and Monday, January 1, 2024, for New Years Day.

The next Board of Trustees Work Session and Regular Meeting were scheduled for Thursday, January 25, 2024, at 6:30 p.m. and 7:00 p.m. respectively.

Clerks Hirshey and Clark wished everyone a Blessed and Merry Christmas, and a Happy New Year!

### **ADJOURNMENT**

With no other business to come before the Board, Trustee Rains motioned to adjourn the meeting. Trustee Charbonneau seconded the motion. Motion passed unanimously. The meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

*Sue Hirshey, MRCC-C*  
Village Clerk