

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

A regular meeting of the Board of Trustees of the Village of Airport Drive, Missouri was held on Thursday, September 27, 2018 at the Village Municipal Building.

Chairman James Paul called the Board of Trustees to order at 7:00 p.m. Members present were Terry Myers, David Bozung and Mark Rains. Trustee Reed Thompson was absent. Village Clerk Sue Hirshey was present to take the minutes. Village Attorney Derek Snyder, Village Engineer Jerald Norton, Deputy Clerk Kristy Hoggatt, Jasper County Sergeant Melissa Roughton and Deputy Justin Henry were also present. All present gave the Pledge of Allegiance to the Flag of the United States of America. Attorney Snyder gave the invocation.

AGENDA AMENDED

Trustee Bozung motioned to Amend the Agenda to add an additional item to the Closed Session as authorized by 610.021(2) Leasing, purchase or sale of real estate by a public governmental body. Trustee Rains seconded the motion. Motion passed unanimously.

MINUTES

Minutes of the Board of Trustees Meeting held on August 23, 2018 having been previously provided to the Trustees were discussed. Trustee Bozung motioned to approve the minutes previously provided. Trustee Rains seconded the motion. Motion passed unanimously.

PROCLAMATIONS

Chairman Paul read a Proclamation received from the Missouri City Clerks and Finance Officers Association stating Clerk Susan Hirshey was awarded the designation of Missouri Registered City Clerk by the MOCCFOA on September 20, 2018.

A Proclamation was prepared for the Trustees proclaim the month of September as National Suicide Prevention Awareness Month in the Village of Airport Drive.

TREASURER'S REPORT

Clerk Hirshey presented the Treasurers Report: Board was provided Balance Sheet by Fund, Cash Receipts Control Report, Check Register, Accounts Payable Control Report, Payroll Calculation Report, Current Statement of Revenues and Expenses, Recap of Sales Tax Year to Date, Open Building Permits in Process, Carl Junction Sewer Costs Worksheet and Certificates of Deposits for Airport Drive. Trustee Rains motioned to approve the Treasurer's Report and to pay the bills. Trustee Bozung seconded the motion. Motion passed unanimously.

PETITIONS AND REQUESTS

Jill Cornett and Nikki Hill from the **Harry S Truman Coordinating Council** presented a contract and time line to perform the **2020 Comprehensive Plan for Airport Drive**. Professional planning and technical consulting services, technical documents and materials for the 2020 Comprehensive Plan for Airport Drive would cost \$8,000.00, any expenses over \$8,000.00 would be funded by MoDOT and/or the Federal Economic Development Administration. The process could take eleven months, Ms. Cornett suggested involving as many people as possible. Trustee Rains suggested waiting until January 2019 to begin the process.

Tabor Woods Residents Carolyn Longerot and Ron Moorehouse shared their concerns with the Board about the **Airbnb** located inside **Tabor Woods Subdivision**. They asked the Board to consider prohibiting future short term rentals. Property Owner Rick Franks stated the house was
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booked four weekends out of the month. Attorney Snyder reminded the Board there was no action that *could* be taken during the May 24, 2018 meeting, due to there was nothing in the current code to prohibit the proposed use. Trustee Bozung instructed Attorney Snyder to research other cities ordinances regarding short term rentals. Attorney Snyder agreed to do his best to prepare options to discuss during the October meeting.

PAY REQUEST

Engineer Jerald Norton submitted Pay Request No. 1(Final) for the Gum Road Pavement Repairs in the amount of \$9361.60. Asbell Excavating and Trucking substantially completed repairs to Gum Road for contract SM-18-01 on August 21, 2018. The 12 month warranty period will expire on August 21, 2019. Trustee Rains motioned the pay Asbell Excavating \$9361.60 per Pay Request No.1. Trustee Bozung seconded the motion. Motion passed unanimously.

BIDS FOR BANKING SERVICES

Bids and/or proposals were received from five banks: Arvest Bank, Commerce Bank, Community Bank and Trust, Guaranty Bank and Southwest Missouri Bank. Mark Johnson, Joplin Market President from Southwest Missouri Bank, attended to answer any questions from the Board. After reviewing all proposals from the banks, Trustee Rains motioned to move Airport Drive's funds from the checking account and sweep account at Community Bank and Trust and open a checking account and sweep account at Southwest Missouri Bank. A Repurchase/Sweep Agreement Account will be provided with the General Account. A required "peg" collected funds balance of \$75,000.00 will be required in the General Account. All monies above \$75,000 will move to the Sweep Account. The interest earned on all funds in the Sweep Account will be at the following rate index: The rate will be determined monthly at the first of each month. The rate will be 1.00% under the current 13 week Treasury Bill rate as stated in the Wall Street Journal as of the last day of the month. At the time of the meeting, the rate was 1.08%. Fees will be assessed as follows: \$5.00 Month Maintenance Fee, \$3.00 Monthly Paper Statement Fee, a fee of \$.10 per check written from the account. An earnings credit based upon the 13 Week Treasury Bill for every \$100.00 of average monthly collected balance may offset all of these charges. This earnings credit rate is variable and may change monthly. Trustee Myers seconded the motion. Motion passed unanimously. All Trustees will be signers on the accounts. All checks written will require two signatures.

CENTRAL AVENUE LIFT STATION REHABILITATION

Engineer Jerald Norton stated he was confident Asbell Excavating would extend their bid received on May 23, 2018. Asbell Excavating bid \$135,188.00 with an allowance of \$45,000.00 for Empire District Electric. Engineer Norton stated the allowance was now estimated to be \$19,000.00. Trustee Bozung motioned to accept Asbell Excavating's bid for a total of \$155,000.00, to be paid from the Capital Improvement Fund. Trustee Myers seconded the motion. Motion passed unanimously. Mr. Norton said he still needed to prepare the contract.

OTHER BUSINESS

Deputy Clerk Kristy Hoggatt gathered quotes to replace her desk in the office. Trustee Rains motioned to purchase the desk presented as option B, at a cost of \$645.62, from 4 State Office Products. Trustee Myers seconded the motion. Motion passed unanimously. The Clerks were instructed to contact Habitat for Humanity to remove the old desk.

CLERK'S REPORT

Current pricing was received from the City of Carl Junction for Leaf Pickup in 2018. In 2016 and 2017, Airport Drive was charged for eight hours for two trucks for a total of \$1772.48, each year. This year the cost for the small truck would be \$107.67 per hour and the big truck would

be \$120.54 per hour. Applying eight hours per truck, the total cost for 2018 would be \$1825.68. Trustee Paul said to schedule for the leaf pick up with the City of Carl Junction.

The marketing team for the Utility Service Partners, Inc. provided mailing dates to begin the campaign to inform residents of the opportunity to purchase warranties for their water and sewer lines. The initial letter would go out on 9/28 and be re-mailed on 10/26. It should take residents three to five days to start receiving their letters.

Zoning Verification letters were mailed with certified receipts requested to Kelly Power, owner of 25213 Tabor Main Road; Chad Minor, owner of lot to the immediate north of 25213 Tabor Main Road; and Realtor David Glenn of Keller Williams Realty. The letters confirmed the zoning of both properties to be R-1, residential. Mrs. Power and Mr. Minor confirmed receiving their letters.

Working on 2019 Budget paperwork. Budget Chairman Keith Stammer, Residents Mark Johnson, Heather Couk, Janie Liles and Debie Heckart have agreed to meet Tuesday, October 16th at 6:00 pm at the Village Office to prepare the proposed Budget for 2019.

Kathy Smith, owner of 5 Star Equipment at 5154 N. Main Street Road, informed the office she was unable to reach an agreement with a potential buyer to open an equipment rental store south of her business.

David Coss, Coss Tree Service, reviewed the list of trees to be trimmed back from the roadway created by Ray Bryant. He estimated the job to cost \$400.00 and would begin in October.

The 2018 MML Conference in Branson was great. I attended the MOCCFOA Master Academy on Sunday, September 16th and on Monday and Tuesday I attended sessions regarding computer crime from a former FBI agent, developmental incentives, updates to Missouri Human Rights Act and Governmental Whistleblowers, budgeting basics, and harassment in the workplace.

I received a letter on September 19th confirming my certification as a Missouri Registered City Clerk. **Thank You** for granting me the time and resources to earn my MRCC!

Deputy Clerk Kristy Hoggatt downloaded an overview of the visitors to the new website. In the last 30 days we had 783 unique visits and 3191 pages viewed. On average, four pages were viewed by each visitor.

I requested a vacation day for Monday, October 15, 2018. Deputy Clerk Kristy Hoggatt requested vacation days for Monday, October 22nd and Tuesday, October 23rd. Trustee Rains motioned to approve the following vacation days: October 15, 2018 for Clerk Hirshey and October 22 and 23, 2018 for Deputy Clerk Hoggatt. Trustee Myers seconded the motion. Motion passed unanimously.

November and December Board of Trustees meeting dates were discussed. The Board set the dates for the meetings, Tuesday, November 20, 2018 and Thursday, December 20, 2018. Trustee Myers stated he would be unavailable for November 20th.

The Chairman's Signature was required on documents in Green Folder. Items in Gray Folder were provided to review for possible discussion.

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REMINDERS

The Office would be closed Monday, October 8, 2018 in observance of Columbus Day.

The next Board of Trustee Work Session and Regular Meetings were scheduled for October 25, 2018, at 6:30 p.m. and 7:00 p.m. respectively

CLOSED SESSION

In accordance to Section 610.021.3 RSMo, relating to hiring, firing, disciplining or promoting of particular employee by a public governmental body; Trustee Bozung motioned to enter into Closed Session at 8:40 p.m. for the 90 day evaluation for Deputy Clerk Hoggatt. Prior notice of closed session for (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor, was impossible or impractical due to the nature of the discussions regarding recently discovered or received information. Trustee Myers seconded the motion. Paul; aye, Myers; aye, Bozung; aye, Rains; aye.

Trustee Rains motioned to come out of Closed Session and enter Open Session at 8:55 p.m. Trustee Myers seconded the motion. Paul; aye, Myers; aye, Bozung; aye, Rains; aye.

COUNCIL BILL

Council Bill 08-18, an ordinance establishing the **salary** for the position of **Deputy Clerk** was discussed, increasing the hourly wage for Deputy Clerk Kristy Hoggatt by \$1.00 per hour, 85% paid from General Fund and 15% from Sewer Fund, effective on October 16, 2018. Trustee Rains motioned to have the first reading of Council Bill 08-18 in its entirety. Trustee Bozung seconded the motion. Paul; yea, Bozung; yea, Myers; yea, Rains; yea. Attorney Snyder read Council Bill 08-18 in its entirety. Trustee Rains motioned to approve the first reading and have the second reading of Council Bill 08-18 in its entirety. Trustee Bozung seconded the motion. Paul; yea, Myers; yea, Bozung; yea, Rains; yea. Attorney Snyder read Council Bill 18-18 in its entirety. Trustee Rains motioned to approve the final reading of Council Bill 08-18 and adopt Ordinance 08-18. Trustee Bozung seconded the motion. Paul; yea, Myers; yea, Bozung; yea, Rains; yea. Ordinance 18-18 was adopted.

ADJOURNMENT

With no other business to come before the Board, Trustee Bozung motioned to adjourn the meeting. Trustee Myers seconded the motion. Motion passed unanimously.

Meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Sue Hirshey, MRCC
Village Clerk

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