

**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 August 25, 2016 at the Village Municipal Building.

Chairman James Paul called the Board of Trustees to order at 7:05 p.m. Members present were Terry Myers, David Bozung, Mark Rains and Reed Thompson. Village Clerk Sue Hirshey was present to take the minutes. Village Attorney Chuck Brown, Village Engineer Jerald Norton, Deputy Clerk Marilyn Thomas, and Jasper County Deputy Paul Soole were also present. Sergeant Melissa Roughton was absent. All present gave the Pledge of Allegiance to the Flag of the United States of America. Attorney Brown gave the invocation.

MINUTES

Minutes of the Board of Trustees Meeting held on July 28, 2016 having been previously provided to the Board of Trustees, were discussed. Trustee Rains motioned to approve the minutes previously provided. Trustee Bozung seconded the motion. Motion passed unanimously.

TREASURERS REPORT

Clerk Hirshey presented the Treasurers Report: Board was provided Balance Sheet by Fund, Cash Receipts Control Report, Combined 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, Open Variance/Zoning Deposits, and Carl Junction Sewer Costs Worksheet. Trustee Rains motioned to approve the Treasurer's Report and to pay the bills. Trustee Thompson seconded the motion. Motion passed unanimously.

ENGINEER REPORT

Guard on storm water inlet at Magnolia and Birch – Adding a bar across the opening of the inlet was discussed. Trustee Rains motioned to have Asbell Excavating install a guard across the opening of the inlet at Magnolia and Birch. Trustee Bozung seconded the motion. Motion passed unanimously.

Pay request for SM-16-01 from Asbell Excavating - Trustee Rains motioned to approve the pay request for project SM-16-01 from Asbell Excavating in the amount of \$13982.50. Trustee Myers seconded the motion. Motion passed unanimously.

Street Maintenance Program Bid Package – Bid opening was held August 23rd at the Municipal Building. The only bidder was Asbell Excavating. Trustee Paul asked Mr. Norton to contact the City of Carl Junction to get a bid for the Street Maintenance Program, using their Public Works Department. Mr. Norton agreed to schedule a meeting with Carl Junction's Administrator Steve Lawver.

Fountain Estates Drainage – Trustee Thompson reported on his attendance at the Jasper County Public Water District #1's Board Meeting. The Water District Board requested a letter from Clayton Cristy with Olsson Associates regarding plans for water flow inside the proposed swale.

Sewer System Manhole Inspections – Mr. Norton was preparing to send out letters to property owners regarding needed manhole maintenance.

COUNCIL BILLS

Council Bill 10-16 to amend Section 205.020, **Vaccination and Tag**, was discussed. Trustee Myers motioned to have the first reading of Council Bill 10-16 by title only. Trustee Thompson seconded the motion. Paul; yea, Myers; yea, Bozung; yea, Rains; yea, Thompson; yea. Attorney Brown read

Council Bill 10-16 by title only. Trustee Rains motioned to approve the first reading of Council Bill 10-16 by title only and have the second reading of Council Bill 10-16 by title only. Trustee Thompson seconded the motion. Paul; yea, Myers; yea, Bozung; yea, Rains; yea, Thompson; yea. Attorney Brown read Council Bill 10-16 by title only. Trustee Myers motioned to approve the second and final reading of Council Bill 10-16 by title only and adopt Ordinance 10-16. Trustee Rains seconded the motion. Paul; yea, Myers; yea, Bozung; yea, Rains; yea, Thompson; yea. Ordinance 10-16 was adopted.

OTHER BUSINESS

Debie Heckart had questions regarding repairs to a **drainage hole on Leffen Lane**. The bottom of the drainage hole was eroding. Trustee Paul offered to talk to the property owner before any work was planned.

The **Six Month Financial Statement** for the period ending June 30, 2016 was presented. Trustee Paul questioned whether, for cost saving reasons, the Board should discontinue the six month financial statement. Trustee Rains stated the practice started years ago, when only one person worked in the office. The Trustees decided to continue the preparation of the six month statement.

A proposal from **Enviroline** to **rebuild** a pump from the Central Avenue Lift Station or to purchase a new spare pump was discussed. **Pump** serial number **10076751** could be rebuilt for \$2270.50, price included everything except freight charges to return pump. A new pump could be purchased for \$3648.00 plus \$172.00 for a start kit, freight charges not included. Trustee Bozung motioned to have Enviroline repair the pump for \$2270.50. Trustee Thompson seconded the motion. Motion passed unanimously.

Bid Package 2016-01 for **window replacement, painting and flooring replacement** was discussed. At the Bid Opening on August 24th, two bids were received. Bids to replace 10 sets of single, double and a triple window were as follows: Joplin Venetian Blind's bid of \$9865.00 included a 10 year 100% Lifetime Pro Rated warranty. Bolivar Insulation's bid \$9800.00 included one year workmanship and 10 Year product warranty. Trustee Bozung motioned to accept Joplin Venetian Blind's bid of \$9865.00. Trustee Thompson seconded the motion. Motion passed unanimously.

The **Fireproof Filing Cabinet** behind the Clerk's desk was discussed. Quotes for replacement filing cabinets were: Admiral Express - \$3099.00, Office Depot - \$3359.00, Office Furniture to Go - \$3235.00. Clerk Hirshey and Thomas stated the need for two cabinets. Trustee Bozung motioned to purchase two fireproof filing cabinets from Admiral Express. Trustee Thompson seconded the motion. Motion passed unanimously.

Trustee Rains asked Attorney Brown if he had gathered information regarding increasing the **sales tax rate** charged by businesses inside the Village of Airport Drive. Mr. Brown stated he had not, he didn't feel there was a consensus among the Board Members to proceed. When asked, Trustees Paul, Myers and Bozung did not wish the increase the tax rate.

CLERK'S REPORT

At Jim Paul's request, Clerk Hirshey emailed other Missouri City Clerks to ask if their cities have a **six month audit** performed. Out of 17 replies, one other city has a six month Financial Statement prepared.

Resident Jeff Howe was unhappy there wasn't an agreed upon fee for **Republic Service** to pick up large items. He thought a set fee for large items should have been negotiated in the contract.

A 1% for 20 months **Certificate of Deposit** was purchased at Hometown Bank with funds from CD 66682 at Community Bank and Trust for **\$207687.60**, on August 5, 2016 by Trustees Paul and Bozung. CD 66682 had matured on July 2, 2016.

Bid Packets for the **Municipal Building window, flooring and painting project** were picked up by Joplin Venetian Blind (windows), ABE Painting and Bolivar Insulation (windows). Bids were opened August 24th at 2 PM. Bids from Joplin Venetian Blind and Bolivar Insulation were in the Other Business section.

Kenneth Worley Sr., a Trustee from 1992 to 2000, passed away August 4, 2016.

Saturday, September 10th through Wednesday, September 14th, Clerk Hirshey will be in St. Louis for the **MML Annual Conference**. Clerk Thomas will work normal business hours, 8 am to 5 pm Monday, Tuesday and Wednesday.

The **August 2016 Newsletter** was mailed on Monday, August 15th and emailed on Tuesday, August 17th.

The Chairman Signature was needed on documents in the Green Folder.

Items in Gray Folder included items for information and possible discussion.

REMINDERS

Office will be closed Monday, September 5, 2016 for Labor Day.

Sgt. Roughton was on vacation the week of August 22, 2016.

Board of Trustee Work Session and Regular Meetings, September 22, 2016, at 6:30 p.m. and 7:00 p.m. respectively.

ADJOURNMENT

Trustee Thompson motioned to adjourn meeting. Trustee Myers seconded the motion. Motion passed unanimously. Meeting adjourned at 7:50 p.m.

Respectfully Submitted,



Sue Hirshey
Village Clerk