

**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 June 23, 2016 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, 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, Sergeant Melissa Roughton and Deputy Paul Soole were also present. 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 May 26, 2016 having been previously provided to the Board of Trustees, were discussed. Trustee Rains motioned to approve the minutes previously provided. Trustee Thompson 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 Bozung seconded the motion. Motion passed unanimously.

PETITIONS AND COMPLAINTS

Mariette Cartright was listed on the Agenda to appear before the Board to talk about the sign at the main entrance to Tabor Woods Subdivision, but didn't attend. Trustee Bozung planned to visit with other Tabor Woods residents to gauge community interest.

ENGINEER REPORT

SEWER SYSTEM – MANHOLE INSPECTIONS – Engineer Norton shared a map of the **manhole locations** and an Engineer's opinion of **estimated construction costs** for maintenance and repairs of the 230 manholes for Airport Drive's sewer lines. Estimate 1 - to repair 57 manholes needing repair work and reseal the lids of all 230 manholes in the system, budgeted cost \$455,755.00. Estimate 2 – reseal lids on 43 manholes, repair the manholes whose frames and covers need adjustment or repair, budgeted cost \$218,925.00. Estimate 3 – making repairs to the 17 manholes which were noted to be leaking, cost \$111,075.00. All estimates included costs for mobilization, site access, clean-up, and bonds and insurance. Ten manholes could not be inspected, some were buried under pavement or were unable to remove lids due to stripped or broken bolts. The Board confirmed their main goal was to fix the leaks. The probability of leakage from lids located below grade was considered. Attorney Brown stated funds from the Sewer, General or the Capital Improvement Fund could be used to pay for the project. Trustee Rains motioned to accept Tri-State Engineering's Estimate 3, to fix the 17 leaking manholes at a cost of \$111,075.00, to be paid for by the Capital Improvement Fund. Trustee Thompson seconded the motion. Paul; yea, Myers; yea, Bozung; no, Rains; yea, Thompson; yea.

Motion passed. Mr. Norton will talk to Steve Lawver, City Administrator for Carl Junction, to possibly use the same contractor they do and be able to pay the same fees that Carl Junction does.

FOUNTAIN ESTATES DRAINAGE – Trustee Thompson had spoken with Colleen at the **Jasper County Public Water #1** office, the Water Board will not to grant an **easement** to allow water to flow across their property. Resident Seth Reineke conveyed to Trustee Thompson that possibly a berm could be constructed across his property at 5170 Cottrell Court. Mr. Norton stated he would need 15 feet to build a berm and swale.

FOUNTAIN ESTATES PLAT 3 REPLAT – DNR had issued a **General Permit for Sewer Extension Construction** to Schuber Mitchell. Mr. Norton listed information needed prior to starting construction of improvements: Site Development Permit Application with fees, Storm Water Pollution Prevention Plan with signed DNR land disturbance permit, Engineers Estimate of Inspection Fees.

STREET MAINTENANCE PROJECTS – Mr. Norton and Trustee Thompson disagreed on location of **roadway** needing **repairs** in **Fountain Estates**. They agreed to meet the following week to view roads. Trustees discussed re-bidding for a contractor to do on-call work.

SEWER SYSTEM – CARL JUNCTION SERVICE CONTRACT AMENDMENT – The Board reviewed the **proposed sewer rate schedules** that included 2%, 5% and 10% increases provided by Mr. Norton. Trustee Rains motioned to increase the rates charged to Airport Drive residents and businesses by \$.50 or 2%. Motion failed for lack of a second. Trustee Thompson motioned to increase the sewer rates to residents and businesses by 3%. Trustee Myers seconded the motion. Motion passed unanimously. Attorney Brown stated he would prepare a Council Bill to reflect the 3% increase for the July meeting.

FLOW METER - Haynes cleaned and **repaired** the **flow meter** and will set up 6 month maintenance checks. The Village had not been invoiced for the meter, which was installed in August 2015. An invoice for \$4935.00 was received on June 21, 2016 and paid on June 23, 2016 to Tri-State Engineering, check number 1301.

BUILDING PERMIT – LEFFEN LANE - Home Pro had requested a **building permit** to add a sunroom to the house, build a fence and build a 30' by 40' garage for Jerry Rockers, **25284 Leffen Lane**. Land Surveyors, Stewart and Neece, had been hired but not yet surveyed the lot to establish the property line in order to determine the setback from Tabor Main Road for the garage.

GRANT OPPORTUNITIES

Mr. Norton shared information from Harry S. Truman Coordinating Council regarding two **grants** offered by **Missouri Department of Transportation**. Eligible intersections were those where at least one MoDOT Route intersects another public road. The application had to be received by Tuesday, June 28th. Trustee Bozung suggested checking to see if the entrance on Wall Street would qualify.

ATTORNEY REPORT

Attorney Chuck Brown explained the proposal from General Code to provide **SB 491** Offenses Chapter Sample **Ordinance** which included 65 page of statutory material, ordinances to be effective January 1, 2017 and codification of the adopted ordinance supplemented into Airport Drive's Code book and update the electronic Code. The cost would be \$1195.00 plus additional page charge of \$18.00 per page. Mr. Brown recommended the Board to accept the offer.

Trustee Bozung motioned to have General Code update Airport Drive's Code to changes from Senate Bill 491. Trustee Rains seconded the motion. Motion passed unanimously.

Attorney Brown reviewed the **Memorandum of Understanding** from the **City of Carl**

Junction, setting the terms and understanding between the City of Carl Junction and the Village of Airport Drive for the purpose of providing a Building Inspector and building inspection processes by the City of Carl Junction to the Village of Airport Drive. Mr. Brown recommended the Board enter into the agreement with Carl Junction. The contract required written notice be given 30 days before the contract could be cancelled. Trustee Rains motioned to enter into agreement with the City of Carl Junction to perform building inspections. Trustee Bozung seconded the motion. Motion passed unanimously.

Attorney Brown sent a letter to the property owner of the **El Charro Restaurant** regarding the fence on the west side of the property. At the time of the meeting, the portion of the **fence** in disrepair had been fixed.

City Court was busy. One DWI, Two Driving while suspended, 10 – 15 other tickets. Mr. Brown brought two restitution checks to Sgt. Roughton, one for Harp's Food Store in the amount of \$55.00 and a partial payment for Habitat for Humanity in the amount of \$100.00, with \$150.00 still due.

Legislators passed SB 572, to reduce maximum traffic fines from \$300.00 to \$225 plus court costs, changes in the processing of nuisance abatement, not allowing cities to collect more than 20% of their revenues through traffic fines.

Trustee Rains left the meeting at 8:35 pm.

Clerk Hirshey informed the Board of a **Code Violation** regarding **grass** and **weeds** for Adam Murphy, property owner of Fountain Estates Plat 3 Lot 12. A certified letter was mailed May 2nd, to inform owner of needed attention to property. Letter was returned to Airport Drive unclaimed. Marvin Heckart brush hogged the property on May 26th. An invoice for \$59.38, the total for Heckart's brush hogging and postage for the letters was mailed June 6, 2016. The invoice noted a Special Tax Bill may be placed on the property if payment was not received by June 22, 2016. No correspondence or payment was received by time of the meeting. Trustee Myers motioned to place a Special Tax Bill on the property. Trustee Thompson seconded the motion. Motion passed unanimously.

CLERK'S REPORT

SNC² had updated the office computers to Windows 10 Pro.

Trust Bozung motioned to have Marvin and Debie Heckart paint hydrants (flush valves) in Tabor Woods red, as instructed by Jasper County Public Water District #1, for \$25.00 each and Airport Drive would pay for the paint. Trustee Thompson seconded the motion. Motion passed unanimously.

Business Licenses were issued to three fireworks vendors: Black Market Fireworks, Jake's Fireworks, and Hale's Fireworks (tent near Harp's).

MML advised any renovation on the Municipal Building would need to be done in compliance with Missouri Prevailing Wage Laws. The quotes already received for windows and flooring were not calculated according to Prevailing Wage. The Board instructed the Clerks to send all information received to Engineer Norton so he could prepare bid packets for painting, flooring and window replacement.

Community Bank and Trust had sent notification that Certificate of Deposit 66682 would mature on July 2, 2016, and renew July 12, 2016. The Board asked the Clerks to contact CBT to delay renewal until the Board meets in July to discuss interest rates from CBT and other banks.

Section 205.020 of the Code instructed residents to vaccinate dogs and cats against rabies, and to present certification of vaccination to the Village Clerk. This process was no longer performed, but information as to when these procedures had stopped wasn't found. Trustee Bozung wished to table this item.

Deputy Clerk Thomas requested her payroll check be Direct Deposited, which is an option available through the Asyst Payroll program. The Board agreed to allow Direct Deposit of payroll checks.

A Cleaning Checklist had been created for the Municipal Building. The checklist was explained to Aaron Surgi and would be required with each cleaning.

Missy will be on vacation the week of July 4th and Soole will be on vacation the week of June 27th.

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

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

REMINDERS

The Office will be closed Monday, July 4, 2016 for Independence Day.

Board of Trustee Work Session and Regular Meetings, July 28, 2016, at 6:30 p.m. and 7:00 p.m. respectively.

ADJOURNMENT

Trustee Bozung motioned to adjourn meeting. Trustee Myers seconded the motion. Motion passed unanimously. Meeting adjourned at 8:48 p.m.

Respectfully Submitted,

Sue Hirshey
Village Clerk