**VILLAGE OF COUNTRY CLUB, MISSOURI**

**BOARD OF TRUSTEES MEETING MINUTES**

May 21, 2019

The Village of Country Club, Missouri Board of Trustees, after giving proper notice IAW the Missouri Sunshine Law, met in Regular Session at 4:45 P.M. on May 21, 2019 in the meeting room of the Village Hall, 6601 North Belt Highway, Country Club, Missouri. Board of Trustees Chairman Ashley Albers opened the meeting at 4:45 PM.

**Roll Call:** Members present: Ashley Albers, Suzanne Bradley, Elmer Mayse, and Tammy O’Meara-Chambers. Also present Gary Chambers, Clerk. Lori Severn Absent

**Citizens’ Comments;** Barney Tietz, 33 Ridgeland Road asked about the status of the offer submitted by Drew Huff to purchase 3.5 acre track of land with a 3 car garage south of the WWTP. Ms. Bradley said that Tammy O’Meara-Chambers is gathering information related to this transaction for the board to review before responding to Mr. Huff’s offer. Mr. Tietz asked the board to consider updating the electronic ordinance manual this year. He also asked the board to identify who is responsible for storm water piping, a sink hole has developed near Elmwood Road .

Steve and Cindy Smith , 6317 Miller Road discussed the large potholes in front of their home. Mr. Mayse is aware of the problem. He will investigate costs required to repair the street.

**Minutes Approval:** Motion by Ms. Bradley to accept the April 9, 2019 meeting minutes as written. Motion second by Ms. O’Meara-Chambers. Motion approved by a vote of 3-0 in favor.

Ms. Albers abstained from voting due to absence (April 9, 2019 meeting). Ms. O’Meara-Chambers offered a motion to approve the April 16, 2019 meeting minutes as written. Motion second by Mr. Mayse. Motion approved by a vote of 4-0 in favor.

**COMMITTEE REPORTS:**

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**Building Maintenance**: Mr. Mayse will talk to Gilbert Garrett regarding the removal of dead spruce trees in front of the village hall.

**Street Committee**: Mr. Mayse discussed pothole repairs needed throughout the village. The board will open and review 2019 Street Repair bids during the new business portion of the meeting. Ms. O’Meara-Chambers said that the north side of Evergreen Terrace has 3 large potholes. Mr. Mayse appreciated receiving the information and will follow up as soon as possible.

**Planning and Zoning Committee**: The Planning and Zoning committee discussed parking and storage of junk cars within the Country Club Village corporate limits.

**WWTP:** Ms. Bradley offered a motion to spend up to $9,500.00 to purchase a replacement blower for the WWTP. Motion second by Ms. O’Meara-Chambers. Roll call vote: O’Meara-Chambers Yea, Mayse Yea, Bradley Yea, and Albers Yea. motion approved by a vote of 4-0 in favor. This expense will be paid out of the equipment reserve account. Ms. Bradley asked Barney Tietz to discuss drainage problems at WWTP with Snyder and Associates. Snyder & Associates will submit a bid for the board to consider to study solutions to address WWTP

property drainage problems and Roma Lane sewer line/manhole issues.

**Personnel** : Personnel issues will be discuss during the closed meeting session at the conclusion of the meeting.

**Police**: Police Activity report submitted to the Board by Police Chief Richard Scott.

**OLD BUSINESS:** Ms. Albers read Bill No. 2019-001, Ordinance No. 582-000, AN ORIDINANCE AMENDING SCHEDULE 111 PARKING RESTRICTIONS (TABLE 111-A) ON THE TRAFFIC CODE WITH MUNICIPAL CODE OF THE VILLAGE OF COUNTRY CLUB, MISSOURI IN REGARDS TO HANDICAP PARKING ON JENNIFER LANE. (Ordinance amendment removes the handicap for the north side of Jennifer Lane.

First reading occurred: occurred: 5:33 p.m. Second reading of Bill No. 2019-001, Ordinance 582-000 occurred at 5:34 p.m. Mr. Mayse offered a motion to approve the Bill No. 2019-001, Ordinance 582-000. Motion second by Ms. O’Meara- Chambers. Bill No. 2019-001, Ordinance 582-000 was approved by a vote of 4-0 in favor.

Ashley Albers opened 2019 Street Repair bids:

Bid Results:

Bid Item 1(County Line Rd & Miller Rd north to Miller Road & Jennifer Lane)

Herzog Contracting: $85,650 Keller Construction: $74,800

Bid Item 2 (Belgrade –Elmwood to Ridgeland Road )

Herzog Contracting: $46,300 Keller Construction: $42,750

Bid Item 3 (Foxridge Drive)

Herzog Contracting: $72,350 Keller Construction: $52,400

Bid Item 4 (Glendale Road & Glendale Avenue)

Herzog Contracting: $84,400 Keller Construction: $46, 600

Totals Herzog Contracting $288,700 Keller Construction: $216,550

The board members discussed funding availability for the 2019 Street Repair project.

Mr. Mayse offered a motion to fund bid items 1-3 and award the bid to Keller Construction

at a cost of $169,550.00. Mr. Mayse’s motion includes earmarking the 2019 use tax revenue and contingency funds as an additional funding sources to be combined with the $144,000

2019 street repair budget.

Motion second by Ms. O’Meara-Chambers. Roll call vote: Mayse Yea, Bradley yea, O’Meara-Chambers and Albers Yea. Motion approved by a vote of 4-0 in favor.

**NEW BUSINESS: ms. Albers read RESOLUTION 2019-001**

**A RESOLUTION AMENDING THE VILLAGE OF COUNTRY CLUB EMPLOYEE MANUAL TO INCLUDE A SHARED LEAVE BANK POLICY.**

**WHEREAS,** the Village of Country Club, Missouri (“Village”) adopted the Village of Country Club Employee Manual (“Employee Manual”) on August 12, 2014 which became effective on September 1, 2014; and

**WHEREAS**, the Village wishes to update the Employee Manual to add a shared leave bank policy which will allow employees to donate leave time into the shared leave bank for use by employees that are in need of extended medical leave.

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF COUNTRY CLUB, MISSOURI** as follows:

**SECTION 1.** That the “Time Away From Work” section of the Employee Manual is hereby amended to include the following:

**TIME AWAY FROM WORK**

SHARED LEAVE BANK POLICY

1. *Establishment of the Village of Country Club Employees Shared Leave Bank.* The Village of Country Club Shared Leave Bank is hereby established. The Shared Leave Bank shall collect donated leave hours and shall award shared leave to employees in the form of extended medical leave as outlined in this Section.
2. *Administration of the Shared Leave Bank*
   1. The Village of Country Club Shared Leave Bank will be administered by the Personnel Committee. In the absence of a Personnel Committee the Leave Bank will be administered by the Board of Trustees.
   2. The Personnel Committee shall develop the necessary forms, systems and procedures to administer the Shared Leave program as set forth in this Section.
   3. The Personnel Committee shall hold as confidential the identity of those applying for shared leave and the details of their circumstances unless waived in writing by the applicant. The identity of those who designate donated leave shall also be confidential.
3. *Consideration of Requests for Shared Leave.*  The Personnel Committee Chair shall review all applications for shared leave and make an initial determination of eligibility. If the applicant meets the minimum requirements, the Committee Chair will call a Shared Leave meeting of the Committee. If the applicant does not meet the minimum requirement the Chair will communicate with the applicant regarding his eligibility status. The Committee will consider all requests of eligible applicants for shared leave under the terms of this Section and approve or deny requests. Decisions of the Committee are not appealable.
4. *Donations of Leave*
   1. Paid sick or vacation time may be donated to the Shared Leave Bank and may be designated for a specific employee. The donor must notify the Committee in writing of their intention to donate time. The shared leave must be approved by the Committee or its designee prior to it being deducted from the donor’s balance.
   2. Notices requesting donations of leave for specific individuals may be posted or distributed; however, personal solicitations of individuals by other employees or elected officials are strictly prohibited. All donations must be completely voluntary.
   3. Leave, once donated, cannot be returned to the donor, except in the instance where a donation is made for a specific employee and the employee does not request shared leave or the request is not approved. In such cases the donation will not be accepted by the Committee. If donations designated for a particular employee exceed the amount of the leave granted, the remaining hours may be added to the leave bank or returned to the donors in pro rata share according to the donor’s preference.
   4. Employees may donate time in accordance with the following conditions:
      1. Employees must have at least two (2) weeks of accumulated time off in order to be eligible to donate leave.
      2. Employees may donate leave at any time.
      3. The minimum donation is eight (8) hours.
5. *Eligibility to Receive Shared Leave.* In order to receive shared leave from the Village of Country Club Shared Leave Bank, the employee must satisfy the following conditions:
   1. The employee must have completed his or her probationary period and be eligible for extended medical leave.
   2. The employee must have a serious illness or injury or extraordinary circumstance such as, but not limited to, military deployment which is expected to result in a period of total disability of one (1) month or longer or absence from work for thirty (30) consecutive days. Leave may be awarded due to illness or injury to a family member if it is determined that the extraordinary situation will have a substantial economic impact on the employee or the employee’s family. Family shall consist of the employee’s immediate family (spouse, child, parents, or legal dependent).
   3. While an application to the leave bank can be made by the employee when it becomes apparent that the employee will not have sufficient leave to cover the anticipated absence, no shared leave may be used until all of the employee’s compensable time (sick or vacation) has been exhausted.
   4. The employee must have a successful record of performance and a satisfactory attendance record prior to the illness or injury.
   5. Shared leave may not be exceed (90) calendar days.
   6. Shared leave shall not be used to supplement Workers’ Compensation payments.
   7. The employee must submit an appropriate physician statement which documents eligibility for shared leave.
   8. The Committee may determine the amount of shared leave that shall be authorized subject to any limitations included in this Section.
6. *Miscellaneous Provisions*
   1. Employees are encouraged to donate leave in care of a specific employee. There is no prerequisite to have contributed to the leave bank in the past in order to qualify to receive shared leave.
   2. Shared leave shall be awarded as extended sick leave.
   3. Employees do not earn sick or vacation time while on shared leave, nor are they eligible for paid holidays.
   4. Employee insurance benefits continue while the employee is on shared leave.
   5. An employee is not required to “pay back” shared leave which has been used by them.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF COUNTRY CLUB as follows**

**Adopted the 21st day of May 2019, by the Board of Trustees of the Village of Country Club, Missouri.**

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Chairman of the Board

Attest:

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Gary Chambers, Village Clerk

Mr. Mayse offered a motion for the board to adopt Resolution 2019-001. Motion second by Ms. O’Meara –Chambers. Motion approved by a vote of 4-0 in favor.

**FINANICIAL REPORT & PAYMENT OF EXPENSES:**

The Board of Trustees reviewed financial statements and bill payment information for April 2019. Ms. O’Meara-Chambers offered a motion approve the April 2019 financial statements. Motion second by Ms. Bradley. Roll call vote: Mayse Yea, O’Meara -Chambers Yea, Bradley Yea, and Albers Yea. Motion approved by a vote of 4-0 in favor.

**Citizens’ Comments; None.**

**Adjournment**

Mr. Mayse moved to adjourn public meeting and transition to a closed session meeting at 6:12 p.m. Motion second by Ms. O’Meara-Chambers. Motion to adjourn approved by a vote of 4-0 in favor.

Meeting transitioned to a closed session meeting at 6:13 p.m.

Closed Session meeting: Board members discussed personnel issues.

Following discussion of personnel issues Ms. Bradley offered a motion to adjourn the closed session meeting. Motion second by Mr. Mayse. The closed session meeting was adjourned at 6:24 p.m.

The next Board of Trustees meeting is scheduled for June 11, 2019 at 6:45 p.m.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Ashley Albers Chairperson

Board of Trustees Country Club Village, Missouri

ATTEST:

Gary Chambers, Clerk