

MINUTES

CITY COUNCIL MEETING
Portageville City Hall
April 6, 2023

CALL TO ORDER

*** This meeting was rescheduled from Monday, April 3, 2023, due to not having a quorum.

A meeting of the City of Portageville Board of Aldermen was held on Thursday, April 6, 2023, at City Hall, 301 E Main St. Mayor Berry called the meeting to order at 6:00 p.m.

ROLL CALL

Council Members Present

Council Members Absent

Alderman Johnson
Alderman Adams – entered at 6:40 p.m.
Alderman Estes
Alderman Walker

Following roll call, the City Clerk reported that a quorum was present.

Also present were:

Rachel Wrather, City Clerk	Terry McVey, City Attorney
Chris Stinnett	Scott Patterson
Angela Lunbeck	Jasmine Porter
Shane Birdwell	Susan Warren
Al DeLisle	George DeLisle
Chris Cooley	Jeremy Green
Carol Bowden	Edna Robinson
Jonathan Thacker	Picca Walker
Roosevelt Mosby	Mike Cook

APPROVAL OF
AGENDA

Moved by Alderman Walker, seconded by Alderman Estes and unanimously carried, to approve the agenda as submitted.

APPROVAL OF MINUTES
Reg. Meeting- 3/6/23

Mayor Berry asked members of the Council if they had read a copy of the Minutes made available to them three days prior to the meeting. All answered in the affirmative.

Mayor Berry asked if there were any additions or deletions to the minutes. There were none.

Moved by Alderman Walker, seconded by Alderman Estes and unanimously carried, to approve the submitted minutes for the month of March.

There were none.

ORDINANCES OR RESOLUTIONS

PUBLIC FORUM

Mayor Berry asked if there were any visitors present who would like to address the Board of Alderman.

There were none.

DEPARTMENTAL REPORTS

RONNIE ADAMS- CHIEF OF POLICE

Turned in a written report for the month of March.

GEORGE DELISLE- FIRE CHIEF

Turned in a written report for the month of March.

DeLisle stated that there were three more fires to be added to the written report that happened after it was turned in.

DeLisle stated that the front door of the Fire Shed was not working. He presented two quotes for a locking card system. Security Locksmith quoted \$3,227.50. Anthony Roberts quoted \$1352.00 for materials and installation if the program was purchased for \$850.00.

DeLisle proposed that the Rural Fire Department would pay for the program and the City could pay for materials and installation in the amount of \$1352.00. Discussion followed. Mayor Berry asked for a motion to proceed with Anthony Roberts in the amount of \$1352.00 with the Rural Fire Department paying \$850.00 for the program.

Motion was made by Alderman Walker and seconded by Alderman Johnson. All members voted in favor.

Delisle also stated that E1 was having issues with the water gauges and needed to be taken to Illinois for repair. Discussion followed.

Mayor Berry asked for a motion to allow the repair at a cost not to exceed \$3000.00. Motion was made by Alderman Walker and seconded Alderman Johnson. All members voted in favor.

DeLisle stated he would like to see some type of camera security system set up at the Fire Shed. DeLisle was instructed to contact Jordan Robbins to develop the best plan of action. The issue will be placed on the agenda for the May meeting.

The new fire truck has a estimated delivery date of December 31, 2023.

Delisle announced that the annual Crawfish boil was coming up on May 19, 2023.

PARK BOARD

Turned in a written report for the month of March.

Mike Cook, Park Board President, was present.

Mayor Berry proposed restricting traffic during high school baseball games by temporary closing McCrate Avenue between West 12th St and West 10th Street. Discussion followed. Motion was made by Alderman Walker and seconded by Alderman Estes. All members voted in favor.

Cook provided an update on the baseball lights. He stated that the lights had been ordered and Brett James was waiting to install them.

JONATHAN THACKER- STREET & SOLID WASTE SUPERINTENDENT

Turned in a written report for the month of March.

JONATHAN THACKER- CODE ENFORCEMENT

Turned in a written report for the month of March.

MCCRATE AVENUE DRAINAGE PROJECT

Mayor Berry stated that there were 11 pieces of 36" HDPE pipe left from the McCrate Drainage Ditch project. He proposed that the Board of Alderman list them on Govdeals. Discussion followed. Alderman Walker suggested using it to mitigate other areas prone to flooding such as along one-way 12th street. The issue was tabled for further investigation.

JIMMY WYMAN- WATER SUPERINTENDENT

Turned in a written report for the month of March.

TERRY WHEELER- SEWER SUPERINTENDENT

Turned in a written report for the month of March.

SCOTT PATTERSON - PRETREATMENT

Turned in a written report for the month of March.

ROOSEVELT MOSBY- ANIMAL CONTROL OFFICER

Turned in a written report for the month of March.

The issue with dogs running at large regarding the Post Office was discussed. No formal complaint was filed and no proof was shown.

PLANNING AND ZONING

Turned in a written report for the month of March.

OLD BUSINESS

LMI STUDY

Mayor Berry informed the Board of Aldermen that Bootheel Regional had agreed to provide a Low-and-Moderate Income Survey for the City at no cost. Discussion followed. Alderman Walker made a motion to proceed with the LMI Survey conducted by Bootheel Regional. Alderman Estes seconded. All members voted in favor.

AUGER REPAIR AT SEWER PLANT

Mayor Berry stated that after speaking with Johnson Screens, they agreed to drop the price of one labor if members of the sewer department would help with the installation. This would bring the total for the auger repair to \$28,807.00. Discussion followed. Alderman Johnson explained that she would like to see a waiver of liability drafted to clear any member of the sewer department from fault if something happened as this is not what they are trained for. Terry McVey agreed and stated he would draft something up. Alderman Johnson made a motion to accept the repair for \$28,807.00 with the addition of the signed waiver. Alderman Walker seconded. All members voted in favor.

ADDITIONAL CLEAN-UP WEEK

Mayor Berry asked Alderman Johnson if she had any further information on an additional clean-up week. At this time, Alderman Johnson would like to remove this item from the agenda and just keep the fall and spring clean-up already scheduled.

GAMING OPERATION TIME REGULATIONS DRAFT

Mayor Berry stated that Terry McVey, City Attorney, needed additional information before he could draft a revision to the gaming ordinance and define normal business hours. Discussion followed. Alderman Walker made a motion to define normal business hours as 7:00 a.m. to 10:00 p.m. on Monday through Saturday, with noon to 7:00 p.m. on Sunday. Alderman Johnson seconded. All members voted in favor.

SMOKING BAN IN PUBLIC PLACES

Mayor Berry asked for additional information before a smoking ban could be drafted. Discussion followed. Alderman Walker made a motion to remove the item from the agenda. Alderman Estes seconded. All members voted in favor.

ADVERTISE FOR BIDS- FIRE DEPT SPLIT UNIT

Mayor Berry stated that we had previously requested bids for a split unit for the Fire Shed, but ultimately tabled the issue until spring. Discussion followed. Mayor Berry asked for a motion to purchase a split-unit for the department and let Brett James, City Electrician, install it. Motion was made by Alderman Walker. Alderman Johnson seconded. All members voted in favor.

GOV DEALS – PD FORD EXPLORERS

Mayor Berry informed the Board of Alderman that with the purchase of the Tahoes from Caruthersville Police Department, there are three Ford Explorers that can be removed from the current fleet.

Discussion followed. Mayor Berry asked for a motion to list all three Ford Explorers on Govsdeal after the new Tahoes are received. Each will have a reserve of \$5000.00. Motion was made by Alderman Johnson. Alderman Walker seconded. All members voted in favor.

REQUEST FOR PROPOSALS (RFP) – LEAD SERVICE LINE INVENTORY
Mayor Berry presented the Request for Proposals for the Lead Service Line Inventory and asked for a motion to advertise. Motion was made by Alderman Walker and seconded by Alderman Adams. All members voted in favor.

POLICE DEPT TAHOE PURCHASE – FORMAL VOTE

Mayor Berry informed everyone that a text vote had been taken to purchase four fully equipped Chevy Tahoes from the Caruthersville Police Department at a total of \$70,000.00, but a formal vote was needed. Motion was made to purchase by Alderman Adams. Alderman Johnson seconded. All members voted in favor.

DRAINAGE DITCH THANK YOU – FORMAL VOTE

Mayor Berry informed everyone that a text vote had been taken to publish a Thank You Note for help provided in relation to the McCrate Drainage Ditch Project. Motion to approve was made by Alderman Adams. Alderman Johnson seconded. All members voted in favor.

ELECTION MATERIALS- FORMAL VOTE

Mayor Berry informed everyone that a text vote had been taken to publish materials related to the items the City of Portageville placed on the April 4, 2023 municipal election ballot. Motion to approve was made by Alderman Adams. Alderman Estes seconded. All members voted in favor.

NEW BUSINESS

PARK FUNDS TURNOVER

Mayor Berry stated that it was time for the annual turnover of funds to the Park Board from collections for fiscal year 2023. After reviewing the financials, the park fund currently held \$53,571.84. Mayor Berry asked for a motion to turnover park funds in the amount of \$51,000.00 to the Park Board for FY2023. Motion was made by Alderman Walker. Alderman Johnson seconded. All members voted in favor.

FIRE SHED – GARAGE DOOR MOTOR

Mayor Berry asked George DeLisle, Fire Chief, to speak on this. He stated that the motor had gone out on the garage door and he had Overhead Door of Southeast Missouri out of Jackson, Missouri give him a quote for repair. The quote was \$2083.00 and included a

keypad and six remotes. Discussion followed. Mayor Berry asked for a motion to accept the quote from Jackson Overhead Door in the amount of \$2083.00. Motion was made by Alderman Walker. Alderman Estes seconded. All members voted in favor.

SEWER DEPT COMMERCIAL SECTIONAL DOOR

Mayor Berry stated that the sewer department had turned in a quote for a Commercial Sectional Door from Cooper Industries in the amount of \$6,893.77. No one from the sewer department was present to discuss the issue, so the item will be carried over to the May agenda.

SALARIED EMPLOYEE VACATION TIME

Mayor Berry asked the Board of Alderman to revisit the vacation time for salaried employees. Discussion followed. Alderman Adams made a motion to revise the policy to allow newly hired employees 40 hours of vacation time after their 90-day probation period. An additional 40 hours will be given after a year of service. Salaried employees can only earn a maximum of 80 hours of vacation time a year that cannot be cashed out and time used must be documented. No sick time will be given to salaried employees. Alderman Johnson seconded. All members voted in favor.

SALARY EMPLOYEE POLICY ADDITION – FORMAL VOTE

Mayor Berry informed everyone that a text vote had been taken to amend the salaried employee policy to allow a salaried employee with five years of service or more to the City of Portageville who leaves with at least one week notice and has worked at least one full eight hour day in the current pay period, to be paid their entire 80 hour salary for the final pay period, but a formal vote was needed. Mayor Berry asked for a motion. No motion was made.

APPROVAL OF
FINANCIAL REPORTS
Municipal Court

CHRIS STINNETT, MUNICIPAL COURT JUDGE

Stinnett turned in a written report for the month of March as follows:

Fines Collected/ Clerk Fees	\$0
Inmate Security	\$0
Crime Victim Compensation	\$0
LET Fund	\$0
TOTAL	\$0

City Collector
City Treasurer

MICHELE CRAWFORD, CITY COLLECTOR

RACHEL WRATHER, CITY TREASURER

Crawford and Wrather turned in a written report for the month of March as follows:

Turned over to City Treasurer:	\$117,781.07
Received from City Collector:	
Park Fund	\$707.34
General Fund	\$3,279.46
Health Fund	\$948.80
Street Fund	\$353.00
Solid Waste Fund	\$32,486.33
Water & Sewer Fund	\$78,566.14
Meter Deposits	\$1,440.00
TOTAL	\$117,781.07
Received from City Clerk:	
General Fund	\$70,501.05
Street Fund	\$14,030.63
Sales Tax	\$68,275.41
TOTAL	\$152,807.09
Interest on Deposits	\$20.57
TOTAL DEPOSITS	\$270,608.73
<i>(Court, Collector, Clerk, & Interest)</i>	

Mayor Berry entertained a motion to approve Municipal Court Judge, City Collector and City Treasurer reports for the month of March. Motion was made by Alderman Walker and seconded by Alderman Estes. All members voted in favor.

APPROVAL OF BILLS

A list of outstanding bills was given to the Board of Aldermen for the month of March. After checking the bills, Mayor Berry asked for a motion. Motion was made by Alderman Walker and seconded by Alderman Johnson. All members voted in favor.

MAYOR AND COUNCIL COMMENTS

Mayor Berry asked if there were any comments from any members of the Board of Aldermen. Alderman Johnson asked if the city had an inventory list for each department. Discussion followed. It was explained that an inventory assessment is done when the commercial liability company initially comes to do an audit analysis. Alderman Johnson would like to see a full inventory of all items per department created. The issue will be revisited later. Mayor Berry stated that since the collector's appointment was passed during the April 4, 2023 Municipal Election, an ordinance would need to be drafted in order to change the collector position

from an elected position to an appointed position. Mayor Berry asked for a motion to draft the amendment. Motion was made by Alderman Walker and seconded by Alderman Adams. All members voted in favor.

Mayor Berry stated he would like to see the position advertised. Discussion followed. Terry McVey confirmed that the position was not required to be advertised if filled internally. No motion was made to advertise for the collector position. The appointment of the position will be placed on the May agenda under old business.

EXECUTIVE SESSION

Moved by Alderman Walker, seconded by Alderman Adams to adjourn to Executive Session in accordance with Section 610-021.1 RSMo to discuss personnel and legal advice.

The vote thereon was as follows:

Alderman Johnson	"Aye"
Alderman Adams	"Aye"
Alderman Walker	"Aye"
Alderman Estes	"Aye"

Motion was made by Alderman Walker and seconded by Alderman Estes to adjourn back to regular session at 7:58 p.m.

Roll call was as follows:

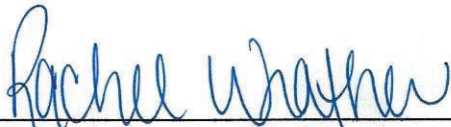
Alderman Johnson	"Aye"
Alderman Adams	"Aye"
Alderman Walker	"Aye"
Alderman Estes	"Aye"

OPEN SESSION/
DATE OF NEXT MEETING

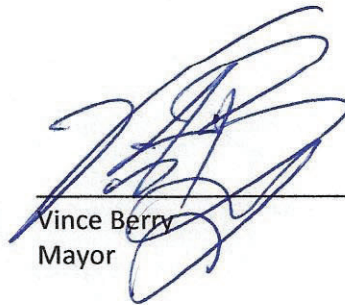
The next regularly schedule Monthly Meeting will be held on Monday, May 1, 2023, at 6:00 p.m. at City Hall, 301 E Main, Portageville.

ADJOURNMENT

There being no further business, moved by Alderman Johnson, seconded by Alderman Walker and unanimously carried, to adjourn at 8:01 p.m.



Rachel Wrather
City Clerk



Vince Berry
Mayor