

MINUTES

CITY COUNCIL MEETING Portageville City Hall April 8, 2024

CALL TO ORDER

A meeting of the City of Portageville Board of Aldermen was held on Monday, April 8, 2024, at City Hall, 301 E Main St. Mayor Walker entered late due to work, so Mayor Pro-Tem Johnson called the meeting to order at 6:00 p.m.

ROLL CALL

Council Members Present

Alderman Adams
Alderman Johnson
Alderman Estes
Alderman Hollingshead

Council Members Absent

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

Also present were:

Rachel Wrather, City Clerk
Mike Cook
Al DeLisle
Scottie Patterson
Angela Lunbeck
Gail Lunbeck
Terry Wheeler
Jimmy Wyman

Terry McVey, City Attorney
Gary Faulk
Jonathan Thacker
Henon Thacker
Edna Robinson
Jeremy Green
Roosevelt Mosby

APPROVAL OF AGENDA

Moved by Alderman Adams, seconded by Alderman Hollingshead and unanimously carried, to approve the agenda as submitted.

APPROVAL OF MINUTES Budget Meeting- 02/26/24 Reg. Meeting- 03/04/24 Budget Meeting- 03/18/24

Mayor Pro-Tem Johnson 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 Pro-Tem Johnson asked if there were any additions or deletions to the minutes. There were none.

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

ORDINANCES OR
RESOLUTIONS

Ordinance 1347-
Amendment of Section 115.030
(Impeachment Procedure)

Mayor Pro-Tem Johnson introduced Bill No. 1347:

AN ORDINANCE ESTABLISHING AN IMPEACHMENT PROCEDURE FOR
THE REMOVAL OF ELECTED OFFICIALS

Mayor Pro-Tem Johnson entertained a motion for the First Reading of Bill No. 1347. A motion was made by Alderman Adams and seconded by Alderman Hollingshead. All members voted in favor. Mayor Pro-Tem Johnson entertained a motion for the Second Reading of Bill No. 1347. A motion was made by Alderman Adams and seconded by Alderman Johnson. A roll call vote was taken. Alderman Adams, yea; Alderman Johnson, yea; Alderman Estes, yea; Alderman Hollingshead, yea. Motion passes.

After hearing Bill No. 1347 read two times, passed, and approved, Mayor Pro-Tem Johnson declared Bill No. 1347 to become Ordinance No. 1347 this 8th day of April, 2024.

Ordinance 1348-
Amendment to Water Rate

Mayor Pro-Tem Johnson introduced Bill No. 1348:

AN ORDINANCE AMENDING SECTION 705.170.B OF THE MUNICIPAL
CODE OF THE CITY OF PORTAGEVILLE TO RAISE THE BASE RATE FOR
WATER USAGE AND THE RATE FOR USAGE IN EXCESS OF 2,000
GALLONS.

Mayor Pro-Tem Johnson entertained a motion for the First Reading of Bill No. 1348. A motion was made by Alderman Adams and seconded by Alderman Hollingshead. Voting was as follows: Alderman Adams, yea; Alderman Johnson, yea; Alderman Estes, nay; Alderman Hollingshead, yea. Motion passes.

Mayor Pro-Tem Johnson entertained a motion for the Second Reading of Bill No. 1348. A motion was made by Alderman Hollingshead and seconded by Alderman Adams. A roll call vote was taken: Alderman Adams, yea; Alderman Johnson, yea; Alderman Estes, yea; Alderman Hollingshead, yea. Motion passes.

After hearing Bill No. 1348 read two times, passed, and approved, Mayor Pro-Tem Johnson declared Bill No. 1348 to become Ordinance No. 1348 this 8th day of April, 2024.

PUBLIC FORUM

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

Gail Lunbeck stated that she wanted to commend Alderman Johnson for the work she has done for the citizens of Portageville during her time as an elected official.

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.

Al Delisle was present. He stated that it was time for the annual hydrant flushing which he plans to do on a Saturday in May. Delisle stated that he would like to pay the firemen who assisted with the hydrant flushing \$25.00 for the day. Discussion followed. There were no objections with paying \$25.00 per day to the firemen who spent their Saturday flushing hydrants. DeLisle stated they plan to begin on the East side of town and notice will be given to the residents once the date is finalized.

PARK BOARD

Turned in a written report for the month of March.

Henon Thacker approached the Board of Aldermen regarding the lights at Massey Field. Discussion followed. Replacing the lights would be a great expense and for this year it would be cheaper to change the fuses as needed. It was stated that the school is willing to help with the Massey Field and Softball Field.

Mowing liability was questioned as it pertained to volunteers using City mowers. Discussion followed. It was reinstated that only City employees are allowed to use City equipment. It was confirmed that volunteers could use their own equipment (not belonging to the City) to mow if that is how the Park Board wanted to proceed.

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.

JIMMY WYMAN- WATER SUPERINTENDENT

Turned in a written report for the month of March.

It was brought up that there were currently several active leaks that needed addressed.

The Joint Fluoridation letter was revisited, and Wyman presented the previous 6 months of fluoride reports to the Board of Alderman. All

were complying. Discussion followed. The Board unanimously agreed to not participate in the voluntary joint fluoridation letter at this time.

Wyman also informed the Board of Aldermen that he would be placing an order for chemicals within the next few weeks that would total near \$5000.00.

TERRY WHEELER- SEWER SUPERINTENDENT

Turned in a written report for the month of March.

Mayor Walker asked Wheeler about the letter of warning sent by DNR for the Portageville Wastewater Treatment Plant. Discussion followed. Wheeler stated that the concerns had been addressed, and while the notice had just been received the violations ranged from July to December 2023.

SCOTT PATTERSON - PRETREATMENT

Turned in a written report for the month of March.

Patterson stated that the Pretreatment inspection should be taking place in May.

ROOSEVELT MOSBY- ANIMAL CONTROL OFFICER

Turned in a written report for the month of March.

Mosby was present. Discussion was held over submitted report material. Mosby was informed that the Board would like to see submission for all animal control interactions included with his monthly report.

PLANNING AND ZONING

Did not submit a report for the month of March.

PROJECT REPORTS

WATER TREATMENT PLANT

Mayor Walker stated that a report from Daniel Kingree was included with packets.

Mayor Walker presented an invoice from Horner Shifrin in the amount of \$6400.00 that completed all charges for the Portageville PWS Facility Plan Amendment. Motion was made by Alderman Estes to pay the invoice for \$6400.00 to Horner Shifrin. Alderman Johnson seconded. All members voted in favor.

LEAD SERVICE LINE INVENTORY

No update or invoice was presented.

OLD BUSINESS

BACKUP OPERATOR WATER & SEWER

Mayor Walker informed the Board of Aldermen that we currently have two employees that meet the qualifications for backup operator of their respective departments. Kevin Guthrie meets the

qualifications of backup operator for Sewer and Larry Dooley meets the qualifications for backup operator of Water. Discussion followed. Mayor Walker asked for a motion to discontinue services with Richard Lee who is the contracted backup operator for Water & Sewer contingent upon the employees taking on the backup positions. Motion was made by Alderman Adams to terminate the contract with Richard Lee. Alderman Hollingshead seconded. All members voted in favor.

LIABILITY INSURANCE RENEWAL- FORMAL VOTE

Mayor Walker stated that an email vote had been sent for liability insurance renewal after the schedule of coverage was obtained from Mark Gibbins for review, but a formal vote was needed. Discussion followed. Alderman Johnson suggested that we change all of the trailers on the schedule to liability only in an effort to cut costs. Mayor Walker asked for a motion to approve the renewal with Missouri Rural Services for liability insurance that was presented at the March 4, 2024 meeting with the switching of all the trailers to liability only. Motion was made by Alderman Johnson. Alderman Hollingshead seconded. All members voted in favor. Alderman Johnson also suggested that all the supervisors supply the City Clerk with an equipment inventory of their departments to better understand coverage needs.

NEW BUSINESS

PARK BOARD FUNDS TURNOVER FY24

Mayor Walker presented the turnover of Park Funds to the Park Board for the fiscal year in the amount of \$50,633.40. Discussion followed. Alderman Adams made a motion to turnover the Park Funds collected from taxes to the Park Board in the amount of \$50,633.40. Alderman Hollingshead seconded. All members voted in favor.

PARK BOARD ACCOUNTING PROCEDURES

Mayor Walker asked Terry McVey, City Attorney, to explain the accounting procedures as it relates to the Park Board in accordance with RSMo. 90.550. Discussion followed. Mayor Walker asked for a motion to proceed in changing the current Park Board procedures to match the City of Portageville procedures including accounting, banking and signing regulations for all accounts. Motion was made by Alderman Johnson and seconded by Alderman Hollingshead. All members voted in favor.

DRA GRANT OPPORTUNITY FOR DISTRIBUTION LINES

Mayor Walker asked Alderman Johnson if she would like to discuss the DRA grant opportunities from the meeting she had attended with Alderman Hollingshead. Alderman Johnson explained that there were

multiple grants from DRA that you could apply for and she would like the Board to consider pursuing a DRA grant to begin preliminary work on replacement of the water distribution lines. Discussion followed. Mayor Walker asked for a motion to proceed with investigating DRA opportunities as long as they do not conflict with the current DRA CIF grant application for the water treatment plant. Motion was made by Alderman Adams. Alderman Estes seconded. All members voted in favor.

LEASING OF MASSEY FIELD TO PORTAGEVILLE SCHOOL DISTRICT

Mayor Walker informed the Board that the City was approached about looking into leasing Massey Field that is utilized by the Portageville School District Baseball Program to the school. Mayor Walker asked the Board of Aldermen if they had any thoughts on this and if they would like to pursue this option. Discussion followed. The issue was tabled until May 2023 to investigate if the school is considering a year long lease or just for the season, and if Junior Babe Ruth would have enough members to utilize the field in conjunction with the summer ball programs.

BK SERVICE REPAIR QUOTE- UNIT #74

Mayor Walker presented a quote from B&K Service Center on repairing the air in Unit #74. Total parts and labor with a 3-year warranty would be approximately \$908.00. Discussion followed. Motion was made by Alderman Johnson to approve the repair. Alderman Adams seconded. All members voted in favor.

Policy Changes FY25

Mayor Walker presented several policy changes that were discussed and voted to be drafted for approval at the March 18, 2024 budget meeting. All changes would take effect May 1, 2024.

POLICY REVISIONS FY25- HIRING FREEZE

Mayor Walker presented a city-wide hiring freeze. Discussion followed. Motion to approve was made by Alderman Johnson. Alderman Estes seconded. All members voted in favor.

POLICY REVISIONS FY25- EMPLOYEE PURCHASING LIMIT

Mayor Walker presented an employee purchasing limit that stated no employee would be allowed to make any purchases without their supervisor's approval. The supervisor would only be allowed to spend or approve spending for purchases up to \$100.00. For any purchases between \$101.00 - \$500.00, approval from the Committee Chair or Co-Chair would be required for the purchase to be made. Any purchase greater than \$500.00 would have to be presented to the Board of Aldermen during a Board meeting for approval. Discussion

followed. Motion to approve was made by Alderman Hollingshead. Alderman Johnson seconded. All members voted in favor.

POLICY REVISIONS FY25- GPS FLEET REMOVAL

Mayor Walker presented removing the GPS fleet devices and service for all departments except for the Police Department. Discussion followed. Motion was made by Alderman Adams. Alderman Estes seconded. All members voted in favor.

POLICY REVISIONS FY25- CITY VEHICLE PROCEDURES

Mayor Walker presented placing two employees per vehicle for all departments except police and fire. In addition, when signing tickets for gas, employees would be required to sign the ticket, place mileage if applicable, and identify the vehicle it was for on the tickets. Discussion followed. Motion was made by Alderman Adams. Alderman Johnson seconded. All members voted in favor.

SALARY INCREASES FY5

Mayor Walker asked Alderman Johnson if she would like to speak regarding the salary increase proposals. Alderman Johnson stated that she asked for a proposal to be drafted that would show the difference between a 2%, \$0.50 per hour, and additional temporary salary adjustment for the next fiscal year for employees. Discussion followed. Mayor Walker suggested tabling this until mid-month so they can see how it would affect the budget at the next budget review session.

EMERGENCY MANAGEMENT DIRECTOR RADIO

Mayor Walker stated that Emergency Director Chris Cooley asked the City to invest in a radio for the Emergency Management Director as he is the first one in that position that is not a full-time police officer. A state-bid for a Kenwood radio from Battles Communication is \$3600.00. This would come from Health and Public Safety funds. Discussion followed. The issue was tabled until mid-month to check with New Madrid County Emergency Management about possible funding.

TEXTCASTER RENEWAL

Mayor Walker presented a price increase to the Textcaster software. Discussion followed. Mayor Walker asked for a motion to discontinue the use of the Textcaster software as we have multiple subscription alert systems that can take over for this one. Motion was made by Alderman Estes. Alderman Adams seconded. All members voted in favor.

K9 INSURANCE RENEWAL

Mayor Walker presented the renewal from Ellington Insurance for the Animal Mortality Insurance renewal on K9 Officer Boulder in the amount of \$2200.00. Discussion followed. Mayor Walker asked for a motion to approve the renewal in the amount of \$2200.00. Motion was made by Alderman Hollingshead. Alderman Adams seconded. All members voted in favor.

PHS BASEBALL SHIPPING CONTAINER- FORMAL VOTE

Mayor Walker explained that an email vote had been taken on allowing the PHS Baseball Team to place a donated shipping container outside of one of the dugouts on Massey Field for equipment storage, but a formal vote was needed. Discussion followed. Motion was made by Alderman Adams to allow the placement of the container. Alderman Estes seconded. All members voted in favor.

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	\$2793.27
Inmate Security	\$32.00
Crime Victim Compensation	\$5.66
LET Fund	\$32.00
TOTAL	\$2862.93

City Collector
City Treasurer

CAROL BOWDEN, CITY COLLECTOR

RACHEL WRATHER, CITY TREASURER

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

Turned over to City Treasurer:	\$144,004.97
Received from City Collector:	
Park Fund	\$1,394.84
General Fund	\$6,580.29
Health Fund	\$1,733.81
Street Fund	\$204.00
Solid Waste Fund	\$37,852.69
Water & Sewer Fund	\$95,519.34
Meter Deposits	\$720.00
TOTAL	\$144,004.97
Received from City Clerk:	
General Fund	\$13,571.84

REAP Account (LSLI)	\$79,307.01
Street Fund	\$11,451.95
Sales Tax	\$58,196.62
TOTAL	\$162,527.42
Interest on Deposits	\$15.99
TOTAL DEPOSITS	\$306,548.38
<i>(Court, Collector, Clerk, & Interest)</i>	

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

MAYOR AND COUNCIL COMMENTS

Mayor Walker asked if there were any comments from any members of the Board of Aldermen. Alderman Adams asked about the cameras installed by the Park Board in Meatte Park and why they were not being monitored by the Police Department as the other cameras in the Park installed by the City. Discussion followed. The Meatte Park cameras were currently being sent to Park Board President Mike Cook's home. Randy Guest and Jordan Robbins will be contacted to see how to get that changed. Randy Guest will also look at the cameras and receiver at Foster Park. Alderman Hollingshead stated there was a 3 Day Workshop that Officer Jeremy Hill and Officer Justin Redden wanted to attend. Discussion followed. The issue was tabled until mid-month. Mayor Walker stated he would like to see the Road Tax and Use Tax placed on the August Ballot for citizens to vote on. Discussion followed. Mayor Walker asked for a motion to draft an ordinance placing the Road Tax and Use Tax on the August ballot. Motion was made by Alderman Johnson and seconded by Alderman Adams. All members voted in favor.

EXECUTIVE SESSION

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

The vote thereon was as follows:

Alderman Johnson "Aye"
Alderman Adams "Aye"
Alderman Hollingshead "Aye"
Alderman Estes "Aye"

Motion was made by Alderman Adams and seconded by Alderman Estes to adjourn back to regular session at 6:37 p.m.

Roll call was as follows:

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

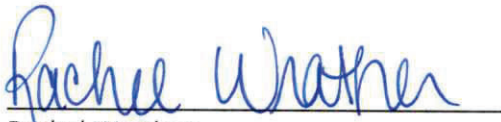
OPEN SESSION/
DATE OF NEXT MEETING

Budget Meeting will be held on Wednesday, April 17, 2024 at 5:00 p.m. followed by Mid-Month Meeting at 6:00 p.m. at City Hall, 301 E Main, Portageville.

The next regularly schedule Monthly Meeting will be held on Monday, May 6, 2024, at 6:00 p.m. at City Hall, 301 E Main, Portageville.

ADJOURNMENT

There being no further business, moved by Alderman Adams, seconded by Alderman Estes and unanimously carried, to adjourn at 6:38 p.m.



Rachel Wrather
City Clerk



Dennis R. Walker II
Mayor