

MINUTES

CITY COUNCIL MEETING

Portageville City Hall

June 17, 2024

CALL TO ORDER

A meeting of the City of Portageville Board of Aldermen was held on Monday, June 17, 2024, at City Hall, 301 E Main St. This meeting was originally scheduled for June 3, 2024, and June 12, 2024, but postponed due to lack of quorum. Mayor Walker called the meeting to order at 6:30 p.m. and asked Angela Lunbeck to open the meeting with prayer.

ROLL CALL

Council Members Present

Alderman Adams

Alderman Faulk

Alderman Cook

Alderman Hollingshead

Council Members Absent

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

Also present were:

Rachel Wrather, City Clerk

Carol Bowden

Greg Gowan

Rylan Fielder

Angela Lunbeck

Karen Gowan

Chris Stinnett

George DeLisle

Jeremy Green

Edna Robinson

Becky Bell

Ronnie Adams

Roosevelt Mosby

Kris Simmons

Terry McVey, City Attorney

Patricia Johnson

Bridget Fielder

Gail Lunbeck

Scott Patterson

Judy Faulk

Al DeLisle

Kevin Guthrie

Terry Wheeler

Patrick Bell

Henon Thacker

Jeremy Hill

Justin Chandler

Joey Walters

APPROVAL OF  
AGENDA

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

APPROVAL OF MINUTES  
Reg. Meeting- 05/06/24

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

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

ORDINANCES OR  
RESOLUTIONS

Amendment of Section 500.140  
(Adding Mowers, Landscapers & Tree  
Trimmers to Contractors License)

Mayor Walker stated that previously the Board of Aldermen had voted to include mowers, landscapers and tree trimmers into the occupations that requires a Contractor's license to do business within the City of Portageville. Several citizens have expressed opposition to this, so Mayor Walker opened the floor for discussion. Discussion followed. Mayor Walker asked for a motion to require mowers, landscapers and tree trimmers to require a normal business license for those operating a business within the city limits of Portageville with the understanding that home-based businesses that meet the requirement within the Missouri state statute are not required to have a license. Motion was made by Alderman Cook. Alderman Adams seconded. All members voted in favor.

Refund of Previously Purchased  
Contractor's licenses due to mowing

Carol Bowden, City Collector, inquired into what she needed to do for the four business who had already purchased their license. Discussion followed. Alderman Cook made a motion to refund the contractor's license fee of \$35.00 to each of the following: David Christian, Mike Rone, John Henry Stevens and Dylan Dejournette Lawn Care. Motion was seconded by Alderman Hollingshead. All members voted in favor.

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.

There were none.

DEPARTMENTAL REPORTS

RONNIE ADAMS- CHIEF OF POLICE

Turned in a written report for the month of May.

GEORGE DELISLE- FIRE CHIEF

Turned in a written report for the month of May.

DeLisle reported that the damaged spring on the bay door had been repaired as well as the card reader for the main door.



Al DeLisle, Emergency Management Director for New Madrid County, reported that FEMA was still calculating the cost associated with the Memorial Day storms within the state; however, he did submit the expenses for Portageville. He stated he expects the area to be declared a disaster and FEMA to reimburse some expenditures.

#### PARK BOARD

Turned in a written report for the month of May.

Mayor Walker stated that a quote for the fence repair at Shumate was submitted to the insurance company, but we are still waiting on a quote from the interior of the concession stand as well as the roof which could be donated by a local company.

#### JONATHAN THACKER- STREET & SOLID WASTE SUPERINTENDENT

Turned in a written report for the month of May.

Mayor Walker instructed Thacker to hold off on setting the light pole at Foster Park as the water department and police department have no need for the analog system. We will check to see if the camera equipment can be moved to another location within the City.

Thacker stated that he had been approached by Marco Parr about possibly disposing of the used pipe stored behind the Street Shed that was from the failed drainage project. Thacker will report back when he has more information.

Alderman Faulk asked about the drainage issue along East 12<sup>th</sup> Street. Mayor Walker said that he will arrange a meeting with Mr. Boatwright for ideas to relieve the water. Thacker was also asked to investigate East 8<sup>th</sup> and Baker Avenue for drainage issues.

#### JONATHAN THACKER- CODE ENFORCEMENT

Turned in a written report for the month of May.

#### JIMMY WYMAN- WATER SUPERINTENDENT

Turned in a written report for the month of May.

Wyman reported that the water tower in Meatte Park is still not working properly, but that he is working with Vandevanteer to fix the issue.

Alderman Faulk stated that the trees and weeds by the solar panels at the water plant needed to be taken care of.

#### KEVIN GUTHRIE- SEWER SUPERINTENDENT

Turned in a written report for the month of May.

Guthrie stated that the vactor truck needed to be serviced since it had not been done in two years. He presented a quote from TAG in the amount of \$985.50 for the service. Discussion followed. Mayor Walker asked for a motion to proceed with servicing the vactor truck at TAG Service Center in the amount of \$985.50. Motion was made

by Alderman Cook and seconded by Alderman Faulk. All members voted in favor.

Guthrie stated that the generator at the sewer plant needed to be refueled due to the last storm that caused a prolonged power outage. The cost for refilling would be approximately \$1900.00.

Discussion followed. Mayor Walker asked for a motion to refuel the generator at a cost to not exceed \$1900.00. Motion was made by Alderman Faulk. Alderman Adams seconded. All members voted in favor.

It was stated that both the generators at the Water Plant and the Sewer Plant needed to be serviced. Quotes will be obtained to perform this service and warranty information will be researched to see if it has to be an authorized dealer.

Guthrie also stated that the sludge truck was in need of repairs. Discussion followed. The issue was tabled for now.

#### SCOTT PATTERSON - PRETREATMENT

Turned in a written report for the month of May.

Patterson stated that the audit was completed and he is now working on the Sewer Treatment Permit that has to be renewed every 5 years.

#### ROOSEVELT MOSBY- ANIMAL CONTROL OFFICER

Turned in a written report for the month of May.

#### PLANNING AND ZONING

Turned in a written report for the month of May.

Officers were retained naming Greg Gowan, President; Anna Wright, Secretary; and Larry Braden, Vice President.

### PROJECT REPORTS

#### WATER TREATMENT PLANT

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

Mayor Walker asked for a motion to approve a pay request in the amount of \$31,469.00. Discussion followed. Motion was made by Alderman Adams to approve the pay request. Alderman Hollingshead seconded. All members voted in favor.

#### LEAD SERVICE LINE INVENTORY

No update or invoice was presented.

Brad with Total H2O Solutions will be present at the July 1, 2024 meeting to finalize the project.

### OLD BUSINESS

#### APPOINTMENT OF COMMITTEES

Mayor Walker presented the proposed changes to the appointment of committees for review.



<b>DEPARTMENT</b>	<b>CHAIRMAN</b>	<b>CO-CHAIRMAN</b>
FINANCE	Alderman Hollingshead	Alderman Adams
WASTEWATER	Alderman Cook	Alderman Adams
WATER	Alderman Faulk	Alderman Hollingshead
HEALTH	Alderman Adams	Alderman Faulk
STREET	Alderman Cook	Alderman Adams
SOLID WASTE	Alderman Hollingshead	Alderman Adams
POLICE	Alderman Hollingshead	Alderman Faulk
FIRE	Alderman Adams	Alderman Hollingshead
PARK	Alderman Adams	Alderman Hollingshead
ECONOMIC DEVEL.	Alderman Cook	Alderman Faulk
PLANNING & ZONING	Alderman Faulk	Alderman Cook
<b>MAYOR PRO-TEM</b>	<b>Alderman Hollingshead</b>	
<b>CITY ATTORNEY</b>	<b>Terry McVey</b>	

Mayor Walker asked for a motion to approve the appointments of committees. Motion was made by Alderman Cook. Alderman Adams seconded. All members voted in favor.

#### WATER TREATMENT PLANT LIASON- MC

Mayor Walker asked Alderman Cook if he would like to address the Board regarding the Water Treatment Plant liaison. Alderman Cook stated that he did not feel it was needed. Alderman Adams stated that it was very beneficial when Denis McCrate acted as McCrate Drainage Project liaison, and she would like to see Patricia Johnson remain Water Treatment Plant Project liaison. Discussion followed. Mayor Walker asked for a motion to continue with Patricia Johnson as Water Treatment Plant Project liaison on a six-month trial basis beginning July 1, 2024. Motion was made by Alderman Hollingshead and seconded by Alderman Adams. All members voted in favor.

#### FIRE DEPARTMENT REPORTING SOFTWARE

Mayor Walker states that the Fire Department was awaiting a third quote so he would like to table the issue until the July 1, 2024 meeting.

Chris Stinnett, Municipal Judge, stated that he was aware that their calls are dispatched through the County and asked if they could not

share the reporting software with New Madrid County. Chief Adams also stated that ISOMS has reporting features as well that they could utilize. Mayor Walker stated he would speak to Al DeLisle about these options.

#### FOSTER AVE. WATER TOWER GENERATOR

Mayor Walker informed the Board that the tower did not utilize the electricity or the generator, that it was solely for the repeater that was used for the analog radios for the police and fire departments. Chief Adams stated they no longer needed the analog. Discussion followed. Mayor Walker will check with Randy Guest about relocating the equipment for the cameras to the PD tower and check with the Fire Department about discontinuing analog services. The issue was tabled until July 1, 2024.

#### FAMILY HERITAGE SUPPLEMENTAL COVERAGE

Mayor Walker presented the information for additional supplemental coverage for all employees from Family Heritage agent Jeremy Muller. Discussion followed. Mayor Walker asked for a motion to allow Muller to meet with employees who would like to consider his services. Motion was made by Alderman Cook. Alderman Hollingshead seconded. All members voted in favor.

#### POLICE DEPT UNIFORMS/ BDU

Mayor Walker asked Chief Adams to address the uniforms for the Police Department. Chief Adams presented two officers, one in the uniform we currently have from Guy's Uniforms and the other from Ann Chapman's Outdoor Warehouse. Discussion followed. Mayor Walker asked for a motion to start purchasing uniforms from Ann Chapman Outdoor Warehouse beginning with four night officers. Motion was made by Alderman Cook. Alderman Hollingshead seconded. All members voted in favor. Chief Adams asked for reimbursement for Officer Chandler to be reimbursed for purchasing his own uniform. Motion to reimburse was made by Alderman Adams. Alderman Hollingshead seconded. All members voted in favor.

#### T&K BRADFIELD FARMS- LAND CORRECTIONS WEST OF MCCRATE AVENUE

Mayor Walker presented a reimbursement request from T&K Bradfield Farms for land corrections on the west side of McCrate Avenue Drainage Ditch resulting from the McCrate Drainage Project in the amount of \$39,330.50. Discussion followed. Motion to pay the reimbursement in the amount listed above was made by Alderman Hollingshead. Alderman Cook seconded. All members voted in favor.



POLICE DEPARTMENT ENGINE ASSEMBLY REPAIR- FORMAL VOTE  
Mayor Walker explained that an email vote had been conducted on the engine repairs to unit #75, but a formal vote was needed. Three quotes were presented as follows: Delta Auto and BK Service Center, \$6500.00 for parts and \$750.00 for labor for a total of \$7250.00; Bill Hayes Ford Sales, \$7331.49; and Martindale Chevrolet, \$9491.94. Discussion followed. Motion was made by Alderman Adams to accept the quote from Delta Auto/ BK Service Center for the repair. Alderman Cook seconded. All members voted in favor.

DRAFT AMENDMENT TO CONTRACTOR'S LICENSE EXCLUDING MINORS- FORMAL VOTE

Mayor Walker stated that an email vote had been conducted on adding an exclusion for minors to the amendment draft for mowers. No agreement could be reached and the issue was previously discussed during this meeting; therefore, no further action is to be taken.

CD INVESTMENT CHANGE- FORMAL VOTE

Mayor Walker explained that an email vote had been conducted on moving a CD that had reached maturity from First State Bank and Trust to First State Community Bank in the amount of \$373,387.59. The terms for the CD at First State Community Bank were 7 months at 4.95%. Discussion followed. Motion to approve was made by Alderman Cook. Alderman Adams seconded. All members voted in favor.

NEW BUSINESS

PROCUREMENT GUIDELINES- CH

Mayor Walker asked Alderman Hollingshead if he would like to speak on the procurement guidelines. Alderman Hollingshead explained that he would like to see a limit set that is stricter than the states \$12,000.00 procurement guidelines for County governments as there is not a set limit for municipalities listed in the state statute. Discussion followed. Alderman Hollingshead made a motion that procurement of items over \$1000.00 would require a minimum of three quotes or advertisement for bids for approval. Motion was seconded by Alderman Cook. All members voted in favor.

AT&T ACCOUNT REVIEW

Mayor Walker presented the recommendations from AT&T after they completed their review of our current system for the telephone and internet. Discussion followed. Mayor Walker asked for a motion to approve a new two year contract with ATT that keeps the internet and phone at the same rate, but adds the automatic voice failover capabilities at a rate of \$16.00 per month. Motion was made by

Alderman Cook and seconded by Alderman Faulk. All members voted in favor.

#### HOUSING AUTHORITY SPEED LIMIT

Mayor Walker presented a letter from the Portageville Housing Authority asking the Board of Aldermen to pass an ordinance adopting a speed limit of 10 mph withing the drives of the Housing Authority. Discussion followed. Mayor Walker stated that due to the are not being a city street that the Board of Aldermen could not establish the speed limit for a private drive; however, the Portageville Housing Authority Board could set the speed limit. Chris Stinnett, Municipal Judge, stated that he had spoken with the City Prosecuting Attorney and that if the Housing authority Board did decide to set the limit on the private drive, then the Housing Authority officer would be able to write tickets that would be enforced by the Prosecuting Attorney.

#### PORTAGEVILLE JAYCEES COMMUNITY DAY SPONSORSHIP

Mayor Walker reviewed a letter from the Portageville Jaycees requesting sponsorship for the Portageville Community Day event to be held on June 28 & 29, 2024. Discussion followed. Mayor Walker asked for a motion to approve the City sponsorship at a rate of \$500.00. Motion was made by Alderman Adams and seconded by Alderman Cook. All members voted in favor.

#### FIREWORKS APPLICATION

Mayor Walker presented two applications to sale fireworks inside the city limits of Portageville. Discussion followed.

Motion was made by Alderman Adams and seconded by Alderman Hollingshead to approve the fireworks license for Spencer Walls. All members voted in favor.

Motion was made by Alderman Adams and seconded by Alderman Hollingshead to approve the fireworks license for Ashlie Patton. All members voted in favor.

#### PORTAGEVILLE JAYCEES COMMUNITY DAY FIREWORKS DONATION-FORMAL VOTE

Mayor Walker stated that an email vote had been taken to approve a donation to the Portageville Jaycees in the amount of \$1000.00 to be used toward the Fireworks Show at the end of the Community Day event, but a formal vote was needed. Motion to approve the donation was made by Alderman Adams. Alderman Cook seconded. All members voted in favor.



FIRE DEPARTMENT BAY DOOR REPAIR- FORMAL VOTE

Mayor Walker stated that an email vote had been taken to approve the repair of a broken spring to one of the bay doors at the Fire Shed after a quote was submitted by Overhead Door of Southeast Missouri in the amount of \$1075.00, but a formal vote was needed. Motion to approve the repair was made by Alderman Adams. Alderman Faulk seconded. All members voted in favor.

POOL FILL UP EXCEPTION KELLAMS- FORMAL VOTE

Mayor Walker stated that an email vote had been taken to approve allowing the fire department to assist Steve Kellams to fill his pool utilizing the city hydrant. Kellams would receive a bill for the 20,000 gallons of water and offered to donate \$1000.00 to the annual payment of the tanker truck. A formal vote was needed. Motion to approve was made by Alderman Cook. Alderman Faulk 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 May as follows:

Fines Collected/ Clerk Fees	\$1601.00
Inmate Security	\$26.00
Crime Victim Compensation	\$4.81
LET Fund	\$26.00
<b>TOTAL</b>	<b>\$1657.81</b>

City Collector  
City Treasurer

CAROL BOWDEN, CITY COLLECTOR

RACHEL WRATHER, CITY TREASURER

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

Turned over to City Treasurer:	\$128,136.80
Received from City Collector:	
Park Fund	\$355.25
General Fund	\$4611.76
Health Fund	\$486.29
Street Fund	\$42.00
Solid Waste Fund	\$33,312.17
Water & Sewer Fund	\$88,449.33
Meter Deposits	\$880.00
<b>TOTAL</b>	<b>\$128,136.80</b>
Received from City Clerk:	
General Fund	\$63,641.26

REAP Account (LSLI)	\$33,663.40
Street Fund	\$13,292.96
Sales Tax	\$72,571.21
<b>TOTAL</b>	<b>\$183,168.83</b>
<b>Interest on Deposits</b>	<b>\$10.29</b>
<b>TOTAL DEPOSITS</b>	<b>\$312,973.73</b>
<i>(Court, Collector, Clerk, &amp; Interest)</i>	

Mayor Walker entertained a motion to approve Municipal Court Judge, City Collector and City Treasurer reports for the month of May. Motion was made by Alderman Hollingshead 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 May. After checking the bills, Mayor Walker asked for a motion. Motion was made by Alderman Adams and seconded by Alderman Cook. 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. Discussion was held over the Missouri Municipal League Conference held in Branson in September. Alderman Cook, Alderman Faulk and Alderman Hollingshead expressed interest in attending. They will check schedules and a vote will be held to approve attendance at the July meeting.

EXECUTIVE SESSION

There was none.

OPEN SESSION/  
DATE OF NEXT MEETING

The next regularly schedule Monthly Meeting will be held on Monday, July 1, 2024, at 6:30 p.m. at City Hall, 301 E Main, Portageville.

ADJOURNMENT

There being no further business, moved by Alderman Adams, seconded by Alderman Hollingshead and unanimously carried, to adjourn at 7:55 p.m.

Rachel Wrather  
City Clerk

Dennis R. Walker II  
Mayor