

MINUTES

CITY COUNCIL MEETING
Portageville City Hall
May 15, 2023

CALL TO ORDER A meeting of the City of Portageville Board of Aldermen was held on Monday, May 15, 2023, at City Hall, 301 E Main St. The meeting was postponed by thirty minutes to allow a quorum to be present. Mayor Dennis R. Walker II called the meeting to order at 6:30 p.m.

ROLL CALL Council Members Present Council Members Absent
Alderman Johnson Alderman Adams
Alderman Hollingshead
Alderman Estes

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

Also present were:

Rachel Wrather, City Clerk	
Brad Rayburn	Stephanie Ivie
Jason Hartk, USDA	Matthew Julius
Mike Cook	

APPROVAL OF AGENDA Jason Hartke stated that he had a resolution that needed to be passed in conjunction with the grant close-out paperwork that was listed on the agenda. Mayor Walker asked for a motion to amend the agenda to include Resolution 2023-3 accepting the \$24,500 Community Facilities Grant from USDA. Motion was made by Alderman Estes and seconded by Alderman Johnson. All members voted in favor.
Moved by Alderman Johnson, seconded by Alderman Hollingshead and unanimously carried, to approve the agenda as submitted with the addition of Resolution 2023-3.

ORDINANCES OR RESOLUTIONS Mayor Walker introduced Resolution 2023-1:

Resolution 2023-1:
Department of Natural Resources SRF Program A RESOLUTION OF THE CITY OF PORTAGEVILLE AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, STATE REVOLVING FUND PROGRAM FOR LOANS UNDER THE MISSOURI SAFE DRINKING WATER LAW (SECTION 640, RSMo).

Mayor Walker entertained a motion for the First Reading of Resolution No. 2023-1. A motion was made by Alderman Johnson and seconded by Alderman Estes. All members voted in favor.

Mayor Walker entertained a motion for the Second Reading of Resolution No. 2023-1. A motion was made by Alderman Johnson and seconded by Alderman Hollingshead. A roll call vote was taken.

Voting was as follows: Alderman Johnson, yea; Alderman Adams, absent; Alderman Estes, yea; Alderman Hollingshead, yea. Motion passes.

Resolution 2023-2:
NMC Multi-Jurisdictional Local
Hazard Mitigation Plan

Mayor Walker introduced Resolution 2023-2:

A RESOLUTION OF THE CITY OF PORTAGEVILLE ADOPTING THE NEW
MADRID COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION
PLAN

Mayor Walker entertained a motion for the First Reading of Resolution No. 2023-2. A motion was made by Alderman Hollingshead and seconded by Alderman Estes. All members voted in favor.

Mayor Walker entertained a motion for the Second Reading of Resolution No. 2023-2. A motion was made by Alderman Johnson and seconded by Alderman Estes. A roll call vote was taken.

Voting was as follows: Alderman Johnson, yea; Alderman Adams, absent; Alderman Estes, yea; Alderman Hollingshead, yea. Motion passes.

Resolution 2023-3:
\$24,500 Community Facilities
Grant Through USDA

Mayor Walker introduced Resolution 2023-3:

A RESOLUTION OF THE CITY OF PORTAGEVILLE FOR A 424,500 COMMUNITY
FACILITIES GRANT FROM RURAL DEVELOPMENT

Mayor Walker entertained a motion for the First Reading of Resolution No. 2023-3. A motion was made by Alderman Johnson and seconded by Alderman Hollingshead. All members voted in favor.

Mayor Walker entertained a motion for the Second Reading of Resolution No. 2023-3. A motion was made by Alderman Hollingshead and seconded by Alderman Estes. A roll call vote was taken.

Voting was as follows: Alderman Johnson, yea; Alderman Adams, absent; Alderman Estes, yea; Alderman Hollingshead, yea. Motion passes.

PUBLIC FORUM

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

There were none.

OLD BUSINESS

REQUEST FOR PROPOSALS: LEAD SERVICE LINE INVENTORY

Mayor Walker informed the Board of Alderman that there were two proposals received for the City of Portageville Lead Service Line Inventory

project. Discussion followed. The proposals were reviewed and scored. The results were as follows:

Total H2O Solutions	27
Horner Shifrin	16

Mayor Walker asked for a motion to approve Total H2O Solutions to complete the Lead Service Line Inventory. Motion was made by Alderman Hollingshead. Alderman Johnson seconded. All members voted in favor.

CERTIFICATION OF AUGUST 2022 BOND ELECTION

Mayor Walker stated that there was an oversight back in August and that while the New Madrid County Election Authority had certified the August 2, 2022 Bond election results were the bond had passed for the construction of the new water treatment plant, the City had not officially done so. Mayor Walker asked for a motion to accept the August 2, 2022 bond election results with 317 total votes, 208 yes and 109 no. Motion was made by Alderman Johnson and seconded by Alderman Hollingshead. All members voted in favor.

USDA POLICE TAHOE GRANT- JASON HARTKE

Mayor Walker asked Jason Hartke if he would like to address the Board of Alderman. Hartke was present to finalize a \$24,500 grant with Rural Development that was awarded to the City of Portageville that will be used to purchase four police fleet vehicles for the Portageville Police Department. After going over the terms and conditions with the Board of Alderman, final paperwork was signed.

Hartke did state if the City ever sold the vehicles and the amount made was over \$5000.00, USDA would need to be notified. Also, if the use of the vehicle ever changed, it would need to be authorized by USDA.

Hartke will email copies of all signed documents to the City.

NEW BUSINESS

DEPARTMENTALIZED CUSTODIAN OF RECORDS

Mayor Walker asked Rachel Wrather, City Clerk, if she would like to address the departmentalized custodian of records. Wrather stated that while recently attending a Sunshine Law class, it was recommended that while the City Clerk is the custodian of records for the City, if all files are not kept at a centralized location, that departmentalized custodian of records should be named in order to obtain necessary information. There are several locations within the City that house their own records; therefore, an ordinance naming the departmentalized custodian of records should be adopted. Discussion followed. The following positions were named as departmentalized custodian of records:

Police Department	Police Chief
Fire Department	Fire Chief
Water Department	Water Superintendent
Sewer Department	Sewer Superintendent

Street Department	Street Superintendent
Solid Waste Department	Solid Waste Superintendent
Health Department	Animal Control Officer
Code Enforcement	Code Enforcement Officer
Park Board	Park Board President
Planning and Zoning Committee	P&Z President

Mayor Walker asked for a motion to draft an ordinance or amendment naming the departmentalized custodian of records. Motion was made by Alderman Johnson. Alderman Hollingshead seconded. All members voted in favor.

STREET FOOD FESTIVAL – CH & PJ

Mayor Walker stated that Alderman Hollingshead and Alderman Johnson had expressed interest in the City hosting a street food festival this summer. Discussion followed. After event insurance and liability consideration, it was determined that civic organizations would be approached to see if they had any interest in holding the event. The issue was tabled until June 5, 2023.

POLICE DEPARTMENT COMPUTERS- FORMAL VOTE

Mayor Walker stated that a text vote had been held via email on the purchase of two new computers for the Portageville Police Department, but a formal vote needed to be taken. Mayor Walker asked for a motion to approve the purchase of the computers in the amount of \$3468.42. Motion was made by Alderman Estes and seconded by Alderman Johnson. All members voted in favor.

FIRE DEPT LADDER TRUCK REPAIR – FORMAL VOTE

Mayor Walker stated that a text vote had been conducted via email on the repair of the electronic control module on the ladder truck for the Fire Department in the amount of approximately \$5000.00, but a formal vote needed to be taken. Motion was made by Alderman Hollingshead to approve the repair and Alderman Estes seconded. All members voted in favor.

PAYROLL CAP – FORMAL VOTE

Mayor Walker stated that a text vote had been taken via email regarding a payroll cap that had been put in place several years prior and would affect four employees this fiscal year, but a formal vote needed to be taken. Mayor Walker asked for a motion to remove the payroll cap that was previously put in place. Motion was made by Alderman Estes 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 Alderman.

Alderman Johnson stated that the Sewer Department ran into an issue when trying to pull a pump at one of our lift stations when the railing system collapsed. A quote for the new railing was obtained from Cooper Industries in the amount of \$1900.00. Discussion followed. Alderman Johnson made the motion to accept the quote from Cooper Industries and fix the railing for \$1900.00. Alderman Estes seconded. All members voted in favor.

Mayor Walker stated that the city had obtained four quotes for dirtwork and removal of excess dirt along McCrate Avenue. This needed to be completed and a plan formulated for the seeding and grading to satisfy CDBG requirements on the initial grant. Mayor Walker presented the four quotes:

Farrenburg Dirtworks New Madrid, MO	\$10,000.00
Hessling Construction Dexter, MO	\$24,480.00
Heartland Lawn Services Bernie, MO	\$7,000.00
Anders Pipe & Ditching Piggott, AR	\$10,000.00

Discussion followed. Upon review of the quotes, Alderman Johnson made a motion to hire Farrenburg Dirtworks in the amount of \$10,000.00 to complete the groundwork and prepare the area for seeding. Alderman Hollingshead seconded. All members voted in favor.

EXECUTIVE SESSION

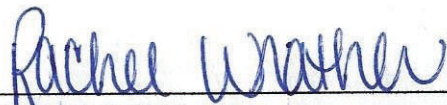
There was none.

RETURN TO OPEN-
DATE OF NEXT MEETING

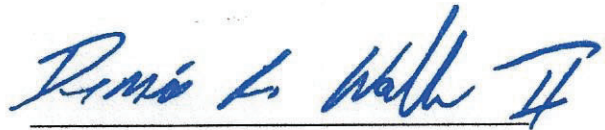
Monthly meeting will be held on June 5, 2023 beginning at 6:00 p.m. at City Hall, 301 E Main, Portageville.

ADJOURNMENT

There being no further business, moved by Alderman Estes, seconded by Alderman Johnson and unanimously carried, to adjourn at 7:35 p.m.



Rachel Wrather
City Clerk



Dennis R. Walker II
Mayor