

**DUQUESNE BOARD OF ALDERMEN  
MARCH 8, 2021 MEETING MINUTES**

**CALL TO ORDER** The regular meeting for the Duquesne Board of Aldermen was called to order at 6 p.m. by Mayor Gary Heilbrun.

**ROLL CALL** Answering Roll Call were Aldermen Jane Baine, Becca White, Rick Gamboa, Chris Ellsworth and Mayor Gary Heilbrun. Also in attendance was 7 Guests.

**PLEDGE OF ALLEGIANCE** to the United States of America was led by Mayor Gary Heilbrun.

**INVOCATION** was read by City Clerk Melody Cundiff.

**AGENDA** Motion made by Chris Ellsworth, seconded by Becca White to approve the agenda as presented. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**MINUTES FROM 2/22/2021 REGULAR MEETING:** Motion made by Jane Baine, seconded by Becca White to approve the meeting minutes from February 22, 2021 as presented. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**MINUTES FROM 2/22/2021 CLOSED MEETING:** Motion made by Becca White, seconded by Jane Baine to approve the closed meeting minutes from February 22, 2021 as presented. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**MIKE ATKINSON – STREET RESURFACING BIDS:** Mike Atkinson stated to the Board that the total for everything would run \$244,355.00. The resurfacing would start in June. Motion made by Rick Gamboa, seconded by Becca White to seal the parking lot at City Hall using Springfield Seal and Striping. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried. Motion made by Rick Gamboa, seconded by Becca White to use Chip and Seal to resurface all streets using Blevins and striping streets using Springfield Seal and Striping. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**FINANCIAL REPORT:** Approved and filed for Audit

**BILL SUMMARY**

Motion made by Jane Baine, seconded by Becca White to approve the payment of the bills. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**COURT REPORT:** Janet Stemm, Court Clerk spoke to the Board explaining the report that was handed out to them. Board approved report and filed for audit.

**POLICE DEPARTMENT MONTHLY REPORT:** Police Report was presented to the Board by Chief Tommy Kitch. Chief explained to the Board that they are needing a new Ordinance worked up for the speed table. Sergeant Jonathan White stated that Omnigo is up and running and the new printer is being installed this Friday. Motion was made by Chris Ellsworth and seconded by Rick Gamboa to disconnect the cameras in the Police Department. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**BILL 21-06: ADOPTION OF 2018 INTERNATIONAL FIRE CODE AND AMENDING RESIDENTIAL CODE TO REQUIRE SPRINKLER SYSTEMS IN R-2 AND R-3 DWELLINGS**

Motion made by Jane Baine, seconded by Becca White, to place Bill 21-06 on first reading by title only.

City Attorney Mike Talley stated that this ordinance was revised this afternoon after discussions with Chevelle Lawver to include the change in the residential code which requires automatic sprinkler systems in R-2 and R-3 dwellings which is a matter of public safety and we thought we needed to go forward with this at tonight's meeting even without the full 24 hours which caused a change in the agenda is caused the less than 24 hour notice.

Bill Sherman, 825 S. Duquesne asked if this was for new construction only and City Attorney Mike Talley confirmed that.

Motion made by Jane Baine, seconded by Becca White to place Bill 21-06 on second reading by title only.

Motion made by Jane Baine, seconded by Becca White, to accept the second and final reading of Bill 21-06 and assign Ordinance #461. Voting in favor were Baine, White, Ellsworth and Gamboa. Nays: None. Motion carried.

**BUSINESS LICENSE RENEWALS:** Motion made by Becca White, second by Chris Ellsworth to approve the Business License Renewals as presented. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**OLD BUSINESS:**

**ORDINANCE 453 – EXTENSION OF STATE OF EMERGENCY:** Motion made by Chris Ellsworth, seconded by Becca White to not extend the State of Emergency ordinance and dissolve the Pandemic Plan. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

**JOB DESCRIPTIONS:** Motion made by Rick Gamboa, seconded by Jane Baine to accept job descriptions as basic guidelines subject to further review as necessary. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried. Alderman Rick Gamboa asked that the job descriptions be kept in a notebook in the clerks' office available to anyone.

**UPDATE ON CITY MATTERS:** Mayor Gary Heilbrun stated to the Board that on the Smoke testing that was brought up at the last meeting, there will be no cameras used in that process. He also stated that he heard from Joplin who finished the bid process.

**ALDERMAN INTERACTION:** Alderman Rick Gamboa asked about an employee who has a conceal and carry being allowed to have their weapon on them while at work. City Attorney Mike Talley replied that according to our city code which follows state statute it says that no city employee except police officers unless authorized by the Mayor and Board of Aldermen shall carry any weapon on city property or in any city vehicle. He went on to say that by that the Mayor and City Board could authorize this. City Attorney went on to say that if someone other than police officers were allowed to carry on city property does not mean that the city is not liable should something happen. Alderman Chris Ellsworth stated he does not approve it for anyone other than a police officer. He went on to say that our policy is perfectly fine and Alderman Becca White and Jane Baine agreed. Alderman Rick Gamboa asked why Chevelle Lawver

does not have view access to payroll and budget. It was stated that she will start getting packets so that she can review now that the job description has been discussed. Alderman Chris Ellsworth stated that the view only information that she needs is always provided in the packets. Alderman Ellsworth went on to say that the City Clerk is the one that does the annual budget. Alderman Rick Gamboa also asked about the process for getting the general calendar set up. City Clerk Melody Cundiff stated that she would begin working on that. Alderman Rick Gamboa asked if we were still going to have a work session on salary adjustments. Alderman Becca White stated that nothing was scheduled. Is was questioned as to whether it was to be a work session or a closed session and it was stated that it only needed to be a closed session if one specific employee was being discussed but if you are basing it on general job descriptions then that is public information and that would be a work session. Alderman Jane Baine stated that is was her understand that salaries were always handled at budget time. City Attorney stated that if you want to amend the budget to adjust a salary that would need to be discussed in a work session and an ordinance passed during a regular meeting. Alderman Chris Ellsworth stated that there is no such thing as a formal salary increase request. Alderman Rick Gamboa then stated that the last issue that he had was the layout of the office. Alderman Rick Gamboa did state that he feels that there should not be anyone in the office except the Prosecutor and Flo on Court days. Alderman Becca White stated that she has a concern with the partitions that the City Clerk would not be able to see when someone comes in or comes to the window in order to greet them. Alderman White went on to state that she agrees that the window should be utilized and some changes need to be made to the office that a discussion needs to happen so see what works best for each person.

Alderman Becca White brought up that a decision still needed to be made as to rather to make the Administrative Assistant position part-time or full-time. Alderman White also requested that we make sure that all employee files have copies of their background checks in them. It was brought up that all contractors and business licenses be handled by the city clerk and was asked of the Board as to whether that decision needed to stay as is. Alderman Becca White stated that she feels we need to continue on with that decision. She went on to say that now that we have a job description that we need to state that this is a part-time position with 29 hours. It was stated by Alderman Gamboa that the Mayor is the one gives this position the duties and so the current Mayor may have her doing things that the next Mayor may not have her do. Gamboa read out loud what was currently on the new job description and Mayor Gary Heilburn asked if it was a 40 hour a week job. Alderman Becca White did state that we pay Harry S Truman to write the grants.

**PUBLIC COMMENTS:** None.

**NEW BUSINESS:**

**UPDATE OF COMMISSIONS AND COMMITTEES:** Alderman Chris Ellsworth stated that Planning and Zoning met March 1, 2021 at 7pm and allowed the Lot Split that was presented for Celebration Church. He also stated that the next meeting will be April 5, 2021 at 6pm.

**OTHER BUSINESS DEEMED NECESSARY** It was brought up that it was placed on the city's Facebook page that the City Wide Garage Sale was the first Saturday in April. The city's code states that it is to be the first Saturday in May and the first Saturday in October.

**SCHEDULE NEXT MEETING DATE AND TIME** The April meeting will be April 12, 2021 at 6pm. . Motion made by Becca White, seconded by Jane Baine to approve the date and time of the April meeting. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

There was no further business, a motion was made by Becca White, seconded by Chris Ellsworth to adjourn the meeting. Voting in favor was Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried. Meeting adjourned at 8:29 p.m.