

**DUQUESNE BOARD OF ALDERMEN
APRIL 12, 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 27 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 Jane Baine, 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 3/8/2021 REGULAR MEETING: Motion made by Jane Baine, seconded by Becca White to approve the amended meeting minutes from March 8, 2021 to include changes to the job description section as discussed stating that the job descriptions are to be kept in a notebook in the Clerk's office and the changes to any salaries need to be done by ordinance. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

MINUTES FROM 3/17/2021 SPECIAL MEETING: Motion made by Becca White, seconded by Jane Baine to approve the special meeting minutes from March 17, 2021 as presented. 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 Rick Gamboa 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.

SAFETY MEETING/CLASS: Chevelle Kidd spoke about several issues that were discussed at the safety meeting that was held and attended by Chief Kitch, Mayor Heilbrun and herself. She told the Board about the upcoming AED class on May 6, 2021.

BILL 21-07: AMENDING MUNICIPAL CODE AMENDING TITLE III TRAFFIC CODE, SCHEDULE I, SPEED LIMITS

Motion made by Jane Baine, seconded by Becca White, to place Bill 21-07 on first reading by title only.

Motion made by Jane Baine, seconded by Becca White to place Bill 21-07 on second reading by title only.

Motion made by Jane Baine, seconded by Rick Gamboa, to accept the second and final reading of Bill 21-07 and assign Ordinance #462. Voting in favor were Baine, White, Ellsworth and Gamboa. Nays: None. Motion carried.

BILL 21-08: CONTRACT BETWEEN CITY AND BLEVINS ASPHALT FOR STREET RESURFACING

Motion made by Jane Baine, seconded by Becca White, to place Bill 21-08 on first reading by title only.

Motion made by Jane Baine, seconded by Becca White to place Bill 21-08 on second reading by title only.

Motion made by Jane Baine, seconded by Becca White, to accept the second and final reading of Bill 21-08 and assign Ordinance #463. Voting in favor were Baine, White, Ellsworth and Gamboa. Nays: None. Motion carried.

BILL 21-09: CONTRACT BETWEEN CITY AND SPRINGFIELD SEALING FOR SEALING OF CITY HALL PARKING LOT

Motion made by Jane Baine, seconded by Rick Gamboa, to place Bill 21-09 on first reading by title only.

Motion made by Jane Baine, seconded by Chris Ellsworth, to place Bill 21-09 on second reading by title only.

Motion made by Jane Baine, seconded by Chris Ellsworth, to accept the second and final reading of Bill 21-09 and assign Ordinance #464. Voting in favor were Baine, White, Ellsworth and Gamboa. Nays: None. Motion carried.

BILL 21-10: CONTRACT BETWEEN CITY AND SPRINGFIELD SEALING FOR PAVEMENT MARKING OF STREETS

Motion made by Jane Baine, seconded by Chris Ellsworth, to place Bill 21-10 on first reading by title only.

Motion made by Jane Baine, seconded by Becca White to place Bill 21-10 on second reading by title only.

Motion made by Jane Baine, seconded by Rick Gamboa, to accept the second and final reading of Bill 21-10 and assign Ordinance #465. Voting in favor were Baine, White, Ellsworth and Gamboa. Nays: None. Motion carried.

NEW BUSINESS LICENSES: Motion made by Jane Baine, second by Becca White to approve the New Business Licenses as presented. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

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

OLD BUSINESS:

DISCUSSION ON HARRY S TRUMAN ADMINISTRATIVE PROPOSAL: Chevelle Lawver stated that this is for the RTP grant. She went on to state that this is for the administrative side of the grant. This would mean that Harry S. Truman would manage the administrative side of the grant. Motion made by Rick Gamboa, seconded by Chris Ellsworth to move forward with the contract and ordinance paperwork. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

DISCUSSION ON CONTRACT TO HIRE ALLGEIER MARTIN FOR THE RTP GRANT ENGINEERING: Chevelle Lawver spoke to the fact that with this contract Allgeier Martin would handle all the engineering processes during the duration of the RTP grant. Motion made by Rick Gamboa, seconded by Chris Ellsworth to move forward with the contract and ordinance paperwork. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

UPDATE ON CITY MATTERS: Mayor Gary Heilbrun stated to the Board that the ISO audit has been done. He also stated that the manhole riser across from the retention basin was in the process of getting installed.

Chevelle Lawver brought up that we had an additional contract from Allgeier Martin for work authorization for the street resurfacing. This would allow them to do the inspections during the repaving. Motion made by Rick Gamboa, seconded by Becca White to move forward with the contract and ordinance paperwork. Voting in favor were Baine, White, Gamboa and Ellsworth. Nays: None. Motion carried.

Chevelle Lawver also told the Board of the American Rescue Plan that was passed by President Biden on March 11th. This will mean that the city could get up to \$300,000 in additional funds that would need to be used by December 24, 2024. The Board will be kept up to date on the developments as they become available.

CLOSED SESSION: Alderman Becca White made a motion to go into closed session pursuant to RSMo 610.021 (3) relating to hiring, firing, disciplining and promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. Alderman Chris Ellsworth seconded the motion. Answering Roll Call were Aldermen Jane Baine, Becca White, Rick Gamboa, Chris Ellsworth and Mayor Gary Heilbrun. Board adjourned into closed session at 6:52 p.m..

Board returned to regular meeting at 7:11 p.m. The Mayor announced that the Board discussed about personnel matters pursuant to RSMo 610.021(3) relating to hiring, firing, disciplining or promoting of particular employees by a public governmental body. There was no official action requiring a vote that was taken during the closed session.

APPROVE CERTIFIED ELECTION RESULTS: City Clerk Melody Cundiff read the results to the Board from the April 6, 2021 election. Motion made by Chris Ellsworth, seconded by Becca White to approve the certified election results as presented. Voting in favor were Baine, White, Gamboa and Ellsworth.. Nays: None. Motion carried.

SI-NE-DI: Outgoing Board members step down.

ADMINISTER OATHS OF OFFICE: City Clerk Melody Cundiff gave the Oath of Office to Bill Sherman as Mayor of the City of Duquesne. The City Clerk, Melody Cundiff gave the Oath of Office to Myra Gonzalez as Alderman Ward II of the City of Duquesne. The City Clerk, Melody Cundiff gave the Oath of Office to Chris Ellsworth as Alderman Ward I of the City of Duquesne.

ELECTING ACTING PRESIDENT OF THE BOARD OF ALDERMAN: Mayor Bill Sherman asked for nominations. Alderman Jane Baine nominated Alderman Chris Ellsworth. Mayor Bill Sherman then asked for any other nominations and when there were no more nominations, he closed the nominations. Motion made Jane Baine, seconded by Becca White, to elect Alderman Chris Ellsworth to be the Acting President of the Board of Alderman. Voting in favor were Baine, White, and Gonzalez. Nays: None. Motion carried.

DISCUSSION PERTAINING TO THE RETENTION/HOURS/ELIMINATION OF ADMINISTRATIVE ASSISTANT POSITION: Mayor Bill Sherman stated that this discussion would be about the position only. It was brought up that this positions services were at the discretion of the Mayor. It was asked on the Board if this discussion was brought up because it was cost related and the Board stated that no it was not. It was then brought up that there might need to be a title change and hours adjusted. Alderman Becca White stated that this position was originally hired as a part-time position. Mayor Bill Sherman asked Chevelle Lawver if she wanted to address the Board. She gave a detailed list of items that she currently takes care of including licensing, newsletters, Storm Water, MS4, Floodplain, SEMA, Ordinances, Census, MIRMA, Resident Complaints, Building Permits, Comprehensive Plan, Zoning, Site Plans, and Welcome Letters to name some. David Weaver spoke to the Board stating that he served as the Assistant to the Mayor he handled most of the projects that the current Administrative Assistant listed and all of that was done on 10 hours a week. Alderman Becca White stated that she does not see this as a full-time position. Rick Gamboa addressed the Board stating that the Board budgeted \$30,000 for a Maintenance position. It was stated that the Mayor would be the supervisor of this position and that he did not want to make any snap decisions. The Mayor would designate the hours and duties.

CLOSED SESSION: Alderman Becca White made a motion to go into closed session pursuant to RSMo 610.021 (3) relating to hiring, firing, disciplining and promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. Alderman Myra Gonzalez seconded the motion. Answering Roll Call were Aldermen Jane Baine, Becca White, Myra Gonzalez, and Chris Ellsworth. Board adjourned into closed session at 8:17 p.m..

Board returned to regular meeting at 9:20 p.m. The Mayor announced that the Board discussed about personnel matters pursuant to RSMo 610.021(3) relating to hiring, firing, disciplining or promoting of particular employees by a public governmental body. There was no official action requiring a vote that was taken during the closed session. The Mayor asked Chevelle Lawver is she would be available to meet with him on Wednesday, April 14th at 9am. She agreed.

ALDERMAN INTERACTION: Mayor Bill Sherman stated to the Board that is ready to work with them. Alderman Jane Baine asked if anything further had been heard about the second Park Grant and she was told that it had not.

PUBLIC COMMENTS: Kerry Divine committed to Gary Heilbrun and thanked him for his years of service to Duquesne, all his hard work and dedication to the city.

NEW BUSINESS:

UPDATE OF COMMISSIONS AND COMMITTEES: Alderman Chris Ellsworth stated that Planning and Zoning met April 4, 2021 at 6pm and allowed the Lot Splits and Lot Consolidation to the Park and City Hall property that was presented. He also stated that Ray Brown is the Chairman, Donny Allen is the Co-Chair and that the Secretary's position need to be filled and that the next meeting will be May 3, 2021 at 6pm.

APPOINT KERRY DIVINE AND RICK GAMBOA TO THE PLANNING AND ZONING COMMISSION:

Mayor Bill Sherman made the appointment for 3 years ending April 12, 2021. Motion made by Jane Baine, seconded by Chris Ellsworth to approve the appointment. Voting in favor were Baine, White, Gonzalez and Ellsworth. Nays: None. Motion carried.

EAPPOINT RICK GAMBOA TO THE BOARD OF ADJUSTMENTS FOR ANOTHER 5 YEAR TERM:

Mayor Bill Sherman made the reappointment for another 5 years ending April 12, 2026. Motion made by Jae Baine, seconded by Chris Ellsworth to approve the appointment. Voting in favor were Baine, White, Gonzalez and Ellsworth. Nays: None. Motion carried.

REAPPOINT THE PARK COMMITTEE MEMEBERS FOR ADDITIONAL 2 YEAR TERM: Mayor Bill Sherman made the reappointment for an another 2 year term for the Park Committee ending April 2023.. Voting in favor were Baine, White, Gonzalez and Ellsworth. Nays: None. Motion carried.

REAPPOINT DQPD ACTIVITIES FUND COMMITTEE FOR ADDITIONAL 2 YEAR TERM: Mayor Bill Sherman made the reappointment for another 2 years ending April 2023. Voting in favor were Baine, White, Gonzalez and Ellsworth. Nays: None, Motional carried.

OTHER BUSINESS DEEMED NECESSARY: Nothing

SCHEDULE NEXT MEETING DATE AND TIME The May meeting will be May 10, 2021 at 6pm. . Motion made by Becca White, seconded by Myra Gonzalez to approve the date and time of the May meeting. Voting in favor were Baine, White, Gonzalez and Ellsworth. Nays: None. Motion carried.

There was no further business, a motion was made by Jane Baine, seconded by Becca White to adjourn the meeting. Voting in favor was Baine, White, Gonzalez and Ellsworth. Nays: None. Motion carried. Meeting adjourned at 9:31 p.m.