

**MINUTES
OF A REGULAR MEETING
OF THE CITY COUNCIL OF THE
CITY OF POPLAR BLUFF, MISSOURI
MONDAY, FEBRUARY 6, 2023**

The City Council of the City of Poplar Bluff, Missouri, convened in a regular meeting on Monday, February 6, 2023.

Notice of this regular meeting of the City Council was given in the Daily American Republic, a newspaper of general circulation located in the City of Poplar Bluff. A copy of the agenda of this meeting was posted on a bulletin board located in the City Municipal building at 501 Vine Street in the City of Poplar Bluff, twenty-four hours prior to this meeting.

The meeting was called to order by Mayor Steve Davis at 7:00 p.m.

The invocation was given by Councilwoman Lisa Parson.

The Pledge of Allegiance was led by Mayor Steve Davis.

A roll call was as follows: Present: Parson, Fox, Horton, Smith, Cornman and Davis; Absent: Taylor.

Also present were City Manager Matt Winters, City Attorney Mark Richardson and City Clerk Lori J. Phelps who performed the duties of their respective offices.

**DISCLOSURE
OF
INTEREST**

Each member of the City Council was given the opportunity to disclose any possible conflict of interest dealing either with any item on the printed agenda or with any matter discussed at a previous meeting.

No conflicts of interest were disclosed.

CITIZENS INPUT

Each person in the audience was given an opportunity to address the City Council on any matter which is not on the printed agenda.

Ms. JoAnne Jones, who gave her address as 713 Ethel, Poplar Bluff, Missouri, appeared before the Council and stated she would like to see a 4 way stop at the intersection of Davis and Garfield.

Mayor Davis thanked Ms. Jones for her input and referred the matter to City Manager Matt Winters.

**WORKSHOP
ITEMS FOR
DISCUSSION**

A representative from Buessink, Hey, Roe and Stroder, LLC, CPA appeared before the City Council to present the audit for the City of Poplar Bluff and Municipal Utilities for the fiscal year ended December 31, 2021.

**Presentation of
FY 2021 Audit**

Mr. Jeff Stroder of Buessink, Hey, Roe and Stroder, LLC, CPA appeared before the Council and reviewed the FY 2021 Audit with them. He discussed several items with the Council including management controls, governmental compliance, policies and procedures, financial statements, Federal compliance, governmental activities, business-type activities, and various other items. He stated the City's financial statements fairly represent the financial condition of the City in all material respects in accordance with general accepted accounting principles. Mr. Stroder stated he did find that timesheets needed supervisor approval but once this recommendation had

been made, a change had been implemented. He stated a couple of errors had been made including revenues being recorded in the wrong year, close to the end of the year. He stated the second error involved transactions that were the City's transactions, but the money did not come through the City. He stated these transactions were for highway construction, proceeds from some debt, being handled on behalf of the City as administrators but were not recorded in the City financial statements. He stated it was suggested the City record the amount in the revenues and the same amount in the expenses. He stated this would not have any effect on the bottom line with the financial statements. He stated it was his judgment these errors were not intentional. Mr. Stroder stated the last recommendation made regarding internal controls were that bank reconciliations should be reviewed every month and with the change in personnel, this had also been corrected. Mr. Stroder stated when the City spends more than \$750,000 of Federal dollars, the Federal government adds another level of auditing. He stated he chose the Airport Improvement Program and after a detailed audit, he found no instances of noncompliance and the internal controls implemented were appropriately designed and operating the way they were intended to. He thanked City Administration for their cooperation and helpfulness during the auditing process.

After further discussion, motion was made by Councilwoman Jerrica Fox, seconded by Mayor Pro Tem Shane Cornman and carried to accept the Fiscal Year 2021 audit as presented.

**Wolf Creek Trail
Project -
Supplemental
Agreement No. 1
Engineering
Services**

The City Council considered an ordinance authorizing the Mayor to execute Supplemental Agreement No. 1 to the Engineering Services Contract with Smith & Company Engineers, Inc. relative to the Wolf Creek Trail Project No. TAP-5100(012).

City Manager Matt Winters addressed the Council and stated this extension is for the engineering work related to the Wolf Creek Trail Project funded by MoDOT's Transportation Alternatives Program grant and the Chamber of Commerce. He stated the extension requested is from May 31, 2022 to January 31, 2024. He stated the extension is needed for additional time to complete the right-of-way acquisition. He stated the amendment also adds \$10,568.92 to the project. Mr. Winters stated all local matching funds are being provided by the Chamber of Commerce.

After further discussion, motion was made by Councilwoman Fox, seconded by Councilwoman Lisa Parson and carried to move this item to the voting session to be held February 20, 2023.

**Wolf Creek Trail
Project -
Supplemental
Agreement No. 1
Transportation
Enhancement
Funds Agreement**

The City Council considered an ordinance authorizing the Mayor to execute Supplemental Agreement No. 1 to the Transportation Enhancement Funds Agreement with the Missouri Highways and Transportation Commission relative to the Wolf Creek Trail project No. TAP-5100(012).

City Manager Matt Winters addressed the Council and stated this is regarding the Wolf Creek Trail Project. He stated this amendment sets the date of July 31, 2024 for the construction to begin.

After further discussion, motion was made by Councilwoman Parson, seconded by Councilman Robert Smith and carried to move this item to the voting session to be held February 20, 2023.

**Downtown
Infrastructure
Improvements**

The City Council considered an ordinance authorizing the Mayor to enter into a contract for engineering services with Smith & Company Engineers, Inc. relative to the Downtown Infrastructure Improvements Project No. TAP-5100(013).

**Project
Engineering
Services**

City Manager Matt Winters addressed the Council and stated a few months ago the City was awarded a grant through MoDOT's Transportation Enhancement Program to replace the sidewalks along Vine Street from 5th to Broadway and to relocate the overhead utilities. He stated this item is to approve the engineering contract with Smith & Company for that project. He stated the design fees are \$48,556.65 and construction inspection fees are \$32,457.76. Mr. Winters stated this project is 80% grant funded with a 20% local match.

After further discussion, motion was made by Councilwoman Fox, seconded by Councilwoman Parson and carried to move this item to the voting session to be held February 20, 2023.

**Poplar Bluff
Police Station
Change Order
No. 4**

The City Council considered Change Order No. 4 relative to the Poplar Bluff Police Station Project.

City Manager Matt Winters addressed the Council and stated this is the 4th and final change order for the Police Station Project. He stated this change order includes revising sinks, hauling in topsoil for the site, revising glass shelving in the lobby display case and installing LVT flooring in one of the front interview rooms. He stated with this being the last change order, the remaining balance of the \$350,000 of the owner's allowance that was included in the project will be a credited back in the amount of \$100,962.33.

After further discussion, motion was made by Councilwoman Parson, seconded by Councilman Smith and carried to move this item to the voting session to be held February 20, 2023.

**Basketball goals
Black River
Coliseum**

The City Council considered a request to use American Rescue Plan Act funds for the purchase of six basketball goals for the Black River Coliseum.

City Manager Matt Winters addressed the Council and stated the first basketball floor is expected around the middle of March. He stated six new basketball goals are needed for the new floors. Mr. Winters stated he is requesting the use of ARPA funds to purchase these goals at a cost of \$89,500. He stated due to lead times, he is asking for this item to be workshopped and voted on tonight.

Parks and Recreation Director Lanny Corcimiglia addressed the Council and stated the floors will be delivered the week of March 13th and will be stored until after the gymnastics meet on April 1st. He stated the company the floors were purchased from is in Missouri and the company will be training staff on correct procedures for installation and storage. Mr. Corcimiglia thanked the Council for their support to the Parks and Recreation Department.

After further discussion, motion was made by Councilwoman Parson, seconded by Councilwoman Fox and carried to move this item to the voting session to be held tonight.

**ACTION
REQUIRED
ITEMS**

**Change Order
No. 4 Industrial
Infrastructure
Project No.**

The City Council took action on an ordinance approving Change Order No. 4 relative to the Industrial Park Infrastructure Project No. 2020-ED-01. Motion was made by Councilwoman Parson and seconded by Councilwoman Fox that Bill No. 8446, **AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NUMBER 4 RELATING TO THE POPLAR BLUFF MANUFACTURING INFRASTRUCTURE PROJECT (PROJECT NO. 2020-ED-01) ALONG STATE HIGHWAY 142 IN POPLAR BLUFF**, be read for the first time by caption only. Said bill was then placed upon its first reading, was read by caption only and duly passed by

2020-ED-01

unanimous vote. Motion was made by Councilwoman Fox and seconded by Mayor Pro Tem Shane Cornman that Bill No. 8446 be placed upon its second and final reading whereupon such bill was read by caption only and duly passed by unanimous vote. At this time Mayor Davis asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Parson and seconded by Councilwoman Fox that Bill No. 8446 be adopted. A roll call vote was as follows: Yes: Parson, Fox, Horton, Smith, Cornman, Davis; No: None; Absent: Taylor; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 03.

Vacate alleyway between Kinzer and Mengel's Subdivision

The City Council took action on an ordinance approving a request to vacate a 10' x 100' alleyway lying between Lots 7, 8, 11 and 12 of Kinzer and Mengel's Subdivision; the applicant is the United Gospel Rescue Mission, PO Box 924, Poplar Bluff, Missouri. Motion was made by Councilwoman Fox and seconded by Councilwoman Barbara Horton that Bill No. 8447, **AN ORDINANCE ABANDONING AN EXISTING RIGHT OF WAY IN THE KINZER AND MENGELS SUBDIVISION IN POPLAR BLUFF**, be read for the first time by caption only. Said bill was then placed upon its first reading, was read by caption only and duly passed by unanimous vote. Motion was made by Councilwoman Parson and seconded by Councilwoman Fox that Bill No. 8447 be placed upon its second and final reading whereupon such bill was read by caption only and duly passed by unanimous vote. At this time Mayor Davis asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Fox and seconded by Councilwoman Horton that Bill No. 8447 be adopted. A roll call vote was as follows: Yes: Fox, Horton, Smith, Parson, Cornman, Davis; No: None; Absent: Taylor; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 04.

Code of City Ordinances - Eating and Drinking Establishments Amendment

The City Council took action on an ordinance amending the City of Poplar Bluff Code of City Ordinances Section 605.210 relative to inspection requirements for eating and drinking establishments by the Butler County Health Department. Motion was made by Councilwoman Fox and seconded by Councilwoman Parson that Bill No. 8448, **AN ORDINANCE AMENDING THE CITY OF POPLAR BLUFF, MISSOURI CODE OF CITY ORDINANCES, SECTION 605.210 RELATING TO BUTLER COUNTY HEALTH DEPARTMENT INSPECTIONS FOR EATING AND DRINKING ESTABLISHMENTS IN THE CITY OF POPLAR BLUFF**, be read for the first time by caption only. Said bill was then placed upon its first reading, was read by caption only and duly passed by unanimous vote. Motion was made by Councilwoman Parson and seconded by Councilman Smith that Bill No. 8448 be placed upon its second and final reading whereupon such bill was read by caption only and duly passed by unanimous vote. At this time Mayor Davis asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Fox and seconded by Councilwoman Parson that Bill No. 8448 be adopted. A roll call vote was as follows: Yes: Horton, Smith, Parson, Fox, Cornman, Davis; No: None; Absent: Taylor; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 05.

Work Swap Agreement - Missouri Highways & Transportation Commission

The City Council took action on an ordinance authorizing the Mayor to enter into a Work Swap Agreement with the Missouri Highways and Transportation Commission. Motion was made by Councilwoman Parson and seconded by Councilwoman Horton that Bill No. 8449, **AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF POPLAR BLUFF TO ENTER INTO A "WORK SWAP AGREEMENT" BETWEEN THE CITY OF POPLAR BLUFF AND THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION**, be read for the first time by caption only. Said bill was then placed upon its first reading, was read by caption only and duly passed

by unanimous vote. Motion was made by Councilwoman Fox and seconded by Councilwoman Parson that Bill No. 8449 be placed upon its second and final reading whereupon such bill was read by caption only and duly passed by unanimous vote. At this time Mayor Davis asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Parson and seconded by Councilwoman Fox that Bill No. 8449 be adopted. A roll call vote was as follows: Yes: Smith, Parson, Fox, Horton, Cornman, Davis; No: None; Absent: Taylor; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 06.

**Basketball goals
Black River
Coliseum**

The City Council took action on an ordinance authorizing the purchase of six basketball goals for the Black River Coliseum with American Rescue Plan Act funds. Motion was made by Councilwoman Parson and seconded by Councilwoman Fox that Bill No. 8450, **AN ORDINANCE ACCEPTING A PROPOSAL FROM BULTE COMPANY OF SAINT LOUIS MISSOURI FOR THE PURCHASE OF BASKETBALL GOALS AND RELATED EQUIPMENT FOR THE BLACK RIVER COLLISEUM IN THE CITY OF POPLAR BLUFF**, be read for the first time by caption only. Said bill was then placed upon its first reading, was read by caption only and duly passed by unanimous vote. Motion was made by Councilwoman Fox and seconded by Councilwoman Horton that Bill No. 8450 be placed upon its second and final reading whereupon such bill was read by caption only and duly passed by unanimous vote. At this time Mayor Davis asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Parson and seconded by Councilman Smith that Bill No. 8450 be adopted. A roll call vote was as follows: Yes: Parson, Fox, Horton, Smith, Cornman, Davis; No: None; Absent: Taylor; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 07.

**2023 Butler
County Hazard
Mitigation Plan**

The City Council took action on a resolution adopting the 2023 Butler County Hazard Mitigation Plan. Motion was made by Councilwoman Fox and seconded by Councilwoman Parson that Resolution No. 2002, **A RESOLUTION OF THE CITY COUNCIL OF POPLAR BLUFF ADOPTING THE 2023 BUTLER COUNTY HAZARD MITIGATION PLAN AND AUTHORIZING THE MAYOR AND CITY OFFICIALS TO EXECUTE ALL DOCUMENTS RELATING THERETO**, be read by caption only. Said bill was then placed upon its reading and was read by caption only and duly passed by unanimous vote. At this time Mayor Davis asked if there was any discussion of this resolution. There being none, motion was made by Councilwoman Parson and seconded by Mayor Pro Tem Cornman that Resolution No. 2002 be adopted. A roll call vote was as follows: Yes: Fox, Horton, Smith, Parson, Cornman, Davis; No: None; Absent: Taylor; Abstained: None. There being a favorable vote the Mayor thereupon declared such resolution duly adopted and was thereupon duly numbered Resolution No. 2002 and was thereupon duly signed and approved by the Mayor and attested to by the City Clerk.

**Call for a Closed
Session**

Mayor Davis stated no closed session is needed tonight.

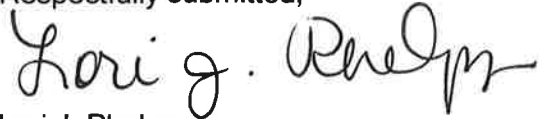
**City Manager's
Report**

City Manager Matt Winters addressed the Council and thanked the Street Department for their hard work during the winter weather this past week. He also thanked the Police Department, Fire Department and Municipal Utilities employees who were on duty during the ice storm. He stated everyone did a fantastic job and the City appreciates them.

There being no further business to come before this meeting of the City Council, motion was made by Councilwoman Fox, seconded by Councilwoman Parson and carried to adjourn this regular session of the City Council.

Mayor Davis declared the meeting adjourned at 7:37 p.m.

Respectfully submitted,



Lori J. Phelps
City Clerk

APPROVED BY THE CITY COUNCIL

OF THE CITY OF POPLAR BLUFF,

MISSOURI, THIS 20th DAY

OF March, 2023.