

**MINUTES  
OF A REGULAR MEETING  
OF THE CITY COUNCIL OF THE  
CITY OF POPLAR BLUFF, MISSOURI  
MONDAY, MAY 1, 2023**

The City Council of the City of Poplar Bluff, Missouri, convened in a regular meeting on Monday, May 1, 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 Shane Cornman at 7:00 p.m.

The invocation was given by Associate Pastor Adam Fears of the Fellowship General Baptist Church.

The Pledge of Allegiance was led by Mayor Shane Cornman.

A roll call was as follows: Present: Parson, Horton, Smith, Duckett, Massingham, Fox, and Cornman; Absent: None.

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.

No one from the audience appeared before the Council.

**SWEARING IN  
OF ELECTED  
COUNCILMAN**

At this time City Clerk Lori Phelps administered the Oath of Office to newly elected Councilman of the At Large Ward Robert Duckett.

**WORKSHOP  
ITEMS FOR  
DISCUSSION**

The City Council considered Requests for Proposals for Professional Grant Administrative Services for a Community Revitalization Grant Program relative to the demolition of the old City Hall building located at 101 Oak Street.

Grant  
Administrative  
Services  
Old City Hall  
Demolition

City Manager Matt Winters addressed the Council and stated recently the City was awarded a grant that would pay for 50% of the demolition costs of the former City Hall building. He stated the City solicited proposals for Grant Administrators and the Ozark Foothills Regional Planning Commission was the only firm to submit a proposal. He stated their proposed grant administration fees are \$12,000, half of which will be paid for by grant funds. Mr. Winters stated he recommends the acceptance of this proposal.

After further discussion, motion was made by Councilwoman Lisa Parson, seconded by Councilwoman Barbara Horton and carried to move this item to the voting session to be held May 15, 2023.

**Water Rate Increase**

The City Council considered a recommendation from the Municipal Utilities Advisory Board regarding a proposed water rate increase.

Municipal Utilities General Manager Bill Bach addressed the Council and stated in 2008 the citizens passed a bond issue to secure monies from the State Revolving Fund for the Water Treatment Improvement Projects. The revenue bond requires that the City ensures the rates will continually cover all expenses, cover debt ratio, minimum cash reserves and provide optimal operating income. Mr. Bach stated a cost of service and rate design study was completed and the proposed five-year rate track would bring them into compliance with the revenue bond requirements. He stated the one-year rate track for the average residential customer would see an increase of \$2.79 per month. Mr. Bach stated this was discussed at an earlier Municipal Utilities Advisory Board meeting and would recommend the rate increase be approved.

After further discussion, motion was made by Councilwoman Parson, seconded by Councilman Robert Duckett and carried to move this item to the voting session to be held May 15, 2023.

**Sewer Rate Increase**

The City Council considered a recommendation from the Municipal Utilities Advisory Board regarding a proposed sewer rate increase.

Municipal Utilities General Manager Bill Bach addressed the Council and stated in 2012 the citizens passed a bond issue to secure monies from the State Revolving Fund for the Wastewater Treatment Plant Improvement Projects. The revenue bond requires that the City ensures the rates will continually cover all expenses, cover debt ratio, minimum cash reserves and provide optimal operating income. Mr. Bach stated a cost of service and rate design study was completed and the proposed five-year rate track would bring them into compliance with the revenue bond requirements. He stated the one-year rate track for the average residential customer would see an increase of \$1.36 per month. Mr. Bach stated this was discussed at an earlier Municipal Utilities Advisory Board meeting and would recommend the rate increase be approved.

Councilman Robert Smith stated the increases were large and questioned how the rates were determined.

Mr. Bach stated the City is well below the State average for wastewater treatment. He stated over five years the increase will be \$7.57. Mr. Bach stated it has been approximately ten years since the last increase.

After further discussion, motion was made by Mayor Pro Tem Jerrica Fox, seconded by Councilwoman Parson and carried to move this item to the voting session to be held May 15, 2023.

**Roof Restoration Fire Station No. 3**

The City Council considered bids received for a roof restoration project at Fire Station No. 3.

Fire Chief Mike Moffitt addressed the Council and stated Station No. 3 was built in 1972 and has only received minor repairs. He stated a restoration is badly needed. He stated in January the City solicited for bids in which four bids were received, three within budget. He stated references and a performance bond were requested from all firms. He stated Summitt Commercial Roofing was the only company to provide all the requested information. Mr. Moffitt stated Summitt was not the lowest bid at \$14,370, but still within the budgeted amount of \$17,500, adding also they are a local company. He stated this includes a ten-year warranty. Mr. Moffitt recommends the acceptance of the Summitt Commercial Roofing bid.

After further discussion, motion was made by Councilman Mark Massingham, seconded by Councilwoman Horton and carried to move this item to the voting session to be held May 15, 2023.

**Change Order  
No. 5 Project No.  
2020-ED-01**

The City Council considered Change Order No. 5 relative to the Industrial Park Infrastructure Project No. 2020-ED-01.

City Manager Matt Winters addressed the Council and stated this Change Order is for the True Manufacturing Project. He stated the change is to extend the contract time from March 31, 2023 to May 31, 2023. He stated the change is needed for the contractor to complete a few punch list items that have not been possible due to weather delays. Mr. Winters stated a final walk through is scheduled for later this month.

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 May 15, 2023.

**Police  
Department  
Destruction of  
Antiquated  
Records**

The City Council considered a request from the Poplar Bluff Police Department for the destruction of antiquated records.

City Manager Matt Winters addressed the Council and stated the Police Department is requesting to destroy some various antiquated records that qualify for destruction that are dated 2017 and prior.

After further discussion, motion was made by Councilwoman Parson, seconded by Mayor Pro Tem Fox and carried to move this item to the voting session to be held May 15, 2023.

**Application  
Delta Regional  
Authority**

The City Council considered a resolution authorizing the Mayor to submit a grant application to the Delta Regional Authority to apply for funding to update the City's Comprehensive Plan.

Regional Planning Commission Disaster Recovery Coordinator Brian Rosener addressed the Council and stated the Delta Regional Authority has a grant opportunity available for an updated comprehensive plan. He stated the City's last comprehensive plan was adopted in 2008.

City Manager Matt Winters addressed the Council and stated this would be fully funded with grant funds and would be a great opportunity for the City to update the comprehensive plan without the use of local funds.

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

**ACTION  
REQUIRED  
ITEMS**

**Change Order  
No. 1 Project No.  
18-DP-MIT-19**

The City Council took action on an ordinance approving Change Order No. 1 relative to the Community Development Block Grant Stormwater Drainage Improvements Project No. 18-DP-MIT-19. Motion was made by Councilwoman Parson and seconded by Councilwoman Horton that Bill No. 8465, **AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE CHANGE ORDER NUMBER 1 RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT STORMWATER DRAINAGE IMPROVEMENTS PROJECT NUMBER 18-DP-MIT19 FOR 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 Mayor Pro Tem Fox and seconded by Councilman Smith that Bill No. 8465 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 Cornman asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Parson and seconded by Mayor Pro Tem Fox that Bill No. 8465 be adopted. A roll call vote was as follows: Yes: Parson, Horton, Smith, Duckett, Massingham, Fox, Cornman; No: None; Absent: None; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 22.

**Planning  
Consultants  
Airport Projects**

The City Council took action on an ordinance selecting a Planning Consultant for future projects at the Poplar Bluff Regional Business Airport. Motion was made by Councilman Massingham and seconded by Councilwoman Parson that Bill No. 8466, **AN ORDINANCE SELECTING THE OLSSON COMPANY AS THE PLANNING CONSULTANT FOR FUTURE PROJECTS AT THE POPLAR BLUFF REGIONAL BUSINESS AIRPORT AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR SAID SERVICES**, 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 Mayor Pro Tem Fox that Bill No. 8466 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 Cornman asked if there was any discussion of this bill. There being no discussion, motion was made by Mayor Pro Tem Fox and seconded by Councilwoman Horton that Bill No. 8466 be adopted. A roll call vote was as follows: Yes: Horton, Smith, Duckett, Massingham, Parson, Fox, Cornman; No: None; Absent: None; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 23.

**Engineering  
Consultants  
Airport Projects**

The City Council took action on an ordinance selecting an Engineering Consultant for future projects at the Poplar Bluff Regional Business Airport. Motion was made by Councilwoman Parson and seconded by Councilman Smith that Bill No. 8467, **AN ORDINANCE SELECTING THE OLSSON COMPANY AS THE ENGINEERING CONSULTANT FOR FUTURE PROJECTS AT THE POPLAR BLUFF REGIONAL BUSINESS AIRPORT AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR SAID SERVICES**, 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 Councilman Massingham and seconded by Councilwoman Parson that Bill No. 8467 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 Cornman asked if there was any discussion of this bill. There being no discussion, motion was made by Councilwoman Parson and seconded by Mayor Pro Tem Fox that Bill No. 8467 be adopted. A roll call vote was as follows: Yes: Smith, Duckett, Massingham, Parson, Horton, Fox, Cornman; No: None; Absent: None; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 24.

**Tables and  
Benches BRC  
Aquatic and  
Fitness Center**

The City Council took action on an ordinance accepting a bid for the purchase of recycled plastic tables and benches for the Black River Coliseum Aquatic and Fitness Center. Motion was made by Councilman Massingham and seconded by Councilman Smith that Bill No. 8468, **AN ORDINANCE ACCEPTING A BID FROM COMMERCIAL CONCEPTS AND FURNISHINGS COMPANY OF INDEPENDENCE, MISSOURI FOR RECYCLED PLASTIC TABLES AND BENCHES IN THE BLACK RIVER COLISEUM AQUATICS AND FITNESS CENTER 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 Mayor Pro Tem Fox and seconded

by Councilwoman Horton that Bill No. 8468 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 Cornman 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. 8468 be adopted. A roll call vote was as follows: Yes: Duckett, Massingham, Parson, Horton, Smith, Fox, Cornman; No: None; Absent: None; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 25.

**Engineering  
Services  
MoDNR/ARPA  
Stormwater  
Improvement  
Project**

The City Council took action on an ordinance selecting an engineering firm for a Missouri Department of Natural Resources/American Rescue Plan Act Grant relative to a Stormwater Improvement Project. Motion was made by Councilman Massingham and seconded by Councilman Duckett that Bill No. 8469, **AN ORDINANCE SELECTING HEARTLAND ENGINEERING SERVICES OF POPLAR BLUFF, MISSOURI FOR ENGINEERING SERVICES RELATIVE TO A MISSOURI DEPARTMENT OF NATURAL RESOURCES ARPA STORMWATER IMPROVEMENT PROJECT 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 Mayor Pro Tem Fox that Bill No. 8469 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 Cornman asked if there was any discussion of this bill. There being no discussion, motion was made by Mayor Pro Tem Fox and seconded by Councilman Massingham that Bill No. 8469 be adopted. A roll call vote was as follows: Yes: Massingham, Parson, Horton, Smith, Duckett, Fox, Cornman; No: None; Absent: None; Abstained: None. There being a favorable vote the Mayor thereupon declared such ordinance adopted and the bill was thereupon duly numbered Ordinance No. 23 - 26.

**Application  
Delta Regional  
Authority**

The City Council took action on a resolution authorizing the Mayor to submit a grant application to the Delta Regional Authority to apply for funding. Motion was made by Mayor Pro Tem Fox and seconded by Councilwoman Horton that Resolution No. 2007, **A RESOLUTION OF THE CITY COUNCIL OF POPLAR BLUFF AUTHORIZING THE CITY TO SUBMIT A GRANT APPLICATION TO THE DELTA REGIONAL AUTHORITY FOR A GRANT TO UPDATE THE CITY'S COMPREHENSIVE 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 Cornman asked if there was any discussion of this resolution. There being none, motion was made by Councilwoman Parson and seconded by Councilman Massingham that Resolution No. 2007 be adopted. A roll call vote was as follows: Yes: Parson, Horton, Smith, Duckett, Massingham, Parson, Fox, Cornman; No: None; Absent: None; Abstained: None. There being a favorable vote the Mayor thereupon declared such resolution duly adopted and was thereupon duly numbered Resolution No. 2007 and was thereupon duly signed and approved by the Mayor and attested to by the City Clerk.

**City Manager's  
Report**

City Manager Matt Winters addressed the Council and stated the City was awarded a grant in the amount of \$19,978.25 for the Police Department to purchase radios. He stated this is a 50/50 grant and the City would be matching the same amount with local funds. Mr. Winters stated the Street Department paving project is moving along well. He stated they have four inches of base coat asphalt laid down everywhere and will be going back with a two-inch overlay. He stated this should be completed within the next couple of weeks. Mr. Winters stated the Fire Department rescued a stranded jet skier this weekend in Black River. He stated they were able to use the new boat purchased last year and the new boat ramp built in Clinton Park. Mr. Winters stated

the Parks & Recreation Department had a large soccer tournament this past weekend at Whiteley Park. He stated it was a great weekend despite the wet, cold, and rainy days. Mr. Winters stated the indoor pool at the Black River Coliseum will be closed starting May 15<sup>th</sup> for roof repairs. He stated the City is accepting board applications until May 4<sup>th</sup> for all City boards. He stated the applications will be presented to the City Council at the first June Council meeting.

There being no further business to come before this meeting of the City Council, motion was made by Councilman Smith, seconded by Mayor Pro Tem Fox and carried to adjourn this regular session of the City Council.

Mayor Cornman declared the meeting adjourned at 7:30 p.m.

Respectfully submitted,



Lori J. Phelps  
City Clerk

**APPROVED BY THE CITY COUNCIL**

**OF THE CITY OF POPLAR BLUFF,**

**MISSOURI, THIS 19<sup>th</sup> DAY**

**OF June, 2023.**