

**CITY OF CARUTHERSVILLE
December 19, 2016**

Be it remembered the Council of the City of Caruthersville met in regular session Monday, December 19, 2016 at 5:00 p.m. in the Council room of the Municipal Building at which time and place the following were present:

Mike McGraw	Mayor
Takella Motton	City Clerk
Lawrence Dorroh	City Counselor
Tony Jones	Sergeant at Arms
Hood (Absent)	Councilperson
Merideth	Councilperson
Harmon	Councilperson
Rodgers	Councilperson
Duckworth	Councilperson
Bullington	Councilperson
Cartee	Councilperson
Cheek	Councilperson

The number of members necessary to consider a quorum being present, the Mayor called the meeting to order and announced the meeting was in session for the transaction of business.

The first order of business was the approval of the December 5, 2016 minutes. Councilperson Rodgers motion to table for a correction, second by Councilperson Merideth which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Councilperson Cheek motion to approve the reports and bills, second by Councilperson Merideth which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

The next order of business was presentation of the June 30, 2016 audit. Vonda Davis with Smith & Davis CPA's reported that the City's cash position increased with the utility funds being down. The General fund revenues and expenses were over budget. The Special funds revenue was under budget and so were the expenses. The utility fund revenues were over budget, and expenses under budget. All the above fund balances were favorable for the City. This year the single audit was not conducted, just a general audit, because the amount of federal funds weren't binding for a single audit.

There were repeat findings in the audit of bank accounts that still exist that has the City federal identification number but not reflected on the books. There was separation of duties findings still occurring, because of the City's limited resources. It was suggested to do budget comparisons for checks and balances, review and ask questions. Areas of improvement are coding errors, in which budget comparisons should be done in such cases. There were several reports in the Water department that were late, and invoices that were paid late in which interest and penalties occurred. The Police department had voided tickets that hadn't been turned into the court. There should be some type of reconciliation of voided tickets and issued tickets. There was a grant that hadn't been requested for reimbursement from the last audit, which was in the same state for this audit. The project was completed October of 2014 for playground equipment, but has been recently sent in; an onsite inspection has to take place in order to receive it. It was suggested to try and keep all income and expenses separated for the different grants in the future. It makes it easier to check to see if everything is in compliance. The Water department and Municipal Court documentation is much better than it has been in the past.

Mayor's report; there was a recommendation to approve appointments of Sonja Fuller as Code Enforcer, and David McClendon as Building Inspector. Both would be part time, 25 hours a week at \$15.13 an hour, and would be working together. The cost savings for two part time employees minus benefits and a minimum of 10 hours of overtime would be \$3,000 to \$15,000. The applicants were selected among the applications submitted for the position, and chosen based on work experience. Councilperson Merideth suggested discussing the applicants qualifications in closed session, and the rest of the Council concurred. Buffington continues to work on the HVAC at the recreation center. The library doesn't have heat in the auditorium and Mayor McGraw inquired of Ryan Buffington the possibility of a change order with the HVAC of the recreation center, which would be an emergency procurement. There was discussion of providing local business with the opportunity with the HVAC contract, and making them aware of the prevailing wage. There's a proposed rate increase for residential utilities with Ameren at the rate of approximately \$8.27 monthly. There will be a hearing January 17, 2017 in Charleston, MO at Charleston High School. Mayor McGraw encourages residents to write letters in disagreement with the rate increases. The East 10th St. sewer hookups have all been done, and the yards that were in disarray will not be able to be addressed until there's warmer weather.

Mayor McGraw along with Nick Cartee and Jeff Montgomery will be meeting with Mr. Jim Rosen, a realtor handling the Wal-Mart property. The meeting is occurring Wednesday, December 21, 2016. Mr. Rosen is aware of the tenant seeking economic incentives from the City in acquiring the Wal-Mart property. A letter has been drafted outlining what the City can offer by way of incentives that will go out to the potential tenant. The committee for funding opportunities for business incubator met and will be submitting a report the second meeting of January.

The Mayor recommended the City employees to be off with pay Friday, December 23, 2016, in observance of Christmas Eve, along with the scheduled holiday of Monday, December 26, 2016 in observance of Christmas Day. The recommendation died for lack of a motion. The Mayor also pointed out that the January meetings fall on holidays and recommended the meetings to be on January 3, 2017 and January 17, 2017. Councilperson Cartee motion to approve the changes, second by Councilperson Harmon, which resulted in the following vote:

Merideth

Yes

Harmon

Yes

Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Mayor McGraw requested that A2H resubmit a proposal for the roofing of the one story portion of the Cupples building, and it has been forwarded to Counselor Dorroh for review. The Mayor also talked with Logan Meeks, and he will be giving an estimate of what it would cost to remove the back section of the building.

Fire report; there were 5 fire calls between December 7, 2016 and December 19, 2016 as follows: 12/7/16, Mutual aid to Kennett at Lacks Auto Salvage; 12/9/16, Structure fire at Christian Living Center apartments there was moderate damage with one loss of life due to the fire; 12/13/16, Smoke scare on East 10th St.; 12/14/16, Fire alarm sounding at Caruthersville Middle School; 12/15/16, Smoke scare due to an electrical outlet on Westwood. The Police and Fire committee met and the budgeted items out of Sales Tax were cut in half, concentrating primarily on safety issues. Councilperson Cartee requested to purchase bunker gear for \$4,500 from Nafeco. Councilperson Bullington motion for approval, second by Councilperson Duckworth, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Councilperson Bullington motion to purchase spare hoses for \$1,450 from Schumacher, second by Councilperson Harmon, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Councilperson Duckworth motion to purchase a light bar for \$3000 to replace the old outdated part, second by Councilperson Cartee, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Councilperson Bullington motion to purchase an extrication unit for \$20,000 from Schumacher, second by Councilperson Harmon, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes

Cheek Yes

Chief Tony Jones introduced Rodney Jackson the new patrolman for the City. Chief Jones requested for the funds from restitution for the criminal investigation of 2011 to be deposited into the police fund instead of the miscellaneous fund that it's currently being deposited into. He's requesting that the funds be controlled by the Mayor and the Council, to avoid what happened in the past. The Criminal Investigation Fund was closed and it needs to be opened back up with the funds being captured to where it was designed to be pooled from for investigations, surveillance equipment, drug buys. Councilperson Bullington motion to set up a Criminal Investigation Fund, and deposit restitution funds already collected along with any future restitution funds. Councilperson Cartee second the motion, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Water report; Paul Shaw reported that the hydrant at 8th and Cotton was replaced, the meter was replaced at First Christian Church, and the hydrant at the sheriff's department was replaced. Councilperson Harmon stated that the oxidation ditch will be probed and the results of the findings will go to John Chittenden and he will make an assessment of the findings as to what actions need to be taken. Paul also stated that one of the motors had come in for installation on Ward; the second one should be in any day now.

Park & Recreation; Keith Davis reported that the kickball games will start tonight, basketball signups will go on until the middle of January. They are also looking a starting up and adult basketball league for 21 and over. Keith made mention of the audit report stating accounts tied to City needing closing, and the Pee Wee Football account is one of them. The account is a dormant account with a balance of \$625.63 which needs closing. Doug McDowell recommended for it to be credited to the Sports League. Councilperson Cartee suggested that a letter be drafted authorizing Keith Davis to close the Pee Wee account. Councilperson Bullington motion for the account to be closed, second by Councilperson Rodgers, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Library report; Betty Holland will be leaving, and a reception will be held Wednesday, December 21, 2016 at the library. The final reading for Christmas story time will be Tuesday, December 20, 2016, with Lisa Bowlby, singing and dancing as Mrs. Claus.

Business from the floor; Councilperson Bullington voiced reviewing the personnel manual by updating, and being consistent. Counselor Dorroh stated that the personnel manual needed considerable improvement.

Mayor Pro Temp Harmon introduced an ordinance adopting benefit changes under Missouri Local Government Employee Retirement System. Counselor Dorroh stated that the bill was the same bill passed late October for an effective date of November 1, 2016. The law stipulates that it has to be received within 10 days of its election by Lagers, which was not met. Councilperson Duckworth motion for the reading of the following ordinance, second by Councilperson Merideth, and the same was read for the first time, to wit:

BILL NO. 2016-10

ORDINANCE NO. 2016-10

AN ORDINANCE ADOPTING BENEFIT CHANGES UNDER THE MISSOURI LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM

Councilperson Harmon motion for the second reading by title, second by Councilperson Merideth, which resulted in the following vote to wit:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Councilperson Harmon made motion to pass bill No. 2016-10 to be known as Ordinance No. 2016-10, second by Councilperson Cartee, which resulted in the following vote on said question to wit:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Councilperson Harmon motion to go into closed session for the purpose of hiring, firing, disciplining or promoting of particular employees. Councilperson Duckworth second the motion, which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

Upon returning from closed session, Councilperson Cartee recommended that the Code Enforcement position to be advertised and open until the position is filled with the stipulation of the ability to issue citations, but not required.

Councilperson Harmon motion to accept Hill Electric bid for \$19,341 for the HVAC system under emergency procurement for the library, second by Councilperson Merideth which resulted in the following vote:

Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes	Cartee	Yes
Cheek	Yes		

With no further business to come before he Council, Councilperson Harmon motion to adjourn, second by Councilperson Merideth, with all in favor.

ATTEST:

Mayor

City Clerk

DRAFT