

REGULAR CITY COUNCIL SESSION

MALDEN CITY COUNCIL
MONDAY, JUNE 26, 2023 — 6:00 P.M.
CITY HALL—201 SOUTH MADISON

Mayor Denton Kooyman called the meeting to order at 6:15 p.m. with James Hamlett with Sunnyvale General Baptist Church conducting the opening prayer.

<u>ROLL CALL:</u>	<u>PRESENT</u>	<u>ABSENT</u>
Council Member Wilkerson	X	
Council Member Jenkins (President Pro Tem)	X	
Council Member Lefler		X
Council Member House	X	
Council Member Joyce	X	
Council Member Jones	X	
Council Member Beckett		X
Council Member Coleman		X
Members Present		<u>5</u>

Others Attending: City Clerk Mandy Lewis, Airport Office Manager Patty Smith, DED/Airport Director David Blalock, Public Safety Department Director/Chief of Police Jeff Mitchell, Finance Officer Angela Earnheart, City Attorney Jonce Chidister and City Administrator Ivone Smith.

15 MINUTE OPEN FORUM

None.

APPROVAL OF THE MINUTES

MOTION: By Council Member Jones to approve the Regular Session Minutes of May 22, 2023.

SECOND: By Council Member House.

Motion Passed 5/0

TREASURERS REPORT

a. Financial Report

City Treasurer Earnheart reported for the 11th Month of the Fiscal Year May 2023, the General Fund had \$875,113.30, COVID Federal Funding has \$547,934.66, Cemetery Fund has \$163,785.25, Park Fund \$48,930.49, Frisco Park Splashpad Fund has \$40,625.06, Street Capital Projects Fund \$339,465.95, Solid Waste Management Fund \$5,677.10, Capital Improvement Fund has \$225,218.74. Total cash and cash equivalents \$2,696,890.75 and long-term loan obligations is \$2,541,087.46.

ORDINANCE(S)

a. Ordinance No. 3275 (2023 Adopting Ordinance E-Code)

MOTION: By Council Member Jenkins to approve the 1ST reading of **ORDINANCE NO. 3275** – An Ordinance adopting and enacting a new code of ordinances of the City of Malden, County of Dunklin, State of Missouri; establishing the same; providing for the repeal of certain ordinance not included therein, except as herein expressly provided; proving for the manner of amending such code of ordinances; providing penalty for the violation thereof; and providing when this ordinance shall be effective.

SECOND: By Council Member Wilkerson.

POLL VOTE ----- MOTION PASSED**5 - YES****0 - NO**

Council Member Joyce	YES	Council Member Jones	YES
Council Member House	YES	Council Member Coleman	ABSENT
Council Member Wilkerson	YES	Council Member Beckett	ABSENT
Council Member Lefler	ABSENT	Council Member Jenkins	YES

DISCUSSION: City Administrator explains to the Council Ordinance No. 3275 is a yearly update of the City's eCode for the Ordinances passed in the previous year.

MOTION: By Council Member House to approve the 2ND reading of **ORDINANCE NO. 3275** – An Ordinance adopting and enacting a new code of ordinances of the City of Malden, County of Dunklin, State of Missouri; establishing the same; providing for the repeal of certain ordinance not included therein, except as herein expressly provided; proving for the manner of amending such code of ordinances; providing penalty for the violation thereof; and providing when this ordinance shall be effective.

SECOND: By Council Member Wilkerson.

POLL VOTE ----- MOTION PASSED**5 - YES****0 - NO**

Council Member Joyce	YES	Council Member Jones	YES
Council Member House	YES	Council Member Coleman	ABSENT
Council Member Wilkerson	YES	Council Member Beckett	ABSENT
Council Member Lefler	ABSENT	Council Member Jenkins	YES

b. Ordinance No. 3276 (One-Way Street with Stop Sign)

MOTION: By Council Member Jenkins to approve the 1ST reading of **ORDINANCE NO. 3276** – An ordinance of the City of Malden, Missouri adopting traffic controls on Francis Street between North Douglas Street and Stokes Boulevard, restricting parking on certain City rights-of-way on Stokes Boulevard, repealing all conflicting ordinances, and providing for an effective date.

SECOND: By Council Member House.

POLL VOTE ----- MOTION PASSED**5 - YES****0 - NO**

Council Member Joyce	YES	Council Member Jones	YES
Council Member House	YES	Council Member Coleman	ABSENT
Council Member Wilkerson	YES	Council Member Beckett	ABSENT
Council Member Lefler	ABSENT	Council Member Jenkins	YES

DISCUSSION: Mayor Kooyman informs the Council, the area discussed in Ordinance No. 3276 is the section of Francis Street that will access the Splashpad. City Administrator Smith states there are two houses that are located on the section of Francis Street that will be impacted. The street will now become One-Way from N. Douglas St. to Stokes Blvd. A stop sign will also be installed at the intersection of Francis St. and Stokes Blvd. She states Mayor Kooyman, Director Mitchell, Public Works Krepps and she inspected the area and feel this is the best and most safe traffic control option.

MOTION: By Council Member Jenkins to approve the 2ND reading of **ORDINANCE NO. 3276** – An ordinance of the City of Malden, Missouri adopting traffic controls on Francis Street between North Douglas Street and Stokes Boulevard, restricting parking on certain City rights-of-way on Stokes Boulevard, repealing all conflicting ordinances, and providing for an effective date.

SECOND: By Council Member Joyce.

POLL VOTE ----- MOTION PASSED

5 - YES

0 - NO

Council Member Joyce	YES	Council Member Jones	YES
Council Member House	YES	Council Member Coleman	ABSENT
Council Member Wilkerson	YES	Council Member Beckett	ABSENT
Council Member Lefler	ABSENT	Council Member Jenkins	YES

RESOLUTION(S):

Resolution No. 3278 (Sale of Property to Kenneth Heuy): Resolution authorizing the request for release of certain surplus property land from the restrictions and reservations through the Federal Aviation Administration and the execution of related paperwork.

DED/Airport Director Blalock explains Mr. Heuy is the owner of Telephone Switching who rents a building on the Air Base. He would like to purchase land to build an office for his business.

MOTION: By Council Member Joyce to approve Resolution No. 3278 and authorize Mayor Kooyman to execute document(s) in connection to the sale of property.

SECOND: By Council Member House.

Motion Passed 5/0.

HUMAN RESOURCE COMMITTEE RECOMMENDATIONS

a. Approval of Amendments to Personnel Policies & Procedures

City Administrator Smith states the HR Committee met to discuss amendments to the Personnel Policies & Procedures Manual. These amendments included:

- Subject: Travel Expenses While on City Business – an amendment to the milage rate from Federal to the State of Missouri due to the per diem already being at the State of Missouri rate and lodging being booked through the City instead of by the employee.
- Subject: Holidays – an amendment to the “Additional Personal Leave Days” changing from three personal days to 24 personal hours.
- Subject: Pay Plan Administration – an amendment to the “Achievement of Maximum Pay” section inserting an exception for the Water/Wastewater Operator Certification Training and the addition of a Water/Wastewater Operator Certification Training program. She states the program has been in practice for many years but has never been put in policy form.

b. Approval of Job Descriptions

City Administrator Smith states several Job Descriptions were reviewed by the Human Resource Committee. The Part-Time Street Operator, Part-Time Water/Wastewater Distribution Operator, Part-Time Water/Wastewater Construction Operator and Power Plant Operator/GIS Mapper/IT Tech are new positions being created. Community Center Custodian/Maintenance and Airport Office Manager are updating current positions with more accurate titles.

c. Approval of 2023-2024 Job Classification

City Administrator Smith states the 2023-2024 Job Classification includes the addition of a Job Classification for the

proposed Job Descriptions, along with changes to Base Pay and Max Pay for hourly employees. She states the increase in the Base and Max Pay is due to the rise in minimum wage taking place. It is her recommendation for the City Council to approve the Amendments to the Personnel Policies and Procedures, Job Descriptions and the 2023-2024 Job Classification as presented.

MOTION: By Council Member Jenkins to approve the Amendments to the Personnel Policies & Procedures, Job Descriptions and 2023-2024 Job Classification as presented.

SECOND: By Council Member Jones.

Second & Motion Resented

Public Safety Department Director/Chief of Police Mitchell states his department does not work on 8-hour shifts like employees in other departments within the City. Officers work a 12-hour shift and dispatchers work an 11-hour shift. Because of the difference in shifts, he feels the personal hours need to be different for Department of Public Safety employees. Council Member Joyce states the discussion was due to the employees all working the same number of hours yearly. Council Member House states he does not feel the policy needs to be changed and it should be personal days, no matter if the shift is 8-hours or 12-hours. After additional discussion, it was decided the subject of Personal Time would be sent back to the Human Resource Committee for further discussion.

MOTION: By Council Member Jenkins to approve the Amendments to the Personnel Policies & Procedures excluding the Subject: Holidays - Personal Time, approve the proposed Job Descriptions and approve the proposed 2023-2024 Job Classification.

SECOND: By Council Member Jones.

Motion Passed 5/0

EDMUNDS GOVTECH CITY SOFTWARE (BUDGET COMMITTEE RECOMMENDATION)

a. Approval of Contract and Funding

City Administrator Smith states she, City Treasurer Earnheart, City Clerk/City Collector Lewis, DED/Airport Industrial Park Director Blalock, Airport Office Manager Smith and Supervisor of Customer Service & Collections Merritt have been meeting with representatives from Edmunds GovTech regarding the protentional of a new software for the City, Board of Public Works and Airport. She states the city is currently using QuickBooks 2015 which is no longer supported. The Board of Public Works uses GWorks which causes issues on a regular basis. The Collector's Office uses RAK, a one-man company out of Pennsylvania. The Airport currently uses PeachTree. After a demonstration for all the separate departments within the City it was determined this software would be beneficial for the entire city. City Administrator states the major cost associated with the program is due to utilities. Therefore, BPW will pay 50% of the implementation and annual costs. The City will pay 35% and the Airport will pay 15% for implementation and annual costs. Mayor Kooyman states he spoke to Council Member Coleman who is opposed to the purchase of new software. Mayor Kooyman further states, Council Member Coleman feels since the Board of Public Works Board requested new software, BPW should be the ones to pay for the upgrade. Mayor Kooyman states other departments receive new equipment to better do their jobs, however, City Hall is still using Quickbooks 2015. The new software would allow not only City Hall but BPW and the Airport to perform their jobs more efficiently. Council Member House asks what the initial cost would be. City Administrator states the initial costs is \$83,350. She further states the Board of Public Works will pay 50%, City will pay 35% and the Airport will pay 15%. She states the funds can come from the Capital Improvement Tax which sets at approximately \$225,000. The reserve it due to grants received for equipment.

MOTION: By Council Member Jones to authorize Mayor Kooyman to execute contract on behalf of the City of Malden with Edmunds GovTech and the funds to purchase software be paid by the Capital Improvement Tax Fund.

SECOND: By Council Member Jenkins.

Motion Passed 5/0

b. Resolution No. 3279 (Change from Accrual to Cash) A Resolution of the City of Malden adopting cash basis as the method of accounting for the city.

City Administrator Smith states, the auditor's office has suggested for several years the city move from an accrual basis to a cash basis method of accounting. With the implementation of new software, this is an ideal time to make the suggested switch.

MOTION: By Council Member Jones to approve Resolution No. 3279 and move the city to a cash bases for the method of accounting.

SECOND: By Council Member Jenkins.

Motion Passed 5/0

BUDGET & FINANCE COMMITTEE RECOMMENDATIONS

- a. Approval of Amended Budget for Fiscal Year 2022/2023
- b. Approval of Budget for Fiscal Year 2023/2024

City Administrator Smith states two Budget & Finance Committee Meetings were held prior to the June Council Meeting. The only major discussions were: 1. the purchase of the Edmunds GovTech software and it being paid out of the Capital Improvement Fund; and 2. The Veteran's Memorial Wall. Council Member House has gathered over \$5,000 in donations for the memorial wall. It is his request any additional funds needed to complete the project would come from the City. It is her recommendation the Council approve any additional funds needed.

MOTION: By Council Member Jenkins to approve the Amended Budget for Fiscal Year 2022/2023 and the Budget for Fiscal Year 2023/2024 as presented.

SECOND: By Council Member Wilkerson.

Motion Passed 5/0

DEBT FORGIVENESS DISCUSSION

Mayor Kooyman states the Debt Forgiveness Discussion will be sent to the Building Code Committee at their next meeting. This matter is postponed until a recommendation from the committee is made.

MOTOR VEHICLE REGISTRATION LICENSES (CITY STICKERS) DISCUSSION

Mayor Kooyman states he would like to see an end to the yearly city stickers. City Administrator states after expenses the revenue from city stickers is approximately \$5,000 per year.

MOTION: By Council Member Jenkins to authorize City Attorney Chidister to prepare an ordinance removing the requirement of motor vehicles registration licenses.

SECOND: By Council Member Wilkerson.

Motion Passed 5/0

WALKING TRAIL REGULATIONS DISCUSSION

City Administrator Smith states she visited Dexter's walking trail and noticed a sign restricting motorized vehicles from the trail. She states this may be something the Council wants to discuss; however, this restriction would have to be in the form of an ordinance. After additional discussion, a motion was entertained.

MOTION: By Council Member Jenkins to authorize City Attorney Chidister to draft an ordinance restricting the use of motorized vehicles, bicycles, roller skates, roller blades, scooters, etc. from the walking trail.

SECOND: By Council Member House.

Motion Passed 5/0

CITY ADMINISTRATOR'S REPORT

City Administrator Smith updates the Council regarding the Splash Pad/Walking Trail project. She states the Parking Lot and Walking Trail have been laid and it has been suggested by the contractor to keep the area closed for 30 days to allow the asphalt to cure. Striping of the parking lot will begin after the curing process. She is continuing to speak with the Department of Natural Resources regarding the Buy America/Build America requirements. Due to this set back, she states the Splash Pad will not be operational this summer.

She states the increase in the Republic Services billing due to the high cost of diesel will be removed from bills in June.

City Administrator Smith states the Notice to Proceed on the Community Center has been received. The Architects will be

submitting a timeline in order to move forward with the remodel. Council Member Jenkins asks how much longer the Community Center will be rented. City Administrator Smith states possibly the end of August but the date will depend on contractors' ability to start work. She will continue to give updates as the process moves forward.

COUNCIL LIAISON REPORTS

Council Member Beckett – Absent.

Council Member Coleman – Absent.

Council Member Joyce – Requests a street sign be placed on Downing Street by the Statute of Liberty. States the lack of respect for traffic laws is becoming an issue. He states he sees police officers but there are so many that still run stop signs and speed up and down roads. Specifically, he asks about cars entering town from J Hwy. Director Mitchell states he will investigate alternative means to get drivers to slow down.

Council Member Jones – None.

Council Member Lefler – Absent.

Council Member House – Thanks the Council, Mayor and City Administrator for their support with the Veteran’s Memorial Wall donations.

Council Member Jenkins – Would like to see the Fireworks Ordinance on Facebook. City Administrator Smith states the Ordinance went out with the June utility bills and will be uploaded to Facebook and the City’s website.

Council Member Wilkerson – Inquires about four-wheelers being ridden in the City as well as cars doing donuts on Kimball Street. Director Mitchell states an ATV/UTV/Golfcart can be driven on city streets, however, it must be a licensed driver and there is a speed limit. He informs if you see someone driving recklessly to contact the Department of Public Safety.

MAYOR REPORT

Mayor Kooyman informs the July Council Meeting will be on July 17, 2023 at 6 pm at City Hall. The Building Code Committee Meeting will be held on June 28, 2023 at 10:30 a.m. Planning & Zoning Board Meeting will not take place this month as there are no topics to be discussed. Park Board Meeting is scheduled for July 19, 2023 at 5:30 p.m. at City Hall. The Board of Public Works Board Meeting is scheduled for June 27, 2023 at 5:00 p.m. at the BPW Conference Room.

Mayor Kooyman states the Fireworks Show is scheduled for July 4th around 9 pm. Parking area and specifics will be released closer to date. He thanks the Department of Public Safety and City employees for helping with recent accidents and fires. He states even employees that are not volunteer fire are helping clear scenes and it is very appreciated. Mayor Kooyman states there will be an Employee Appreciation Lunch on June 23rd at 12:00 pm at the Community Center. Council Members are welcome to attend. He asks everyone to be safe over the July 4th Holiday and to pray for rain.

OTHER BUSINESS DEEMED NECESSARY

With no other business deemed necessary, a Motion to Adjourn was entertained.

MOTION: By Council Member Jenkins to adjourn the Regular Council Session of March 20, 2023 at 7:28 p.m.

SECOND: By Council Member Jones.


POLL VOTE ----- MOTION PASSED

5 - YES

0 - NO

Council Member Joyce	YES	Council Member Jones	YES
Council Member House	YES	Council Member Coleman	ABSENT
Council Member Wilkerson	YES	Council Member Beckett	ABSENT
Council Member Lefler	ABSENT	Council Member Jenkins	YES

ATTEST:


Mandy Lewis – City Clerk/City Collector


Denton Kooyman – Mayor