

**DUQUESNE BOARD OF ALDERMEN
SEPTEMBER 27, 2019 SPECIAL MEETING MINUTES**

CALL TO ORDER

The special meeting for the Duquesne Board of Aldermen was called to order at 5:00 p.m. by Mayor Gary Heilbrun.

ROLL CALL

Answering Roll Call were Aldermen Jane Baine, Barbara Welch, Chris Ellsworth and Gary Heilbrun. Absent was Alderman Adam Hogan. Two guests were in attendance.

AGENDA

Motion made by Chris Ellsworth, second by Jane Baine to approve the agenda as presented. Voting in favor were Baine, Welch, and Ellsworth. Nays: None. Motion carried.

DISCUSSION ON DUQUESNE PD ACTIVITIES FUND

Alderman Barbara Welch suggested tabling the topic until City Attorney Mike Talley would be present. Mayor Gary Heilbrun stated that Mike Talley had been involved in this topic. The Mayor went on to say that the auditor has been involved in this and that he found nothing wrong with this, that Melody has found out what the bank needs to set up the account. He stated that there is nothing wrong here he thought there might be but there is not. That this would allow for an account to have everything in one account so that nothing would get mixed in with the General Funds account. City Clerk Melody Cundiff spoke to the Council sharing this information - 9/25/2019 Spoke to Mike by phone who told us to check with the auditor about the monetary donations. 9/26/2019 Spoke with Gene Mense who said that there is absolutely no problem with opening up an additional account for an activities fund. I told him what I had learned from Jasper Missouri in that they put the donations into their general fund and then use a specific line item for the activities. He said that could be done as well but said that be having a separate account it is much cleaner and we would be able to show anyone exactly where the money came from and what it was used for. 9/25/2019 Spoke with SMB and they said that it will not cost a thing to add another checking account because we are free business accounts. All they will need is a copy of the minutes listing who the signers will be and noting that the council approved the opening of the account. Once the minutes are typed up we can email them to them and they will get the paperwork done and the signers just need to go down and sign and the paperwork can be finalized. After discussion at the last Trunk or Treat meeting, the committee felt that Sara Ellsworth and myself should be the designated signatures on the checks. Alderman Chris Ellsworth gave some additional information letting them know that this was modeled after the City of Jasper because they just did exactly what we are going to do and now they are accepting donations for their trunk of treat and they have listed everything exactly how it is being used. City Clerk Melody Cundiff told them that she had called the City of Jasper and they told her that they funnel every donation through their general fund using a separate line item. She went on to say that in talking with Gene our auditor he agreed with me that setting up a separate account that the transactions would be much cleaner plus if there were any questions on spending that it would be much easier to produce those records. Mayor Gary Heilbrun did bring up the fact that he had a concern of someone that is not a city employee have the ability to sign the checks. He went on to say that should that be a problem that we would need to have someone on the board also have ability to sign the checks. Alderman Barbara Welch suggested that we put three signers on the account. Motion made by Alderman Barbara Welch, second by Jane Baine to establish a new bank account at SMB for the Duquesne PD Activities Fund with the following signers Sara Ellsworth, Melody Cundiff, and Chris Ellsworth. Voting in favor were Baine, Welch, and Ellsworth. Nays: None. Motion carried.

CLOSED SESSION

The group did not have to go into Closed Session so there was no motion to do so.

BILL 19-19: ESTABLISHING SALARIES FOR CITY EMPLOYEES EFFECTIVE 10/1/2019

Motion made by Jane Baine, seconded by Barbara Welch, to place Bill 19-19 on first reading by title only.

Motion made by Jane Baine, seconded by Barbara Welch to accept the first reading of Bill 19-19 by title only and move to second and final reading of Bill 19-19 by title only.

Motion made by Jane Baine, seconded by Chris Ellsworth to accept the second and final reading by title only of Bill 19-19 and assign it Ordinance #408. Ayes: Aldermen Baine, Welch, and Ellsworth. Nays: None. Motion carried.

BILL 19-20: ADOPTING THE FISCAL YEAR 2020 BUDGET

Motion made by Jane Baine, seconded by Barbara Welch, to place Bill 19-20 on first reading by title only.

Motion made by Jane Baine, seconded by Barbara Welch to accept the first reading of Bill 19-20 by title only and move to second and final reading of Bill 19-20 by title only.

Motion made by Jane Baine, seconded by Barbara Welch to accept the second and final reading by title only of Bill 19-20 and assign it Ordinance #409. Ayes: Aldermen Baine, Welch, and Ellsworth. Nays: None. Motion carried.

BILL 19-21: AMENDING THE 2019 FISCAL YEAR BUDGET

Motion made by Jane Baine, seconded by Barbara Welch, to place Bill 19-21 on first reading by title only.

Motion made by Jane Baine, seconded by Barbara Welch to accept the first reading of Bill 19-21 by title only and move to second and final reading of Bill 19-21 by title only.

Motion made by Jane Baine, seconded by Barbara Welch to accept the second and final reading by title only of Bill 19-21 and assign it Ordinance #410. Ayes: Aldermen Baine, Welch, and Ellsworth. Nays: None. Motion carried.

BILL 19-22: APPOINTING CITY OFFICERS TO SERVE THE ENSUING YEAR

Motion made by Jane Baine, seconded by Barbara Welch, to place Bill 19-22 on first reading by title only.

Motion made by Jane Baine, seconded by Barbara Welch to accept the first reading of Bill 19-22 by title only and move to second and final reading of Bill 19-22 by title only.

Motion made by Jane Baine, seconded by Chris Ellsworth to accept the second and final reading by title only of Bill 19-22 and assign it Ordinance #411. Ayes: Aldermen Baine, Welch, and Ellsworth. Nays: None. Motion carried.

STORM WATER GRANT

The Council decided not to go any further with this subject at this time.

There was no further business, a motion was made by Jane Baine, second by Barbara Welch to adjourn the meeting. Voting in favor was Baine, Welch, and Ellsworth. Nays: None. Motion carried. Meeting adjourned at 5:31 p.m.