



***City of Pleasant Valley Missouri  
Meeting of the Board of Aldermen  
December 4, 2023***

**Call to Order:** A regular session meeting of the Pleasant Valley Board of Aldermen was called to order at City Hall, 6500 Royal Street, Pleasant Valley, Missouri, by Mayor James Smith, on Monday, December 4, 2023, at 6:31 p.m. Copies of the agenda, minutes, and council bills to be considered were available in the lobby for public inspection prior to the meeting.

**Roll Call:**

**Present:** Mayor James Smith, Alderman Patrick Gallagher, Alderwoman Linda Jacoby, Alderman Rick Scarborough, Alderman James Page, Alderman Tom Moss, Alderwoman Mary Langner, and Alderwoman Serenity Ohlsen. There is currently one vacancy on the Board of Alderman for Ward 1.

**Absent:** None

**Staff Present:**

**Staff Present:** City Clerk Matthew Chapman, Fire Chief Pete Knudsen, Police Chief Jared McGinley, Public Works Director Chris Cronk, Firefighter/EMT Jennifer Gallagher, Assistant City Clerk Jen Taylor, Human Resource Manager Katrina Kinard

**Public Present:** City Attorney Jerry Brant, State Representative Bill Allen

**Consent Agenda:** Alderwoman Jacoby moved to approve the consent agenda. Alderman Scarborough seconded the motion. The vote was as follows: Gallagher – aye, , Jacoby – aye, Scarborough – aye, Page – aye, Moss – aye, Langner – aye, and Ohlsen – aye, Motion passed 7 ayes, 0 nays, 1 vacancy.

**Public comments and guests:** None

**City Attorney and other professional services:** None

**Mayor's comments:** Mayor Smith thanked Alderwoman Mary Langner for a great Christmas Tree Lighting event and thanked State Representative Bill Allen for attending the event and flipping the switch to light the tree. Mayor Smith asked that all department heads keep track of the hours of their part-time staff and be sure to keep them under 30 hours per week.

**Aldermen Comments:** Alderwoman Langner stated that the choir and the attendees at the Mayor's Christmas Tree Lighting were concerned at the possibility of bad weather and started the outdoor portion of the event early. Alderwoman Langner stated that she would like to see a comprehensive plan for city parks and that a citizen survey is planned.

**Advisory Committees / Department Reports:**

**City Clerk:** City Clerk, Matthew Chapman, provided a written administration report with the Board. Clerk Chapman stated that Pleasant Valley had received a Sunshine Request for audio recordings from the October 2 and October 16 City of Pleasant Valley Board of Aldermen Meetings. Board members stated that it was not their intent to approve each Sunshine Request but rather to be made aware of each request. Alderman Scarborough asked who had made the Sunshine Request and Clerk Chapman stated that the request was made by Jennifer Gallagher. Alderman Gallagher stated that the person who made the request as well as the reason for the request was not relevant.



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Mayor Smith stated that he wanted to freeze employee salaries for one year after the first of the year. Staff asked for clarification that the mayor meant for there to be no raises for employees for the next year and Mayor Smith stated yes. No further discussion followed.

Clerk Chapman stated that with the resignation of Alderwoman Mesimer that was provided to the City Clerk on November 20, 2023 after the Board of Alderman meeting, a vacancy was created for a Council Member, a Finance Chair, a Personnel Committee Member, and an authorized check signer.

Clerk Chapman stated an updated version of the 2024 proposed budget was included in the Board packet and reflected a previously discussed \$3 per hour raise for EMS Staff, a 5% COLA for all other staff, and a revenue increase due to a dispatching agreement with the City of Avondale.

**Public Works Department:** Public Works Director Chris Cronk provided a written report and stated that 730 feet of sidewalk had been poured on city property and the funds for the work had been provided by the Road and Streets Committee.

**Fire Department:** Fire Chief Pete Knudsen provided information on the emergency alert system and stated that the system should be ready to go by the end of the week. Chief Knudsen stated that participants would have the option to decide how they received their messages through the alert system and would have the ability to opt out of the program. Chief Knudsen stated that he had two staff members interested in attending the Winter Fire School and he had the funds in his budget to cover the cost.

Alderman Scarborough moved to approve the attendance of the Winter Fire School training for two Fire/EMS staff. Alderwoman Ohlsen seconded the motion. The vote was as follows: Gallagher – aye, Jacoby – aye, Scarborough – aye, Page – aye, Moss – aye, Langner – aye, and Ohlsen – aye, Motion passed 7 ayes, 0 nays, 1 vacancy.

Alderwoman Langner asked about the status of developing a city-wide disaster plan. Chief Knudsen stated that the first step was the implementation of the alert system and that he would continue to work on the disaster plan as time allowed.

**Police Department:** Police Chief Jared McGinley stated that it looked like the dispatching agreement with the City of Avondale would likely be going through and he would like to have the agreement in place in January 2024. Chief McGinley stated that the police applicant discussed at the previous meeting was willing to sign a 3-year contract with the City.

Chief McGinley pointed out a few changes in his budget that he wanted to explain. DUI/Drug Expense was increased to \$8,000 to cover a new bar-coding system for evidence tracking and inventory and Training-LET/POST increased to \$10,000 to allow Captain Andrew Cramer to attend Command College. Both accounts are restricted to Police activities and would not affect the General Fund.

**Municipal Court:** Court Administrator Sarah Everhart stated that she had a new employee start last week and that she is catching on quickly.



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**Personnel Committee:** Alderwoman Jacoby, Personnel Committee Chair, moved to approve the annual step increase for Rodni Travelute, Public Works Crew Leader from Pay Grade 130/Step 2 \$23.39 per hour to Pay Grade 130/Step 3 \$23.86 per hour, effective 12/4/23. Alderman Scarborough seconded the motion. The vote was as follows: Gallagher – aye, Jacoby – aye, Scarborough – aye, Page – aye, Moss – aye, Langner – aye, and Ohlsen – aye, Motion passed 7 ayes, 0 nays, 1 vacancy.

Alderwoman Ohlsen asked about voting on the proposed \$3 per hour raise for EMS staff after discussion of the comparison information provided by Chief Knudsen detailing pay schedules for Weston and Worlds of Fun. It was determined that this issue would be voted on at the next Board of Aldermen Meeting. Alderwoman Ohlsen asked about the percentage decrease in Use Tax revenue for 2023. Clerk Chapman stated he would provide this information at the next Board of Aldermen Meeting.

**Consideration of Ordinances and Resolutions:**

None

**Closed Session:** Alderwoman Jacoby moved to enter closed session, authorized by RSMo. 610.021, subsection 3 (Personnel). Alderman Moss seconded the motion. The vote was as follows: Gallagher – aye, Jacoby – aye, Scarborough – aye, Page – aye, Moss – aye, Langner – aye, and Ohlsen – aye, Motion passed 7 ayes, 0 nays. 1 vacancy 7:05 pm. The closed session was held in the mayor's office with Clerk Matthew Chapman and City Attorney Jerry Brant in attendance.

During the closed session, no vote was taken, nor motions made.

Alderman Scarborough moved to return to open session. Alderwoman Jacoby seconded the motion. The vote was as follows: Gallagher – aye, Jacoby – aye, Scarborough – aye, Page – aye, Moss – aye, Langner – aye, and Ohlsen – aye, Motion passed 7 ayes, 0 nays, 1 vacancy. 8:00pm.

**Adjournment:** There being no further business, Alderman Page moved to adjourn. Alderman Moss seconded the motion. The vote was as follows: Gallagher – aye, Jacoby – aye, Scarborough – aye, Page – aye, Moss – aye, Langner – aye, and Ohlsen – aye, Motion passed 7 ayes, 0 nays, 1 vacancy.

The meeting adjourned at 8:05 pm.

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Mayor James Smith

ATTEST: \_\_\_\_\_  
Matthew Chapman, City Clerk