

**VILLAGE OF CENTERTOWN**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**November 28, 2017**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, November 28, 2017 by Chairman Lucas Welch, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Lucas Welch  
Celine Whitaker  
Jesse Corona  
Heather Hunger

Absent: John Doyle

Chairman Welch introduced guests in attendance: Lori Melton, State Auditor, and Michelle Pummill, Intern. The floor was given to Ms. Melton who explained that a petition was submitted to the State Auditor's Office with 54 verified signatures. 52 were required. She reviewed the estimated cost of \$15,000-\$35,000. The audit will include, but not necessarily be limited to, the fiscal year ending May 31, 2017. The audit is confidential. Field work begins December 19, 2017. Anticipated time to complete field work is two months. A draft report of findings will be presented at the exit conference in a closed board meeting. Once the Board responds to the accuracy of the draft report of findings, the report will pass thru many levels of review before final approval and release to the public. Anticipated 120 days following field work. A list of initial records required for the audit will be provided the Village Clerk by the end of the week. Ms. Melton also wanted residents to know that anyone can contact the State Auditor's Office with questions/concerns, however, due to confidentiality, the State Auditor cannot discuss concerns but will review and if an auditable concern, will investigate. Everything is confidential until final report. An Engagement Letter detailing the standards of the audit was provided to Chairman Welch for his signature. The final report does have a rating scheme: Excellent, Good, Fair and Poor. If a poor rating is given, the State Auditor's Office will re-evaluate in six months at no cost to the Village.

Minutes – October 24, 2017 – Chairman Pro Tem Whitaker made a motion to accept minutes. Trustee Hunger seconded and carried on roll call to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger  
ABSENT: 1- Doyle

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Minutes – November 1, 2017 – Chairman Pro Tem Whitaker made a motion to accept minutes. Trustee Corona seconded and carried on roll call to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger  
ABSENT: 1- Doyle

Minutes – November 14, 2017 – Chairman Pro Tem Whitaker made a motion to accept minutes. Trustee Hunger seconded and carried on roll call to approve.

AYES: 4- Welch, Whitaker, Corona, Hunger  
ABSENT: 1- Doyle

FINANCIAL REPORT: October 31, 2017 bank reconciliations for all accounts were provided Board Members and public in attendance. Provided Board Members bank statements for all accounts as support documents to the bank reconciliations. Total of all accounts: \$758,463.16.

VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: \$114.01.

One water meter was shut off on November 1, turned back on same evening. Provided a current printout of aged receivables to Board Members. Mailed 9 past due notifications, two have paid. If the customer has provided an email account, a letter was sent to their email account as well. Shut off is scheduled after 9 a.m. on December 1<sup>st</sup>.

Spoke to Go Daddy website about adding the Board approved SSL certificate for \$167.97. Technician explained we needed to upgrade to a business webpage which includes SSL certificate and search engines. Upgrade cost is \$232.08. This covers the webpage until Sep 2022 when our webpage is up for renewal. Board approved expenditure.

Mailed letter to Republic Services announcing non-renewal of trash services contract in May 2018. Board will review public notice in February prior to placing advertisement for bids.

AmerenUE states our franchise tax is not the same as a business license tax. Have forwarded documents to MML who is going to have their attorney look at and advise as to next step.

Reviewed Missouri Rural Water Association Borrowing Needs Form. Will complete and forward to MRWA.

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City of Tipton is selling us a new, in the box, 2" water meter for \$150.00.

Need to publish Semi-Annual Financial Statement. November 30, 2017 is six months. MML states if we can post in six locations do not need to publish in paper. Board decision is to publish in Jefferson City News Tribune and California Democrat.

During November 15<sup>th</sup> Bartlett and West Engineering Site Visit, fourteen boxes were discovered in the attic with documents as recent as April 2017. To date have found five original ordinances. Will continue sorting through the remaining boxes.

Still need a purchasing policy. Provided the board a document previously provided to Board Members in 2005 pertaining to purchasing and bidding policies. In the interim, the Board approved the following:

Jim Plaster, Maintenance, \$500 limit on repair/supplies

Debbie Baker, Village Clerk, \$500 limit on office supplies, building repairs that require immediate attention

Derek McCubbin, \$5,000 limit on waterworks supplies/repairs

Purchases over \$500 require one board member's approval, board notified within 30 days

Purchases over \$1,000 require two board member's approval, board notified within 30 days

Purchases over \$1,500 require board approval

Purchases over \$2,000 require a minimum of three bids

The next board meeting is scheduled for December 26, 2017, the day after Christmas. Board decision is to reschedule to December 21, 2017 at 6:30 p.m.

### OLD BUSINESS

Last month the Board approved new hourly rates for snow removal: \$15 weekdays, 6 a.m. to 6 p.m. \$20 nights and weekends. Chairman Welch stated that he has since found these rates may be extremely low compared to what other snow plow operators receive. Requested Village Clerk contact various vendors to get a clear idea of a reasonable wage.

Discussed if Cole County will plow Lookout Trail in the event of snow. Will contact Cole County to ensure they are plowing and to see if ½ cent tax covers culvert work done on Mill Street as well as snow plowing cost incurred by the Village.

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The snow plow's blown head gasket was repaired. Required mill work on heads. Cost came in under bid. Total for all work: \$4166.00.

### NEW BUSINESS

Board approved April 2018 Election Public Notice. Will publish in Jefferson City News Tribune and post to Post Office, Village Hall, and webpage.

**Bill No. 0017-004** re: An ordinance amending the annual budget for the fiscal year beginning June 1, 2017, and appropriating funds pursuant thereto was read the first time by Chairman Welch. A motion was made by Trustee Corona, seconded by Trustee Whitaker and discussed to read the bill a second time and place as an ordinance of the Village. On roll call vote, the motion to read the bill a second time and place it as an ordinance carried as follows:

AYES: 4-Welch, Whitaker, Corona, Hunger

ABSENT: 1 - Doyle

Bill No. 0017-004 was declared passed and sent to the Chairman for signature. Bill No. 0017-004 thus became Ordinance No. 167.

**Bill No. 0017-005** re: An ordinance adopting a Centertown Waterworks Annual Budget for the fiscal year beginning June 1, 2017, and appropriating funds pursuant thereto was read the first time by Chairman Welch. A motion was made by Chairman Pro Tem Whitaker, seconded by Trustee Corona and discussed to read the bill a second time and place as an ordinance of the Village. On roll call vote, the motion to read the bill a second time and place it as an ordinance carried as follows:

AYES: 4-Welch, Whitaker, Corona, Hunger

ABSENT: 1-Doyle

Bill No. 0017-005 was declared passed and sent to the Chairman for signature. Bill No. 0017-005 thus became Ordinance No. 168.

Jim Plaster wanted to discuss the installation cost of his new meter at the cemetery and the unmetered water spigots that are part of his line. He requested this meter two years ago

before the Board's decision to charge owner's the labor costs. Susan Gilliam, former Village Clerk, stated she thought Rick Jones was charged \$315.00 when a new meter was installed for him a few years ago. Village Clerk will check Waterworks records. Mr. Plaster also asked about

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a vacation rate thru winter. Decision to allow residents to have water turned off, marked inactive, to avoid monthly water fees.

Michael Crowe, Centertown resident, asked about the location of the water meter for his new property, 1317 Monroe St. Found one in the front of his house but it is actually located on his neighbor's property. Mr. Crowe wants to be sure of meter location before tearing down the house to avoid damage to meter. Susan Gilliam stated DNR has an abandoned home grant to assist in the cost of tearing down houses. Village Clerk will research for Mr. Crowe.

A motion was made by Trustee Corona, seconded by Trustee Hunger, and carried on roll call vote to approve the payment of bills.

AYES: 4-Welch, Whitaker, Corona, Hunger  
ABSENT: 1-Doyle

There being no further business, Chairman Pro Tem Whitaker made a motion to adjourn. Trustee Corona seconded. On roll call vote the motion carried as follows:

AYES: 4-Welch, Whitaker, Corona, Hunger  
ABSENT: 1-Doyle

Meeting was adjourned at 7:55 p.m.