

VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
March 27, 2018

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, March 27, 2018 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 Gary Davis and Isaac Crabtree, representatives of Bartlett & West Engineering. Residents in attendance were asked to hold their questions until after Bartlett & West's presentation concerning the wastewater project.

Mr. Crabtree addressed the collection system alternatives:

Traditional gravity system: Most common, mostly manholes and gravity sewers (minimum size 8" in diameter), some sewer pump stations and pressure sewer pipes, higher capital cost, lower operational and maintenance costs.

Small diameter gravity system: Small diameter gravity (4" in diameter), no manholes/cleanouts, requires septic tanks at each home, small diameter pipes are OK because solids are removed in the septic tanks. Because suspended solids are removed, mechanical treatment plants are not feasible for the treatment option with this collection alternative. Lower capital costs, higher operational and maintenance costs.

Low pressure system: Grinder pumps and small pressure sewer pipe system. All treatment options are ok, including mechanical treatment options. Lowest capital costs, highest operational and maintenance costs.

Mr. Crabtree also addressed the following treatment system alternatives:

Village of Centertown Regular Meeting
March 27, 2018

Pump to Jefferson City: Pumps all wastewater to Jefferson City sewer system for treatment. A single pump station would pump all wastewater through a pressure sewer line to the west edge of Jefferson City's sewer system. Second lowest capital cost, behind lagoons with discharge. Reasonable operational and maintenance costs. Operational and maintenance costs include the flat fee rate of \$25,125 per year for sewage treatment by Jefferson City and is contingent upon Jefferson City Council approval.

Next four treatments are here in town. No DNR permit required since not discharging into waterways.

Lagoons with Irrigation: Wastewater is pumped south of US 50 to lagoons and then periodically pumping through a sprinkler system for land application. Highest capital cost, second lowest operational and maintenance costs. No discharge permit means no ammonia or E.Coli limits.

Lagoons with Discharge: Wastewater flows by gravity sewer to a lagoon system south of US 50, treated and discharged. Although the lowest capital costs and operational and maintenance costs, this alternative was not recommended due to not meeting upcoming effluent limits with additional treatment and disinfection.

Moving Bed Biofilm Reactor (MBBR): Mechanical treatment plant that doesn't require large acreage for construction. Successfully installed at nearby municipalities and meets anticipated future effluent limits.

Packed Bed Media Filter: Another mechanical treatment plant that doesn't require large acreage. Slightly less cost than the MBBR option.

Based on this information, the recommendation is the traditional gravity collection system and pump to Jefferson City are the combined collection/treatment recommendations. Total project cost is \$8,170,000.00.

Centertown meets the requirements for consideration of grants, however, grants are not guaranteed. The cost of establishing an entire wastewater system is high and grants vary considerably between agencies. Proposed rates between \$77.73 (best grant scenario with DNR rural sewer grant, USDA loan and grant, and CDBG grant) and \$411.37 (lease/purchase @ 4%/20 yrs).

Village of Centertown Regular Meeting
March 27, 2018

There will be a revision to the final report as it pertains to available grants. Bartlett & West received word after this report was generated of an additional grant from DNR Clean Water State Revolving Fund which allows for 50% of the project cost or \$2M in supplemental grants.

Bartlett & West recommended submitting report to Missouri Water and Wastewater Review Committee to see what grant opportunities are available. No cost to see what we can get. Board decision is to submit for grants. This project is sidelined until we hear back. \$8M is not affordable.

Gary Davis, Bartlett & West, briefed the board on current status of Watertower project. There is much more funding available for the Watertower. The application for funding has been submitted to DNR, however, we do not yet have hard numbers back. The deadline for having a bond issue presented to Centertown voters at the August 7, 2018 Primary Election is May 29, 2018.

Chairman Welch discussed waiting on Wastewater until we have better idea on funding. Can't afford without significant additional funding. Want to get Watertower on ballot so residents can decide. Originally planned putting both projects on ballot together. Motion was made by Trustee Hunger to separate the projects and put Watertown on ballot. Seconded by Chairman Pro Tem Whitaker.

AYES: 4 – Welch, Whitaker, Corona, Hunger

ABSENT: 1 – Doyle

Mark Comley, Village Attorney, recommended Gilmore & Bell as bond lawyers. Chairman Pro Tem will contact to start process.

Minutes – February 27, 2018 – Minutes were provided to board members prior to meeting. Trustee Corona made a motion to accept minutes as written. Trustee Hunger seconded and carried on roll call to approve.

AYES: 3 - Whitaker, Corona, Hunger

ABSTAIN: 1 – Welch

ABSENT: 1 – Doyle

FINANCIAL REPORT: February 2018 bank reconciliations for all accounts were provided Board Members and public in attendance. Provided Board Members February 2018 bank statements for all accounts as support documents. Total of all accounts: \$782,194.59.

Village of Centertown Regular Meeting
March 27, 2018

VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: \$165.98

There was one water shut offs on March 1st. Turned back on same day. Provided a current printout of aged receivables to Board Members. Mailed 5 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 April 2nd.

Assessed penalties for late payment on water bills on March 12th, however, failed to close action in system. Penalty did not appear on March billing and all but five of the eighteen customers paid their bills with bills the following week. \$49.40 was not billed. Board decision to write off.

Liz Grove, Missouri Rural Water Association, scheduled in April to assist in setting up a new company in QuickBooks so the reconciliation function can be used. Will keep the old company file for historic purposes.

Provided the board a copy of the checklist required by DNR in order to qualify for money. Water rates have been posted to webpage. We do not have written procedures for customer complaints. We currently have two customer complaint forms. Both need to be posted to webpage. Mrs. Grove is going to try and bring written procedures from another water company when she is here in April.

Contacted IRS about SS8 determination for board members. Submitted in January 2018. Told it can take up to 180 days.

Centertownmo.org has had a total of 3400 visitors this month.

This past month have added more agendas and meeting minutes from previous years, current water rates, Preparing for Spring Weather and the May 15th Spring Clean Up. Provided board a listing of local business for inclusion on webpage. Board approved adding a Local Business/Organizations tab to webpage.

Residential Spring Clean Up flyer has also been posted at local businesses.

Village of Centertown Regular Meeting
March 27, 2018

We now have a Village safety deposit box. Will store documents and end of month backups next week.

A copy of a post card from Meramec Regional Planning Commission in reference to the Osage County Hazard Mitigation Plan being ready for review is in your file. Requests you take the time to review your jurisdiction, however, I could not find how this applied to Centertown.

Received an invitation from NCR to their 25th Anniversary on April 18th. If you wish to attend, RSVP by April 9th.

McAfee Virus Protection automatically renews next month. Charge is \$99.00 for a year. Board approves continuing with this product.

List of missing street signs and cost of replacement provided to board. Cole Co Public Works will deduct from Road and Bridge monies or we can pay out of CART account. \$260.00 plus any brackets we need to replace at \$5.00 each. We pick up and install. Board discussion as to need. Beneficial to emergency responders; Police, Ambulance, Firefighters. Board approved expenditure.

Letter was mailed to BO-9 Junction notifying owner pavement request has been tabled until release of State Auditor's report.

Provided board members a request for use of the Ballpark Tuesday, Wednesday, Thursday, 6:00 p.m. – 8:00 p.m. for Wanted, a youth league, 9-12 yrs old, for practice. Approved waiving usage fee. Discussed charge for using lights. Current ordinance indicates \$20.00 an hour. Will review usage rate to determine if cost is cheaper and will adjust. Trustee Corona has handled Ballpark scheduling in the past, however since he is not running for reelection he will not be able to continue performing this task. Village Clerk will cover until new board is seated and a new Trustee can take over.

The porta-potty at the ballpark has been locked during the winter. Board determined it was time to unlock and restart service to porta-potty.

Emailed additional information to board members concerning the Home Warranty Program endorsed by Missouri Municipal League. Mr. Zell, their representative, has stated he would be happy to attend a meeting to brief board members and public in detail about this program.

Village of Centertown Regular Meeting
March 27, 2018

Board requested an invitation be extended to Mr. Zell to appear at the April 24th board meeting.

The deadline for registration as a write-in candidate for the April 3rd election was March 23rd. No one registered, so the four appearing on the ballot are the only candidates running for the two open positions on the board of trustees: Susan Gilliam, Paula Hinshaw, Darron Jones, and Sherry Kempf.

The field work for the state audit is complete. The auditor is writing the initial report and should be contacting the Village in the very near future to schedule a closed meeting with board members to go over the findings.

Village Clerk will attend 2020 Census Training in Columbia on March 29th, two hours.

Last May the Village Clerk was temporarily filled due to the resignation of Susan Gilliam. It was subsequently decided to keep Mrs. Baker on until the completion of the State Audit. Board will advertise the position once the State Audit is officially completed. Further discussion as to need for a back up individual to cover the Village Clerk position in case of emergency to ensure continuity of water billing and board meetings as well as the operations of the office. Chairman Pro Tem Whitaker volunteered to provide this backup. Board determined she would be paid the current rate of \$15.00/hr when needed. Mrs. Baker will provide training.

OLD BUSINESS:

Chairman Pro Tem Whitaker stated she had received some examples of animal ordinances that included cats. She will be reviewing and reporting back to the board. She has spoken to Jennifer at Wild Things who relayed that Nancy was receptive to the trapping of her feral cats for neutering. Jennifer stated that Dr. Steck is wanting \$65 for each cat. She is checking with the Vet School at Missouri University to see if something can be worked out with them. Will need to store cats overnight, in cages, before release. Suggestion to use old firehouse. Nancy has 17-20 cats, Jesse has 7-10, and there are several outside Tammy's. Need volunteers to help in the trapping.

Chairman Welch discussed the walk around made with Bartlett & West engineers and Chairman Pro Tem Whitaker pertaining to the Small Community Cooperative Project. This is a one-time available funding, maximum of \$250,000 per project if approved, for but not limited to sidewalks, sewers, street guttering. Communities must apply for the money. Require

Village of Centertown Regular Meeting
March 27, 2018

engineering input. Bartlett & West will complete application and provide supporting engineering report. Cost \$2,000-\$2,500. The only other communities attending the informational briefing pertaining to this funding were Wardsville and St. Martins. It was noted that it would help elevate our application if we put some money toward the proposed project. Trustee Hunger made a motion to go ahead with the application through Bartlett & West for the estimated cost of \$2,000-\$2,500. Trustee Corona seconded the motion.

AYES: 4 – Welch, Whitaker, Corona, Hunger

ABSENT: 1 – Doyle

NEW BUSINESS

Reviewed Public Notice and Specifications for Bid for Trash Service. Public Notice will run next Monday-Friday. Trash Service will be for a five year franchise. Contract start date is June 1, 2018. Sealed bids will be opened at April 24th board meeting.

There has been a recent inquiry about the distribution of weather alert radios. It appears radios were originally issued in 2008. We have receipts indicating 57 have been issued. Of those issued, 31 are current residents of Centertown. We have twelve complete sets remaining and one additional set missing instructions. Discussion on how to advertise availability. Will post to webpage, first come, first serve. Will make note in Waterworks system to ask residents leaving Centertown to return radio for reissue. Discussion that radios were donated to Village. Check with fire department/SEMA to see if possible to get more.

Current Centertown resident, Tina Welch, addressed the board concerning renewed interest in pursuing the formerly proposed Children's Park in the Village owned land below the railroad tracks. There is a DNR grant available for outdoor activities. Desire to form a committee, determine needs, costs, possible donations/sponsors. The grant opens in January 2019, closes in February. Committee would be bound by Sunshine Law: Posting agendas, minutes, open to public. Board has final say. Looking for volunteers to research and find the information needed to apply. The committee will do the legwork. Chairman Welch asked for a list of committee members, a plan of action. Tina will prepare for the board's review.

Chairman Welch announced there will be a Special Board Meeting on April 10, 2018, at 6:30 p.m., to begin preparation of FY 2019 budget.

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

Village of Centertown Regular Meeting
March 27, 2018

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ABSENT: 1 – Doyle

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

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

Meeting was adjourned at 8:20 p.m.