

**VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
APRIL 25, 2023**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, April 25, 2023, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown
Travis LePage
Paula Hinshaw
Debra Baker
Heather Hunger

Chairman Brown recommended removing the Road Repairs – Main St, Mill St, Pine St agenda item under New Business and moving the Variance of Use Requests agenda item to being the first item under New Business. Trustee Hunger made a motion to accept the tentative agenda with those amendments, Trustee LePage seconded. Passed on voice vote.

COMMENTS OR QUESTIONS FROM RESIDENTS:

No comments or questions were received.

MINUTES FROM THE MARCH 28, 2023, REGULAR MEETING:

The minutes from the March 28, 2023, Regular Meeting were provided to Board members prior to the meeting. Chairman Pro Tem Baker made a motion to accept the minutes as published, Trustee LePage seconded. Motion passed by voice vote.

FINANCIAL REPORT:

March, 2023, bank reconciliations for all accounts were provided to Board Members by the Village Clerk prior to the meeting. Hard copy was provided to public in attendance. Bank statements were provided as support documentation. The balance for all accounts was \$855,578.53. This balance includes \$547.08 in the DNR Loan and Grant accounts, \$256,392.99 in the Waterworks Maintenance Reserve account, and \$0.46 in the American Rescue Plan Act (ARPA), which was used for the installation of self-reading water meters.

WATERWORKS REPORT:

Chief Water Operator Wirts reported that a Notice of Violation had been received from the Missouri Department of Natural Resources (DNR) for failing to collect and submit the required water sample for Volatile Organic Compounds (VOCs) for the 4th Quarter of 2022. Mr. Wirts told the Board he had taken a VOC sample in September, 2022, January, 2023, and April, 2023 and when he gets a test kit from DNR

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he takes and submits the sample. Mr. Wirts said he had spoken with DNR and asked why quarterly samples are required for the Village's system and DNR was going to check and get back with him. The violation is classified as Monitoring, Routine Major which doesn't require special notification but it will appear on the annual Consumer Confidence Report.

Mr. Wirts said locates were picking-up for Co-Mo Connect service drops which are typically placed about 1-foot below ground. Routine and VOC sampling was completed on April 17. The contractor is coming on May 1, 2023, to complete the work on the new water tower which will require the tower to be drained into a pneumatic tank while the work is being completed; there will also be Bac-T sampling required during the draining and refilling process. Mr. Wirts said he would be ordering the new fire hydrant for the 1500 block of Monroe Street as well as 2-meter pits and replacement wires and antennas for the self-read water meters. Tyler Blank will be contacted to install the new hydrant.

A discussion took place regarding the rusty water that keeps appearing at BO-9 Junction. Mr. Wirts told the Board that there aren't galvanized lines inside the store and that excavation had been done on both sides of the water meter serving BO-9s which showed that there are copper lines on both sides. Mr. Wirts told the Board that BO-9s is serviced off of a 2" line that comes off the water main along Main Street; there are only 3 properties on that line with BO-9s being the only one that is currently drawing water. Mr. Wirts recommended removing the dead end 2" line and replacing it with a loop from the main on Main Street to the 6" line that goes under Lookout Trail. Installing the loop would require going across the property at 11905 Main Street owned by Carroll Huff; Mr. Wirts said he would talk to Mr. Huff and explain the project and that his property would also benefit as it is one of the 3 properties on the existing dead-end line. The Board said the problem needs to be fixed and if the estimated cost is under \$3,000, and Mr. Huff is agreeable to running the loop line across his property, to proceed with the project.

The Board discussed the request to run water service to the property at 12001 Main Street; the owner indicated he just wants an outside hydrant on the property. Chairman Brown said he had a call into the Missouri Department of Health and Senior Services (DHSS) to see if on-site wastewater would be required. The estimated cost to run water service under Main Street and install a meter pit is \$3,000. The Board expressed concern about where the water run-off from the property going onto the adjacent Post Office property which already has issues with excess water pooling in their parking area when it rains. The Board indicated that the Village Attorney should be consulted about the Village's liability for water run-off and about updating the ordinance to clarify what the requirements are for a property to be served by the Village's water system as well as what connection fees would be charged. The Board did not approve extending water service to the property at 12001 Main Street due to their concerns.

Chairman Brown said that Alan Horn of AJs Lawn Service had asked if he could submit a bid for taking down the old water tower and that he is aware of that a crane will most likely have to be used to take

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the tower down. There was no opposition to Mr. Horn submitting a bid but that any bid would need to be carefully evaluated.

Chairman Brown raised the issue of multiple residences on one parcel in terms of how these properties should be charged for water service. After discussion, the Board indicated the Village Attorney should be consulted on this issue.

VILLAGE CLERK REPORT:

Debit card/online transactions totaled \$1822.99 with most being for electric and telephone/internet services. A listing of the transactions is included in the Board's packets.

There was 1 shut off this month with payment made and service restored the following day. The accounts receivable report was provided in the Board's packets. 5 past due notifications were sent out; shut-off is scheduled for May 3.

As a reminder, Republic Services has notified the Village that the Residential Bulk Spring Clean-up is scheduled for May 8, 2023, with the same guidelines as previous bulk clean-ups.

The Cole County Collector's Office was contacted and the Village is now receiving the settlement statements showing the monthly distributions of property tax revenue.

The quarterly federal withholding return with associated payment was submitted this month as was the quarterly contribution and wage report.

The annual Consumer Confidence Report has been received from DNR. A copy is in your packets. It will be posted as required.

A letter was received from DNR informing the Village of the Lead Service Line Inventory requirements and resources available to assist with meeting the requirements.

OLD BUSINESS:

BARTLETT & WEST MONTHLY REPORT

The monthly report from Bartlett & West Engineers was provided to the Board in their packets.

Chairman Brown reported he had talked with Gary Davis of Bartlett & West regarding the issue of rain water being dumped on the Gilmore property on Route U which is apparently coming from an old 4" line that has been taken out of service. The cost to remove that line and run a new line from the main on the east side of Route U is \$60,000 to \$80,000 which the Board agreed was not cost effective based on the number of customers that would be served. Options will continue to be evaluated for dealing with the situation.

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Sarah Kirkegaard of Bartlett & West Engineers gave the Board updates on the following projects:

1. Wastewater Project: Bartlett & West is working on providing a revised cost estimate for the project; Chairman Brown said he had spoken with Gary Davis about the estimate and the Village did not need the estimate by May 1. The new water well project is on hold until the wastewater project is figured-out.
2. Water System Project: C & S Companies completed their punch list items last week and is now done with their work for the project. Caldwell Tank/Viking is scheduled to be in town on May 1, 2023, to complete their repairs on the new tower. The CDBG grant has not been closed yet since all work on the project hasn't been completed yet.

CO-MO CONNECT PROJECT UPDATE

Chairman Brown told the Board that the contractor had requested a punch list of items that need to be addressed and he is going to ask Sellenriek and/or Co-Mo Connect to come walk the town with him to identify the issues.

NEW BUSINESS:

VARIANCE OF USE REQUESTS

1316 MONROE STREET – MODULAR HOME

The property owner, Corey Gilmore, has indicated he wants to move a modular home onto this lot and has asked for a variance from the Village's ordinances that prohibit trailers/mobile homes from being put in the Village. The Board indicated they were open to the idea as long as the house was a modular home, placed on a foundation, met all setback requirements, complied with all building code requirements and that an approved wastewater system was installed. The Board also indicated they would like to get information on the dimensions of the house as well as pictures.

1320 MONROE STREET – MODULAR HOME

The property owner, Corey Gilmore, has indicated he wants to move a modular home onto this lot and has asked for a variance from the Village's ordinances that prohibit trailers/mobile homes from being put in the Village. The Board indicated concern about whether or not a home could be placed on this lot that would meet all setback requirements. The Board also indicated they would like to get information on the dimensions of the house as well as pictures.

1320 MONROE STREET – COMMERCIAL USE

A request has been received for a variance to allow storage units to be placed on this property. Trustee Hinshaw indicated she thinks it's a bad precedent in general to grant variances. Trustee Hinshaw also told the Board she had owned storage units for years and they require lots of

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maintenance, often have people living in them, and it can be difficult/time consuming to deal with the issues that do arise from a legal standpoint.

Chairman Brown moved, seconded by Chairman Pro Tem Baker, to deny the request for a variance to allow storage units on the property at 1320 Monroe Street. The motion passed on a voice vote.

BILL NO. 0023-04 AN ORDINANCE ACCEPTING ELECTION RESULTS FOR APRIL 4, 2023

Chairman Pro-Tem Baker moved the first reading of Bill No. 0023-004 by title only; seconded by Trustee Hunger.

There being no further discussion the motion carried on a voice vote.

The Village Clerk read the bill title.

Chairman Pro-Tem Baker moved the second and final reading of Bill No. 0023-004 by title only; seconded by Trustee Hunger. The Village Clerk called the roll:

Trustee Hinshaw Yes

Trustee LePage: Yes

Chairman Brown: Yes

Trustee Hunger: Yes

Chairman Pro-Tem Baker: Yes

The motion passed and Bill No. 0023-004 becomes Ordinance 245.

LEAD SERVICE LINE INVENTORY PROJECT BID REVIEW AND AWARD

One bid from Bartlett & West was received in response to the RFP for conducting the Lead Service Line Inventory for a total cost of \$60,492.00. The Board took no action on the bid as DNR needs to be consulted since only one bid was received.

PARKS UPDATE

BASEBALL FIELD ELECTRICAL REPAIRS

Chairman Brown reported that half of the lights at the Ballpark don't work and it appears that a new electrical box may be needed. The Board indicated that repairs need to be made and an electrician should be contacted to get an estimate for the repairs.

MILL STREET WALKING TRAIL BID

Chairman Brown told the Board he requested bids from three companies for installation of the walking trail at Mill Street Park. One bid was received from AJs Lawncare which includes a gravel loop around the park and a gravel parking area for five cars.

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Chairman Pro Tem Baker motioned to accept the bid from AJs Lawncare in the amount of \$13,500 which is to be taken from the Village’s Investment Account for installation of the walking trail; Trustee Hinshaw seconded. During discussion, Trustee LePage indicated he was concerned about using reserve funds for the project given the uncertainty in the economy and that the proposed use tax for park improvements had not been approved. The motion passed 4-1 on a voice vote with Trustee LePage voting “no”.

SWEAR-IN NEW BOARD MEMBERS

The Village Clerk administered the oath of office for newly elected Trustees: Adam Brown, Debra Baker, and Heather Hunger.

ELECTION OF BOARD OFFICERS

Chairman Pro Tem Baker moved to nominate Adam Brown for the position of Chairman; seconded by Trustee Hunger. The motion passed 4-0 on a voice vote with Trustee Brown abstaining.

Trustee Hunger moved to nominate Debra Baker for the position of Chairman Pro Tem; seconded by Trustee Lepage. The motion passed 4-0 on a voice vote with Trustee Baker abstaining.

The Board set a special meeting to work on the FY 2024 budget for May 9, 2023, at 5:30 p.m. at Village Hall.

A motion to pay bills was made by Trustee Hunger, seconded by Chairman Pro Tem Baker. Motion passed on voice vote.

There being no further business, Chairman Pro Tem Baker made a motion to adjourn, Trustee Hunger seconded. Motion passed on voice vote.

Meeting adjourned at 9:00 p.m.

The next regularly scheduled meeting is scheduled for May 30, 2023.

Signature On File
Chairman, Board of Trustees

ATTEST:

Signature On File
Village Clerk