**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**August 2, 2022**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, August 2, 2022, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown

Heather Hunger

Debra Baker

Travis LePage

Trustee Baker made a motion to accept the tentative agenda as published. Trustee Hunger seconded. Passed on voice vote.

COMMENTS OR QUESTIONS FROM RESIDENTS:

Gayle Garvin addressed the Board regarding a nuisance complaint involving her neighbor’s rooster who makes noise all day; Mrs. Garvin stated that in her opinion the Village’s nuisance ordinance can address this type of situation. Chairman Brown asked Mrs. Garvin if she still has a dog breeding operation on her property; Mrs. Garvin said she occasionally breeds show dogs which she considers to be a hobby. Chairman Brown indicated the Board would look at the nuisance ordinance to see if it could address the situation with the rooster and would put the issue on a future agenda.

ELECTION OF BOARD OFFICERS:

Trustee Baker made a motion to elect Trustee Brown as Board Chairman. Trustee Hunger seconded. Passed on voice note with Trustee Brown abstaining.

Trustee Hunger made a motion to elect Trustee Baker as Chairman Pro-Tem. Trustee LePage seconded. Passed on a voice vote with Trustee Baker abstaining.

MINUTES FROM THE JUNE 30, 2022, REGULAR MEETING:

The minutes from the June 30, 2022, Regular Meeting were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as published, Trustee LePage seconded. Motion passed by voice vote.

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FINANCIAL REPORT:

June, 2022, bank reconciliations for 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. Balance for all accounts is $859,431.02. This balance includes $20,312.39 in the DNR Loan and Grant accounts, $254,660.54 in the Waterworks Maintenance Reserve account, and $11,046.78 in the American Rescue Plan Act, which is to be used for the installation of self-reading water meters.

WATERWORKS REPORT:

Chief Water Operator Wirts reported to board members that four locates had been completed for the month and that two trouble calls were handled. The big meters were changed-out last week and all meters except one have now been changed-out. The chlorine injector pump may not be working correctly; Chief Operator Wirts is going to evaluate its operation but a new pump may be required which could cost up to $1,000. Chief Operator Wirts stated that he will be out-of-town from August 23-27; Rudy Wirts will be covering during that time. The new window air conditioner for the well house will be installed soon. The results of the special testing done from last year came back and all were non-detectable.

Chairman Brown reported he got an estimate from Maguire Iron for removing the old water tower. The estimates were $44,000 if the tower can just be dropped onto the ground or $60,000 if a crane has to be used to remove the tower. According to Chief Operator Wirts, California had an old water tower they left up for several years after it was taken out of use; DNR mentioned that the tower should be removed on the sanitary surveys but didn’t require the removal of the tower; after discussion, the Board agreed that the old tower should not be removed at this time.

VILLAGE CLERK REPORT:

Debit card usage for June: $2,179; spent over $550 on stamps since postage went up in July, $269 on new air conditioner for well house; and $1,000 on annual payroll subscription with Intuit/QuickBooks. Received new debit cards with my name on them above Village of Centertown.

There was 0 shut offs this month. Accounts receivable is in your folder. 7 past due notifications were sent out. Six customers have not yet paid. Shut off is scheduled for August 9th.

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Attending CUSI Online Training on August 17; scheduled to be all day so would like to do from home so no interruptions. The Board said to post a notice online that the offices would be closed that day.

During a computer backup, message appeared saying we needed to upgrade to Windows 11 which we did. Subsequently, found out that QuickBooks isn’t compatible with Windows 11; the only solution is to purchase a QuickBooks upgrade at a cost of $15 to $20 per month. Talked with Intuit/QuickBooks representative who after going through the options for going to QuickBooks online informed me that our current version of QuickBooks is compatible with Windows 11 as long as the regular updates are performed.

Notified public officials’ bond has been approved; one of the bills to be paid is for that bond.

Quarterly payroll taxes were submitted by the July 31 deadline as was the payroll report to the Missouri Division of Employment Security.

Received notice from Republic Services that they have scheduled Fall Clean-up for October 10, 2022; it is for residential customers only. The Board asked the Village Clerk to post the notice on the Village’s website.

Village Hall was treated for bugs, wasps, and mice.

Mid-Missouri Regional Planning annual renewal has been received; dues check is one of the ones listed on the bills to pay.

Working with CUSI and Core & Main on getting the meters changed out in the billing system and on the integration of the meter reading software with our billing software.

OLD BUSINESS:

WATERTOWER/BARTLETT & WEST ENGINEERS:

Sarah Kirkegaard, Bartlett & West Engineer, reported the only work left on the project is the 11-month inspection besides working on close-out documentation. C & S has some punch list items to complete, but Caldwell Tank has no more work to perform

ARPA FUNDS UPDATE:

Chairman Brown reported that applications were submitted for the following projects: 1) wastewater system; 2) install a second water well; and 3) conduct a lead service line inventory.

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For the wastewater project, the application requested $5 million from the State and $3 million from the County.

COLE COUNTY SMALL COMMUNITY GRANT/SIDEWALKS/DRAINAGE/ROADS UPDATE:

The application was submitted to install sidewalk along Main Street wrapping around to by the gas station, drainage improvements along Lookout Trail including the possible installation of drainage culverts under driveways and under Lookout Trail, and drainage improvements at the 4-way stop. The application was for the maximum request allowed of $250,000 with a 5% match included. The Review Committee has met but have not made any recommendations to the Cole County Commission to date.

NUISANCE LETTERS UPDATE:

Letters were sent to five residents giving them until July 5, 2022, to abate the nuisance cited in the letters. The Village Attorney submitted an abatement letter to the Union Pacific Railroad and plans to send a letter on the bank-owned property. All nuisances have been abated except for on two properties. Chairman Brown stated he had talked to a landscaping company about doing the abatement work on those properties and should be hearing back from them soon. The nuisance ordinance allows for a lien to be placed on the property for the cost of abatement.

WATER METER REPLACMENT UPDATE:

This update was given as part of the Waterworks Report.

NEW BUSINESS:

MAIN STREET AND MONROE STREET FLAGPOLE PROJECT:

Chairman Brown reported he had talked to two companies about removing the concrete barriers; one can’t do the work and the other would charge $1,000 per barrier. A new 15-foot flagpole, flag and solar light would cost approximately $200. Chairman Brown said he’s going to talk to the Art Department at Capital City High School about sponge painting the existing concrete base and putting school logos on the sides. The estimated cost to remove the barriers, put in parking stops and buy paint is $2,500 to $3,000. The Board expressed support for proceeding with the work.

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PROPOSED CONTRACT FOR ANNUAL AUDIT:

The proposal from Graves and Associates, CPAs, LLC to perform the annual audit for $13,900 was presented.

A motion to accept the proposal was made by Trustee Baker, seconded by Trustee Hunger. Motion passed on voice vote.

SNOW REMOVAL PLANNING:

Chairman Brown presented the idea of having a year-round maintenance position to perform snow removal, grass cutting, building maintenance and minor repairs, and any other similar tasks. The position could require up to 10 hours per week with additional hours required for snow removal. The Board suggested advertising for such a position and see if any applications are received.

LAND LEASE OF VILLAGE LAND ON LAKESHORE:

Chairman Brown said he had talked with Mr. Bemboom about leasing the land in exchange for Mr. Bemboom mowing the property. The Board indicated support for a lease with those terms.

A motion to pay bills was made by Trustee Hunger, seconded by Trustee LePage. Motion passed on voice vote.

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

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting is scheduled for August 30, 2022.

Signature on file \_\_\_\_

Chairman, Board of Trustees

ATTEST:

Signature on file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Village Clerk