**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**December 27, 2018**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, December 27, 2018, by Chairman Whitaker, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

 Celine Whitaker

 Heather Hunger

 Paula Hinshaw

 Absent: Sherry Kempf

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

AYES: 3 - Whitaker, Hinshaw, Hunger

ABSENT: 1 – Kempf

Chairman Whitaker gave the floor to Gary Davis, Bartlett & West Engineering. Mr. Davis briefed Board Members on December’s monthly progress report on the Monroe Street Stormwater Improvements. Also, confirmed meeting with Tammy Kaufmann and Richard Conn on January 7, 2019 to discuss improvements. He then reviewed Task Order 7 and Exhibit A, Scope of Work, pertaining to DNR State Revolving Fund Grant and Loan Assistance for the new water tower.

Chairman Pro Tem Hinshaw made a motion for the first reading of Bill No. 0018-015, An Ordinance authorizing the Chairman to modify the Master Agreement for Professional Services Contract with Bartlett & West, Inc. Trustee Hunger seconded.

Chairman Whitaker read the bill in its entirety. Following a brief discussion, Trustee Hunger motioned for the second and final reading of Bill No. 0018-015, An Ordinance authorizing the Chairman to modify the Master Agreement for Professional Services Contract with Bartlett & West, Inc. Chairman Pro Tem Hinshaw seconded.

Chairman Whitaker read the bill in its entirety and called for a roll call vote.

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ABSENT: 1 – Kempf

The motion passes. Bill No. 0018-015 becomes Ordinance 183.

Chairman asked residents in attendance if there were any questions or comments. Jim Plaster stated that Dick Kirchhoff had spoken to him about a possible meter leak at the corner of Main and Monroe. Derek will investigate.

Ken Herkelman stated the Parks Committee will meet at Village Hall on January 8th at 6:30 p.m. Agenda will be posted a minimum of 24 hrs prior to scheduled meeting.

Chairman Pro Tem Hinshaw recently attended a meeting in Jefferson City with local editors. Met the Director of Parks. Will provide information to Chairman Whitaker.

FINANCIAL REPORT:

November 2018 bank reconciliations for all accounts were provided Board Members and public in attendance. Provided Board Members November 2018 bank statements for all accounts as support documents to the bank reconciliations. Total of all accounts: $751,706.98.

VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: $306.49.

No shuts offs on December 3rd. Provided a current printout of aged receivables to Board Members. 9 past due notifications have been mailed as well as email notification is customer has provided an email address. There are three additional past due accounts, however, they are under the $20.00 minimum as set by the board. Shut off is scheduled after 9 a.m. on January 2nd, 2019.

Centertownmo.org has had a total of 62 visitors in the past 30 days.

The four street lights reported as out last month have been repaired with LED lights. Stop signs missing from Main/Monroe and Main/Oak have been installed.

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MO DOT completed their traffic study at the intersection of Main/Broadway. They will be making it a four way stop this spring.

Missouri Local Government Financial Statement was provided to State Auditor and Semi-Annual Financial Statement was published in News Tribune and California Democrat.

Received requests from Caring.com, Community Outreach and Senior Advocate, and Help.org, a substance abuse organization, to publish information on our website. Board requests organizations provide detail as to what they want to post before approval. Will contact.

Received an informal request for information from GSG Municipal, Moberly, MO. MML recommended providing requested information. Aligns with information provided to State Auditor and did not require additional man-hours.

OLD BUSINESS:

NO PARKING UPDATE – Chairman Whitaker briefed the Board that letters pertaining to No Parking in the Village Hall Driveway have been prepared. Will notify owner of property first, with two weeks to discuss any issues and to notify tenant. April 1st is anticipated effective date.

VILLAGE CLERK/WATERWORKS CLERK JOB DESCRIPTION – Chairman Whitaker presented Board Members job descriptions for Village Clerk and Waterworks Clerk. Members reviewed. Chairman Pro Tem Hinshaw motioned for the job descriptions to be approved; Trustee Hunger seconded, and carried on roll call vote.

AYES: 3 - Whitaker, Hinshaw, Hunger

ABSENT: 1 – Kempf

NEW BUSINESS:

LAND ACQUISTION – Chairman Whitaker asked for thoughts/approval to talk to owner of adjoining property to Village Hall about possible purchase of land for the construction of a new water tower. DNR requires a lengthy documentation process. Board Members indicated approval to inquiry. It has also been discovered that city park, a possible site for a back up well, is not titled to the Village. It is still titled to a Community Planning Association that dissolved in 1975. One member of the Association is still living. Village Attorney Mark Comley provided a number of corrective options. Chairman Whitaker and Chairman Pro Tem Hinshaw will meet with attorney to discuss best recourse.

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FINANCIAL PLANNER – Presentations from both financial planners, DA Davison and Todd Godfrey were provided to Board Members prior to meeting for review. Chairman Pro Tem stated she had gone online. One was listed with Better Business Bureau and the other was not. Not a deciding factor, you have to pay to appear on the list. Davison costs $15,000, Godfrey $10,000. It was determined Godfrey had the best presentation. Trustee Hunger made a motion to accept Todd Godfrey’s proposal, Chairman Pro Tem Hinshaw seconded, and carried on roll call vote.

AYES: 3 - Whitaker, Hinshaw, Hunger

ABSENT: 1 – Kempf

Chairman Whitaker will contact to set up initial meeting.

RESOLUTION 01-2019 – Trustee Hunger made a motion for the first reading of Resolution 01-2019, Authorizing the Filing of an Application with the Missouri Department of Natural Resources. This Resolution authorizes Chairman Whitaker to sign loan/grant applications for the new Water Tower with DNR. Chairman Pro Tem Hinshaw seconded.

Chairman Whitaker read Resolution 01-2019 in its entirety and called for a roll call vote.

AYES: 3 - Whitaker, Hinshaw, Hunger

ABSENT: 1 – Kempf

Resolution 01-2019 is approved.

2019 BUDGET REVIEW – Chairman Whitaker reviewed the current budget and it appears a number of adjustments will need to be made. Scheduling a special meeting for January 7, 2019 to discuss possible changes in length. There is the possibility of appointing a new board member at this meeting as well.

VILLAGE CLERK JOB INTERVIEWS - Following a short discussion, it was determined that interviews would be held by the Chairman, supervisor for both positions. Chairman Whitaker hopes to hold interviews the week of January 7th.

A motion to pay bills was made by Trustee Hunger, seconded by Chairman Pro Tem Hinshaw, and carried on roll call vote.

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ABSENT: 1 – Kempf

Derek McCubbin, Chief Water Operator, stated he had an update on water meter install at the old armory building. The contractor has determined that a special setter is needed, $1300. Will use 2” meter we have in stock. Board approved.

There being no further business, Chairman Pro Tem Hinshaw made a motion to adjourn, Trustee Hunger seconded, and carried on roll call vote.

AYES: 3 - Whitaker, Hinshaw, Hunger

ABSENT: 1 – Kempf

Meeting was adjourned at 7:30 p.m.

The next regularly scheduled meeting is January 29, 2019.