**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**FEBRUARY 23, 2021**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:35 p.m. on Tuesday, February 23, 2021, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

 Adam Brown

 Paula Hinshaw

 Heather Hunger

 ABSENT: Celine Whitaker

Trustee Hunger made a motion to accept tentative agenda with the following change: Draft Audit Results is moved to follow Comments/Questions from Residents. Chairman Pro Tem Hinshaw seconded and carried on voice vote.

Minutes – January 19, 2021 Closed Meeting – Minutes were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as written. Chairman Pro Tem Hinshaw seconded. Motion passed.

Minutes – January 26, 2021 Regular Meeting – Minutes were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as written. Chairman Pro Tem Hinshaw seconded. Motion passed.

Minutes – February 2, 2021 Special Meeting – Minutes were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as written. Chairman Pro Tem Hinshaw seconded. Motion passed.

Comments from Residents: Shane Russell came to board meeting to introduce himself as a potential backup snow plow operator for next year. Recommended by James Wickers. Lives in St Thomas. Has ridden the route with James. Took phone number. Will contact later in year.

DRAFT AUDIT RESULTS: Lindsay Graves, Graves and Associates, briefed board members on audit results via Zoom. Audit covered the period 1 June 2019 thru 31 May 2020. It is recommended that revenue accounts maintain a balance of 4-6 months to cover expenditures. Village’s General Fund has a 20-month balance, well above recommendations. Waterworks Enterprise Fund has a 47-month balance, well above recommendations. Custodial Credit Risk

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for Deposits meet requirement. Property Taxes are in line with standard. The Village did due

diligence in purchase of land for water tower. Budgets were completed in accordance with State Statutes. No changes were recommended. Audit will be posted to webpage.

FINANCIAL REPORT:

January 2021 bank reconciliations for all accounts were provided to Board Members and public in attendance. Total of all accounts: $598,803.85. Bank statements for January 2021 were provided as support documents. There are two new accounts for DNR SRF Loan and Grant payments.

WATERWORKS REPORT:

Derek McCubbin Chief Water Operator, brief the Board on recent Notice of Violation pertaining to the failure to submit COMPL STAGE 2 DBP water sample. The documentation sent with the sample bottles indicated the samples were due by December 31st and it was submitted December 29th, however, the samples were disqualified. DNR states this test needs to be completed during the summer months. This information was not in the instructions provided with the water sample bottles. The violation is being contested; however, it will need to be posted to the next Consumer Confidence Report.

During the cold snap last week, a resident’s waterlines froze. It was initially believed it was frozen at the meter due to the damaged meter well. Turned out it was house pipes. Village will pay the costs for contractor sent to house.

VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: $2,209.50.

There were no shut offs in February. Aged receivables in your folder. Twelve past due notifications were sent out. Two have paid. Shut offs are scheduled March 2nd after 9 a.m.

Customer 0301 was shut off last month and the meter locked. Customer has a balance of $45.95. Has not made a payment since 1/26/21. System does not prepare bills for accounts that are off. Board determined send letter to customer and ask for payment by March 9th,

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otherwise, deposit will be used. If deposit is used, customer will need to pay a new $100.00 deposit to turn water back on.

Received a call from CUSI concerning need for daily back ups to the Waterworks software. CUSI Cloud Service costs $900.00 a year. Discussed a terabyte hard drive. Cost approximately $100.00. Chairman Brown tabled discussion.

Submitted to DNR the annual Major Water Use Report. Provided Board Members a copy of report.

Provided Board Members a Sample Ballot for the April 6th General Election.

Paid Federal and State Taxes on January 26th, however, forgot to pay Sales Tax for Waterworks. Taxes were due Feb 1st, paid Feb 2nd. Penalty was $17.48. Village Clerk offered to reimburse Waterworks. Board stated reimbursement was unnecessary.

The latch on window located on side of the garage shed is broken. Currently have a long board leaning against the glass to keep it shut.

Wizards Baseball has reserved the ball field for the period March thru July 2021 on Monday and Thursday, 6-8 p.m. Will pay for lights during the early spring.

Provided Board Members a hard copy of the Water Tower fact sheet that was emailed to you on January 28th.

Provided Board Members a fact sheet on the Stormwater Project.

Spring Clean Up is scheduled for May 10, 2021.

Provided Board Members a price sheet from Coast to Coast Computer Products, providing costs for printer toner. Chairman Brown tabled discussion.

Chairman Brown received a phone call from Tammy at Tammy’s Restaurant. She stated motorist are cutting the corner at Main and Monroe and she is concerned someone is going to run over the extended curb when snow is on the ground. She will be installing a park bench this spring.

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OLD BUSINESS:

WATER TOWER UPDATE:

Gary Davis and Sarah Kirkegaard, Bartlett & West Engineers, briefed Board Members on the Water Tower’s Monthly Progress Report. Task Order 8, Design and Bidding, is complete and come in $21,000 under budget. Trustee Hunger made a motion to sign Notice to Proceed for Caldwell Tanks and C&S Companies, Chairman Pro Tem Hinshaw seconded. Motion passed.

AYES – 3, Brown, Hinshaw, Hunger

ABSENT – 1, Whitaker

ANIMAL ORDINANCE REVIEW: Chairman Brown provided Cole County Sheriff John Wheeler a copy of the proposed animal ordinance to ensure it is enforceable. He has not yet been able to review. Will have someone here next month.

NEW BUSINESS:

BILL NO. 0021-006 BOND ORDINANCE:

Trustee Hunger made a motion for the first reading of Bill No. 021-006, by title only. Chairman Pro Tem Hinshaw seconded.

AYES – 3, Brown, Hinshaw, Hunger

ABSENT – 1, Whitaker

Motion passed.

The Bond approved by the residents of Centertown was for $1,500,000. The Bond Ordinance is for $245,000.

Village Clerk read Bill No. 0021-006, title only.

Chairman Pro Tem Whitaker made a motion for the second reading and final passage of Bill No. 0021-006, by title only.

AYES – 3, Brown, Hinshaw, Hunger

ABSENT – 1, Whitaker

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There being no further discussion, Village Clerk read Bill No. 0021-006, title only. Clerk calls the roll.

AYES – 3, Brown, Hinshaw, Hunger

ABSENT – 1, Whitaker

Motion passes. Bill No. 0021-006 becomes Ordinance 223.

A motion to pay bills was made by Trustee Hunger, seconded by Chairman Pro Tem Hinshaw. Motion passed.

AYES – 3, Brown, Hinshaw, Hunger

ABSENT – 1, Whitaker

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

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting is March 30, 2021.