**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**June 26, 2018**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, June 26, 2018, by Chairman Pro Tem Whitaker, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

 Celine Whitaker

 Heather Hunger

 Sherry Kempf

 Paula Hinshaw

Chairman Pro Tem Whitaker asked residents in attendance if there were any issues to be addressed. Martha Gleich, Centertown resident and Shangri La Court Representative, inquired about the wastewater project progression and the August ballot. She has reviewed the engineering reports that are posted on the Village’s website, centertownmo.org. Chairman Pro Tem Whitaker explained that the Watertower Bond Issue will be on the November ballot; however, the board determined the wastewater project would be a financial burden on local residents and it has been tabled until additional funding can be found. Chairman Pro Tem Whitaker and Trustee Hinshaw recently attended training, “Funding for the Future”, and are hopeful that their new contacts and information may be helpful in finding funding in the future to offset the cost of the wastewater project so that rates will be within a range residents can afford.

Minutes – May 22, 2018 – Minutes were provided to board members prior to meeting. Trustee Hunger made a motion to accept minutes as written. Trustee Hinshaw seconded and carried on roll call to approve.

AYES: 4 – Whitaker, Hunger, Kempf, Hinshaw

FINANCIAL REPORT: May 2018 bank reconciliations for all accounts were provided Board Members and public in attendance. Provided Board Members May 2018 bank statements for all accounts as support documents to the bank reconciliations. Total of all accounts: $778,952.80. Chairman Pro Tem had a question about the $151.99 charge from Heritage Tractor. Jim Plaster stated it was maintenance supplies for the Village’s tractor.

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VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Large expenditure of $458.00 from Intuit. Trustee Hunger confirmed this is an annual charge for the payroll software. Total expenditures: $731.52

No water shut offs on June 1st. Provided a current printout of aged receivables to Board Members. Mailed 8 past due notifications. 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 July 2nd.

Centertownmo.org has had a total of 3766 visitors this month. Village’s new email address is villageclerk@centertownmo.org.

Spoke to Lori Melton, State Auditor’s Office, and MML concerning email accounts for board members. MML states the State Attorney General’s Office has recommended elected officials get a free email account, such as Gmail, and dedicate it to business communication only. Any email account that contains Village business is subject to Sunshine Law. It is best to avoid mixing personal and business on the same account.

As requested by Trustee Hinshaw, Missouri Rural Survey has been added to webpage under Village Clerk Blog.

James Wickers has agreed to install signs. Once we have all brackets needed for installation, will schedule a date to install the signs.

Another weather radio has been signed out. There are seven remaining.

Semi-annual Financial Statement was published in the News Tribune and the California Democrat. Copy provided board members and public in attendance. The statement will also be posted to the webpage.

DNR Consumer Confidence Report availability noted on this month’s water billing. Report will be posted at Post Office and Village Hall’s Bulletin Board as well as on the webpage.

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The doubled water penalties noted in the State Auditor’s Report were refunded to current customers on this month’s water billing. Each customer also received a letter of explanation. Tracking down the residents who have moved and are due a refund.

Continuing work on security water account deposits.

Recently received a note from Ms. Gilliam, the former Village Clerk, indicating the water software program may be overcharging customers. Research found that in 2009 water rates were set up in the software program as $25.00 for the first 2000 gallons (minimum charge) and $.0025 for each gallon above 2000 gallons. This is how customers were billed until Jan 2013 when the board approved billing customers at the 100 gallon mark rather than actual gallons used. It appears this was to match the water tower readings which are at the 100 gallon mark. In May 2017, Village Clerk Debra Baker noted meter readings were being read at the 100 gallon mark. Spoke to Derek McCubbin, Chief Water Operator. This impacts the Village’s water loss report since potentially 12,870 gallons are not billed in the same month as used. Started reading actual usage. Request guidance from board whether to return to billing customers at the 100 gallon mark or remain with actual usage. This is not a financial issue, since all gallons used are evidently billed but a question of billing actual usage in the same month as used to more accurately reflect water loss. Trustee Hunger made a motion to continue billing customers at the actual water usage. Trustee Hinshaw seconded and carried on roll call vote to approve.

AYES: 4 – Whitaker, Hunger, Kempf, Hinshaw

During the research concerning water billing it was determined that our water rates have not been property documented in an ordinance. Missouri Rural Water Association recommended we publish an ordinance immediately. Will draft and provided to the board prior to the next board meeting.

Also discussed contracts with MML and it is recommended that even though contracts have been approved during board meetings and so documented, that ordinances back them up. Will prepare ordinances for Republic Services, Service Line Warranty, and task 5 of the Small Community Grant Application and provide to board before next board meeting.

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OLD BUSINESS

HOME SERVICE LINE WARRANTY: At the last board meeting, two sample letters pertaining to the Service Line Warranty were reviewed and were not approved for mailing to local residents. Chairman Pro Tem Whitaker spoke to a representative of the company, Justin, about concerns expressed by board members. There was a discussion of posting information to our webpage for residents to review. The email was received yesterday; however, it did not contain what was discussed. The email was returned for clarification. Waiting to hear back.

WATERTOWER BOND LANGUAGE/FINANCIAL ADVISOR: Board members were sent the bond language for the Waterworks Revenue Bonds prepared by Gilmore & Bell, PC as well as an engagement letter for review. Documents were also provided to Village Attorney, Mark Comley, for review. He states no problem with language or engagement letter. There has been no charge for work completed so far. Gilmore & Bell is charging 1% of the bond amount. This represents a standard percentage. All board members voted aye to accepting the language and signing the engagement letter. Ordinance will be approved at next board meeting.

If bond issue passes, the Village will need to hire a financial advisor. Chairman Pro Tem Whitaker spoke to MML about whether the hiring of a financial advisor required going through a bid process or advertisements. Not required to do a bidding process, however, it does provide transparency. After discussion, decision is to wait until closer to November. Will start looking at who is available in this area. After election, will send out requests, seek out recommendations. Trustee Hinshaw recommended finding before election to ensure money is spent correctly. Will contact Sid Douglas and ask additional questions to clarify. Will come back to this issue for more discussion.

Board discussed getting a facts sheet from Bartlett & West pertaining to the Watertower project. Should be short and sweet, perhaps a flyer type of document. Will mail to Centertown residents. Discussion as to when to hold public hearings. It was agreed that September and October would be best.

MEDIA CONTACT APPOINTMENT: Discussion as to media contact appointment. Trustee Hinshaw mentioned Village Clerk but felt Chairman Pro Tem Whitaker would be the best candidate. Trustee Kempf made a motion to appoint Chairman Pro Tem Whitaker as the Village’s media contact, seconded by Trustee Hinshaw, and carried on roll call vote:

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AYES: 3 –Hunger, Kempf, Hinshaw

ABSTAIN: 1 – Whitaker

NEW BUSINESS

BARTLETT & WEST APPLICATION: Application was provided all Board Members prior to meeting. Application must be turned into Public Works NLT this Friday, June 29th. The $50,000 match documented in the application will come from the ½ cent sales tax. The Village receives approximately $100,000 annually from Cole County Public Works. The Village provides a listing of projects to Cole County at the end of the year. Cole County bids the projects with their own to get the best cost. Discussion pertaining to the Dixie Gardens gravel road. Also discussed Mill Street and the damage done from parking and rain erosion. Board will develop a wish list for the remaining $50,000 plus any monies left over from this year. Trustee Hunger made a motion to approve application as presented, Trustee Kempf seconded, and carried on roll call vote:

AYES: 4 – Whitaker, Hunger, Kempf, Hinshaw

ORDINANCE CONSULTANT: Chairman Pro Tem briefed the Board on her conversation with JML Management Consulting during MML training earlier this month. This company reviews ordinances to ensure they meet the municipality’s needs. Discussed having a representative attend a future board meeting and ask what they can do for us. Chairman Pro Tem Whitaker will contact and extend an invitation to speak to the board.

HELIPAD LEASE: Chairman Pro Tem provided Board Members a copy of the recently acquired 25 year lease for the Flight for Life Helipad located at 231 Route U, Centertown, MO. The lease was between the American Legion Post 531 and the Village for a period of 25 years. It was signed the 1st of September, 1999. The Lease has since passed to the new property owners, Tom & Rita Lindenbusch. Village is required to maintain liability insurance, which has been added to our policy. Lights have been checked to ensure they are operational. Wind sock needs to be replaced. Need to ensure landing pad is cleared during snow. Chairman Pro Tem Whitaker will make inquiries to determine how often the helipad is used.

A motion was made by Trustee Hunger, seconded by Trustee Kempf, and carried on roll call vote to approve the payment of bills.

AYES: 4 - Whitaker, Hunger, Kempf, Hinshaw

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Trustee Kempf would like to address trailers and trash issues at a future board meeting.

Also wants to ensure all emails are forwarded. Board Members were cautioned about discussing Village business in emails and text messages as this is potentially a Sunshine Law violation.

Trustee Kempf also asked about the recent email received from Missouri Municipal League concerning a recent Supreme Court decision clearing the way for cities to collect sales tax on online purchases. There is more information forthcoming. Will revisit this topic to determine if and when to pass an ordinance related to this issue.

Board discussed recent issues with trash being dumped at the park to include a couch. Discussed a “no dumping allowed” sign, putting up a camera. Will continue to discuss solutions.

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

AYES: 4 - Whitaker, Hunger, Kempf, Hinshaw

Meeting was adjourned at 8:05 p.m.

The next regularly scheduled board meeting was moved from July 31, 2018 to July 24, 2018 due to conflicting board member schedules.