**VILLAGE OF CENTERTOWN**

**BOARD OF TRUSTEES REGULAR MEETING**

**November 27, 2018**

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

 Celine Whitaker

 Sherry Kempf

 Paula Hinshaw

 Absent: Heather Hunger

Chairman asked residents in attendance if there were any questions or comments. Adam Brown, Centertown resident, indicated he has recently changed his work schedule and was interested in the open seat on the Board. Chairman Whitaker will check with MML on procedures.

Minutes – October 30, 2018 – Minutes were provided to board members prior to meeting. Trustee Hinshaw made a motion to accept minutes as written. Trustee Kempf seconded and carried on roll call to approve.

AYES: 4 – Whitaker, Kempf, Hinshaw

ABSENT: 1 – Hunger

A portion of Old Business was moved up since guests were in attendance. Chairman Whitaker asked attending roof contractors to present their bids to the Board.

Mr. Lynny Hughey of Hughey Renovations presented his three bids. Replacing screws and rubber grommets, $944.04; Metal roof removed, a new underlayment installed and the metal reused, $3,369.81; , or new metal installed, $5,353.33. Will take approximately three days, February at the earliest. Has workmen’s compensation insurance.

Mr. Tom Distler, Distler Construction presented his bid, $3,680.00. Old roof would be removed, underlayment installed, and 29 gauge metal installed. Job would take ½ day and he would be able to complete within 30 days, weather permitting. Has workmen’s compensation insurance.

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Mr. Sean Haslag, Lueke’s Roofing, presented his bid, $15,825.00. Mr. Haslag does not recommend using 29 gauge metal, otherwise known as barn metal. Overtime it will need to be replaced again. Recommend using 24 gauge standing seam metal, residential quality, 50 year warranty. Shingles are also an option. Would be able to do job Feb-Mar. 2 days for metal roof, 1 day for shingles. Has workmen’s compensation insurance.

The Board thanked the contractors for their time. After a brief discussion, Chairman Pro Tem Hinshaw made a motion to accept Tom Distler’s bid of $3,680.00, seconded by Trustee Kempf, carried on roll vote to approve.

AYES: 4 – Whitaker, Kempf, Hinshaw

ABSENT: 1 – Hunger

Chairman Whitaker gave the floor to Gary Davis and Dillon Feely, Bartlett & West Engineers. Reviewed the Small Community Engineering Assistance Program Grant. Cole County awarded the Village $200,000 for storm water/street/sidewalk repairs along Main and Monroe Street. The grant requires construction to begin within 24 months. The original plans were for $250,000. Looking at ways to adjust scope of work to the reduced award. Plans have added alternative A/B to the base bid. Primary focus is storm water drainage on Monroe. Discussion about options, easements, boundary surveys. Reviewed Task Order 6, schedule, scope of work, survey/data collection, TOPO survey for design, easement drafting, preliminary plans, final plans, project management & coordination, bidding phase services, and construction administration. B&W do a lot of administrative actions for rural clients that do not have a large staff. Board discussed the scope and cost of this project. B&W stated they are happy to remove any administrative actions the Village can take on. Discussed Task Order 7. Hourly Wage. No more questions for B&W Representatives. Board will hold a special meeting on December 5th to discuss further. If approved, an Ordinance will need to be passed authorizing Chairman to sign Task Order.

FINANCIAL REPORT: October 2018 bank reconciliations for all accounts were provided Board Members and public in attendance. Provided Board Members October 2018 bank statements for all accounts as support documents to the bank reconciliations. Total of all accounts: $750,115.21.

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VILLAGE CLERK REPORT:

Provided debit card/online transaction spreadsheet to Board Members and public in attendance. Total expenditures: $10.00. The only online transaction in the past month was to INTUIT for payroll.

No shut offs on November 1st. Provided a current printout of aged receivables to Board Members. 15 past due notifications have been mailed. Email notification will also be sent if customer has provided an email address. Shut off is scheduled after 9 a.m. on Monday, December 3, 2018.

Centertown Waterwork’s customers who did not have deposits documented in the water software program have been credited. Working with CUSI to ensure landlords are also credited. Have a few customers that have left the area to refund. If unable to locate, will forward money to State for unclaimed funds. Remainder of money will be transferred to Investments, labeled as Waterworks funds.

Centertownmo.org has had a total of 115 visitors the past thirty days.

We have received a debit card for the Waterworks account. This will alleviate the need to use Village funds to pay Waterworks’ purchases.

Four Village street lights are out: Route U, two on Route NN at Pine and Mill, and one on East Railroad. The outages have been reported. Noted a number of street lights have been upgraded to LED, much brighter.

Village Clerk/Waterworks Clerk help wanted ad will run tomorrow, November 28 thru December 4 in the Jefferson City News Tribune and the California Democrat. Job description will be ready for board approval next month.

Provided board members the Missouri Local Government Financial Statement ending May 2018 for review. If no changes, will forward to State Auditor this week.

State Statutes require publication of a semi-annual financial statement. The statement for the period June 1 – November 30, 2018 must be published not later than December 10th. Cost estimate $110. Will publish in News Tribune/California Democrat.

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Next board meeting is scheduled December 25th. Board approved moving regular board meeting to December 27th.

OLD BUSINESS

STOP SIGN UPDATE: Chairman Whitaker reported to the board that we have not yet received the MODOT engineer report for the stop sign at Broadway and NN, however, MODOT will be putting up a four way stop this spring. Have to restripe intersection. Cole County Sheriff Deputy did note that people are not stopping.

ZONING UPDATE: Chairman Whitaker reported that she and Trustee Hunger met with Village Attorney Mark Comley about zoning requirements. MML has also provided information on zoning, 46 pages, very involved. Have to form a zoning commission, 5-15 people. Must be residents. There is conflicting information whether the Chairman has to be on committee. Researching. Talked to Jesse Kirchhoff and Adam Brown to be on committee. Business owners can be on the committee, but cannot vote. Appointed by Chairman, approved by board.

NO PARKING UPDATE: Letter has been drawn up to be sent to renter/owner. Effective date: April 1, 2018. Ordinance to follow.

NEW BUSINESS

FINANCIAL PLANNERS: Chairman Whitaker provided board members information on two financial planners, DA Davison and Todd Godfey. Please review. To be discussed at next meeting. Will try to get a fee schedule and provide. Limited to bond facilitation. Mr. Godfey has worked with SRF.

BILL NO. 0018-013, ACCEPTING BOND ELECTION RESULTS: Chairman Pro Tem Hinshaw made a motion for the first reading of Bill No. 0018-013, An Ordinance declaring the results of the Bond Election held in the Village of Centertown, Missouri, on November 6, 2018, seconded by Trustee Kempf. (provided to Board Members and public prior to meeting, may be read by title only).

Chairman Whitaker read the bill no. and title. There being no discussion, Chairman Pro Tem Hinshaw made a motion for the second and final reading of Bill No. 0018-013, An Ordinance

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declaring the results of the Bond Election held in the Village of Centertown, Missouri, on November 6, 2018, seconded by Trustee Kempf.

Chairman Whitaker read the Bill No. and title and called for a vote.

AYES: 4 – Whitaker, Kempf, Hinshaw

ABSENT: 1 – Hunger

The motion passes. Bill No. 0018-013 becomes Ordinance 181.

APRIL 2019 ELECTION: Board members reviewed classified ad to be published in the Jefferson City News Tribune and California Democrat. Content approved.

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

AYES: 4 – Whitaker, Kempf, Hinshaw

ABSENT: 1 – Hunger

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

AYES: 4 – Whitaker, Kempf, Hinshaw

ABSENT: 1 – Hunger

Meeting was adjourned at 8:30 p.m.

A special meeting is scheduled December 5, 2018.

The next regularly scheduled board meeting is scheduled December 27, 2018.