

**VILLAGE OF CENTERTOWN
BOARD OF TRUSTEES REGULAR MEETING
NOVEMBER 28, 2023**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:30 p.m. on Tuesday, November 28, 2023, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown
Heather Hunger
Debra Baker
Paula Hinshaw

Travis LePage (absent)

Trustee Hunger made a motion to accept the tentative agenda as posted, Chairman Pro Tem Baker seconded. Passed on voice vote.

COMMENTS OR QUESTIONS FROM RESIDENTS:

No comments or questions were received.

MINUTES FROM THE OCTOBER 30, 2023, REGULAR MEETING:

The minutes from the October 30, 2023, Regular Meeting were provided to Board members prior to the meeting. Trustee Hunger made a motion to accept the minutes as published, Trustee Hinshaw seconded. Passed on a voice vote.

FINANCIAL REPORT:

October, 2023, bank reconciliations for all 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. The balance for all accounts was \$893,390.52 This balance includes \$53,358.37 in the DNR SRF Loan and Grant accounts, \$258,621.30 in the Waterworks Maintenance Reserve account, and \$0.46 in the American Rescue Plan Act (ARPA), which was used for the installation of self-reading water meters and will be used for the ARPA-funded Lead Service Line Inventory project.

The Village Clerk reported that \$1,183.60 in property taxes had been received fiscal year to-date compared with \$648.63 at the same time last fiscal year; the bulk of property taxes are received from the Cole County Collector in December and January. Sales tax revenue fiscal year to-date are \$13,037.75 compared to 13,930.60 last fiscal year which is a 6% reduction; if

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revenues continue to be down by 6% for the rest of the year, total sales tax collected would be \$21,094 which is above the budgeted amount of \$20,000.

WATERWORKS REPORT:

No report as Chief Water Operator Wirts had an emergency situation arise in California.

VILLAGE CLERK REPORT:

Debit card/online transactions total \$959.34 comprised mostly of payments for electric and telephone/internet services. A listing of the transactions is included in the Board member's packet.

There were 0 shut-offs this month. Accounts receivable report is in the packet. 6 past due notifications were sent-out. Shut off is scheduled for December 5.

The Clerk is finishing-up the Annual Financial Statement that is due to the State Auditor's Office by November 30; it will be submitted on time.

The Clerk will be working on the Semi-Annual Financial Statement for the first 6 months of FY23 which has to be published in the News Tribune by December 10.

By the end of the week, the Clerk will be getting the auditors the information on cash balances for which they have been waiting.

The notice of the candidate filing period for the April 2, 2024, election was published in the November 26 edition of the News Tribune. The filing period opens on December 5, 2023, at 8 a.m. and runs until 5 p.m. on December 26, 2023.

There have been approximately 6,000 visits to the Village's website in the last 12 months which is an average of 500 per month.

The Clerk thanked all who helped cover the office for him while he was out the last couple of weeks.

OLD BUSINESS:

BARTLETT & WEST MONTHLY REPORT

The monthly report from Bartlett & West Engineers was provided to the Board in their packets. Gary Davis from Bartlett & West gave the following update:

1. Water Tower/Project Close-out: The additional inspection required by DNR after the final inspection on September 28, 2023 is scheduled for December 7, 2023, at 2 p.m. A smaller screen for the overflow has been ordered and will be delivered on Thursday. The additional inspection will cost \$2,000. The Board discussed possible causes of the

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debris found inside the tank. Chairman Brown stated the Village should not have to pay for this additional inspection; it should be paid for by either Bartlett & West or the contractor, Caldwell Tank.

2. Lead Service Line Project (ARPA): Required forms have been submitted and a data request has been submitted to the Village.

UPDATE: ROAD REPAIRS/HIGGINS ASPHALT:

The work has been completed and came in about \$4,000 less than the projected cost. Higgins Asphalt also patched the spot on the Village Hall driveway.

UPDATE: SALE OF VILLAGE TRUCK

The truck was sold for \$10,100 with the Village receiving \$9,600 in cash with a \$500 allowance for repairs. The Village will receive a credit of approximately \$700 on the vehicle insurance premium.

UPDATE: AGREEMENT WITH COLE COUNTY HEALTH DEPARTMENT

Chairman Brown reported that the County has requested more copies of the agreement as they never signed the agreement. The County will only do inspections of properties and won't handle the abatement of nuisances. The Village will have to handle any abatements and bill the property owner; if the owner doesn't pay, then a tax lien can be filed. If going to bring in inspectors, there are 2 other properties that need to be addressed due to their condition; one on Pine Street and one on Monroe Street. Chairman Brown said he would like to address what to do with the properties at the January meeting; Chairman Pro Tem Baker said the Village Attorney needs to be involved to make sure the proper procedure is followed and the Village can include the attorney fees in the abatement bill sent to the property owners.

NEW BUSINESS:

BILL 0023-014 AN ORDINANCE ADOPTING CHARGES FOR WATER BILLING OF MULTI FAMILY DWELLINGS WITH TWO OR MORE ELECTRIC METERS – FIRST READING ONLY

Trustee Hinshaw moved the first reading of Bill 0023-14, By Title only; seconded by Trustee Hunger.

During discussion. Chairman Brown said the proposed ordinance is modelled after the City of California's ordinance. The Board discussed the sections of the ordinance and agreed that further discussion is needed. The idea of doing a surcharge for multi-unit properties was discussed. The Board also discussed that the Village Attorney should review the proposed ordinance once it is revised.

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The motion passed by voice vote.

VERIFICATION COLE COUNTY FOR SNOW REMOVAL:

Chairman Brown told the Board he had verified with Cole County Public Works that they will continue to provide snow removal on Lookout Trail, Waterford Road and West Railroad.

SET DATE FOR MID-YEAR BUDGET REVIEW

After discussion, the Borad scheduled the mid-year budget review for January 16, 2024, at 6 p.m.

BID FOR WATER BILLING SOFTWARE

Chairman Brown said he would like to be able to electronic billing; it will cost \$1,000 to have that capability added to the existing CUSI billing software. Also, the annual cost of the CUSI software will be increasing from \$1,600 to \$2,000. In talking with the CUSI sales representative, she suggested that the Village look at switching to the billing software developed by the Missouri Rural Water Association (MRWA) as it is designed to be a lower cost option for small water utilities like the Village's. MRWA said that they will provide a demo of their software a few months before our current renewal with CUSI ends.

DISCUSSION OPENING BID FOR AUDITOR

Chairman Brown said he would like to go out for bids for annual audit services to see if the Village can get a better deal; the Board indicated their agreement with that proposal.

A motion to pay bills was made by Trustee Hunger, seconded by Chairman Pro Tem Baker. Motion passed on a voice vote.

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

Meeting adjourned at 8:00 p.m.

The next regularly scheduled meeting will be on Tuesday, December 26, 2023, at 6:30 p.m.

Signature On File
Chairman, Board of Trustees

ATTEST:

Signature On File
Village Clerk