

**VILLAGE OF CENTERTOWN  
BOARD OF TRUSTEES REGULAR MEETING  
FEBRUARY 27, 2024**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:40 p.m. on Tuesday, February 27, 2024, by Chairman Brown, in the Village Hall at 1227 Broadway. On roll call, the following members were present:

Adam Brown  
Heather Hunger (absent)  
Debra Baker  
Paula Hinshaw (absent)  
Travis LePage

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

COMMENTS OR QUESTIONS FROM RESIDENTS:

No comments or questions were received.

MINUTES FROM THE JANUARY 30, 2024, REGULAR MEETING:

The minutes from the January 30, 2024, Regular Meeting were provided to Board members prior to the meeting. Chairman Brown made a motion to accept the minutes as presented, Chairman Pro-Tem Baker seconded. Passed on a voice vote.

Trustee Hinshaw joined the meeting at 6:43 p.m.

FINANCIAL REPORT:

January, 2024, 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 \$945,240.81 This balance includes \$53,459.22 in the DNR SRF Loan and Grant accounts, \$262,411.90 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 sales tax revenues fiscal year to-date are \$20,135.78 compared to \$17,996.93 last fiscal year; the budget for the current fiscal year is \$20,000 which has already been exceeded.

WATERWORKS REPORT:

Chief Water Operator Wirts told the Board there had been no trouble calls or locates in February. He reported that he had met with resident Jim Garvin and the issue with their water pressure was the water softener. The new starter has been installed on the well. The VOC samples all came back as “non-detect.”

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VILLAGE CLERK REPORT:

Debit card/online transactions total \$2,594.95 comprised which includes payments for electric, telephone/internet services, stamps/postage, and the payment of administrative fees on the water tower bonds. A listing of the transactions was provided to the Board in their packet.

There were 0 shut-offs this month. Accounts receivable report is in the packet. 10 past due notifications were sent-out. Shut off is scheduled for March 5.

Work is ongoing on the annual audit; Graves & Co. has requested additional information which I will be getting to them within the next week. Hopefully, the audit findings can be presented at the March meeting.

I am still working on compiling the necessary information for the State CDBG Program monitoring visit; no date has been set yet for the visit.

Republic Services has scheduled the Residential Bulk Spring Clean-up for May 6; the notice has been posted on the website.

Correspondence was received from an individual who is going to be coming through (or near) Centertown as part of a cross-country trek to raise money for The Fallen and Wounded Soldiers Fund. His journey will be live-streamed on his Facebook page and he asked that he be invited to Centertown's page so he can feature it as he is passing through.

I will be completing the U.S. Census Bureau's Boundary and Annexation Survey indicating that there have been no changes to the Village's boundaries in the last year.

The Village received a request from the Missouri Department of Revenue to review the Village's boundaries for their mapping feature showing sales tax information for each political subdivision in the State.

I will be working with Kyle on the annual Water Use Report due to DNR by March 31.

A new printer has been purchased and has worked very well so far.

A new exterior light was installed at Village Hall.

One of the lights is out in the office and it appears that it may be a ballast issue.

A call was received from a lady reporting damage to her son's car from hitting a pothole on Lookout Trail; when a formal complaint request is received, the Village's insurance carrier and the Village Attorney will be consulted.

The agreement for the helipad on Route U is up for renewal in September. Chairman Brown has contacted Cole County and the Region West Fire Department who both indicated they are not interested in taking it over. The contract has been sent to the Village Attorney who has been asked to send a letter to the property owner informing them the Village is not interested in renewing the contract.

OLD BUSINESS:

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BARTLETT & WEST MONTHLY REPORT: Chairman Brown reported on conversation he had had with DNR regarding the SRF application for a second water well; an application for SRF funding will be signed to get the project on the list for the next round of funding. Gary Davis with Bartlett & West said only preliminary engineering work for the second well has been completed and that DNR indicated they would accept much of the documentation from the tower project since the second well would be located at the tower site.

On the water tower project, the remaining items to be completed are the final DBE Report, signing the final completion certificates with Caldwell and C&S, and the closing-out the CDBG grant.

NEW BUSINESS:

COLE COUNTY ARPA FUNDS – DISCUSSION OF OPTIONS: Chairman Brown told the Board that since the \$50,000 awarded from Cole County will not be able to be used for the wastewater project, the Village will be allowed to re-classify the use for the funds. Possible options are the second well, electrical repair/upgrade at the ball park, or playground equipment. Chairman Pro-Tem Baker suggested that bids be solicited for the electrical work at the ball park to see how much will be needed to complete that project; the other Board members indicated their agreement.

BILL NO. 0024-003 AN ORDINANCE AMENDING ORDINANCE 200, AN ORDINANCE ADOPTING CENTERTOWN WATERWORKS RULES AND REGULATIONS, DATED APRIL 1, 2020:

Trustee LePage moved the first reading of Bill No. 0024-003 by title only; seconded by Trustee Hinshaw.

There being no discussion the motion carried on a voice vote.

The Village Clerk read the bill title.

Chairman Pro-Tem Baker moved the second and final reading of Bill No. 0024-003 by title only; seconded by Trustee LePage. The Village Clerk called the roll:

Trustee Hinshaw Yes

Trustee LePage: Yes

Chairman Brown: Yes

Trustee Hunger: (absent)

Chairman Pro-Tem Baker: Yes

The motion passed and Bill No. 0024-003 becomes Ordinance 256.

BILL NO . 0024-004 AN ORDINANCE AMENDING ORDINANCE 200, AN ORDINANCE ADOPTING CENTERTOWN WATERWORKS RULES AND REGULATIONS, DATED APRIL 1, 2020 – FIRST READING ONLY

Trustee LePage moved the first reading of Bill No. 0024-004 by title only; seconded by Trustee Hinshaw.

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There being no discussion the motion carried on a voice vote.

The Village Clerk read the bill title.

The second reading will occur at the March 26, 2024, meeting; a letter will be sent to the owner of the property most affected by the bill to inform them the bill will be considered at that meeting in case they want to make comments.

DISCUSS REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES: Chairman Brown distributed a draft RFQ for engineering services that he received from the Missouri Municipal League. The intent would be to select up to three engineering firms and then negotiate with those three firms on contracts for any engineering services needed by the Village. The Board discussed taking water and sewer projects off the list since the intent is to stay with Bartlett & West for those projects given their experience and work already completed.

Chairman Pro-Tem Baker moved approval of the draft RFQ excluding services for water and wastewater projects; seconded by Trustee Hinshaw. Motion passed on voice vote.

STATE REVOLVING FUND CLEAN WATER APPLICATION CLOSE-OUT: DNR notified the Village that the application for funding for the wastewater project is being closed-out but the Village can re-apply for funding in the future if the project moves forward.

RESOLUTION 01-2024 A RESOLUTION ADOPTING A GRIEVANCE PROCEDURE PROVIDING FOR PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS RELATING TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND IMPLEMENTATION OF SECTION 504 OF THE REHABILITATION ACT OF 1973

Chairman Pro-Tem Baker moved the reading of Resolution 01-2024; seconded by Trustee LePage.

The Village Clerk read the resolution by title only.

There being no further discussion, the motion passed by voice vote.

Resolution 01-2024 was approved.

A motion to pay bills was made by Chairman Pro Tem Baker, seconded by . Trustee LePage.

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

Meeting adjourned at 8:30 p.m.

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The next regularly scheduled meeting will be on Tuesday, March 26 2024, at 6:30 p.m.

SIGNATURE ON FILE  
Chairman, Board of Trustees

ATTEST:

SIGNATURE ON FILE  
Village Clerk.