

**VILLAGE OF CENTERTOWN  
BOARD OF TRUSTEES REGULAR MEETING  
MARCH 28, 2024**

The regular meeting of the Board of Trustees of Centertown, Missouri, was called to order at 6:02 p.m. on Thursday, March 28, 2024, 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)

Chairman Brown proposed amending the tentative agenda by moving the Audit Report to after the Village Clerk's Report and move Bill No. 0024-004 to after Comments or Questions From The Residents; Chairman Pro-Tem Baker made a motion to accept the tentative agenda as amended, Trustee Hunger seconded. Passed on voice vote.

Trustee Hinshaw made a motion to close the meeting and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from the closed meeting be closed under section 610.021, subsection 3, rsmo for discussing personnel matters; seconded by Trustee Hunger; the Village Clerk called the roll:

Trustee Hinshaw Yes  
Trustee LePage: (absent)  
Chairman Brown: Yes  
Trustee Hunger: Yes  
Chairman Pro-Tem Baker: Yes

The motion passed.

Trustee Hinshaw made a motion to close the closed meeting and return to the open meeting; seconded by Trustee Hunger; the Village Clerk called the roll:

Trustee Hinshaw Yes  
Trustee LePage: (absent)  
Chairman Brown: Yes  
Trustee Hunger: Yes  
Chairman Pro-Tem Baker: Yes

The motion passed and the meeting returned to open session.

COMMENTS OR QUESTIONS FROM RESIDENTS:

No comments or questions were received.

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### MINUTES FROM THE FEBRUARY 27, 2024, REGULAR MEETING:

The minutes from the February 27, 2024, Regular Meeting were provided to Board members prior to the meeting. Trustee Hunger made a motion to accept the minutes as presented, Chairman Pro-Tem Baker seconded. Passed on a voice vote.

### MINUTES FROM THE JANUARY 23, 2024, SPECIAL MEETING:

The minutes from the January 23, 2024, Special Meeting were provided to Board members prior to the meeting. Trustee Hunger made a motion to accept the minutes as presented, Chairman Pro-Tem Baker seconded. Passed on a voice vote.

### FINANCIAL REPORT:

February, 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 \$893,299.14 This balance includes \$6,063.02 in the DNR SRF Loan and Grant accounts, \$262,567.84 in the Waterworks Maintenance Reserve account, and \$0 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 \$21,331.71 compared to \$19,234.06 last fiscal year; the budget for the current fiscal year is \$20,000 which has already been exceeded.

### WATERWORKS REPORT:

Chief Water Operator Wirts submitted the attached written report.

### VILLAGE CLERK REPORT:

Debit card/online transactions total \$6,026.62 which includes \$3,287.53 for the quarterly bond payment, \$1,567 for the annual workers compensation insurance premium, and the usual payments for electric and telephone/internet services. A listing of the transactions was provided in the Board members' packet.

There were 0 shut-offs this month. Accounts receivable report was provided in the Board members' packet. 9 past due notifications were sent-out. Shut off is scheduled for April 3.

The State CDBG Program monitoring visit for the grant close-out process is scheduled for April 9.

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

The annual Water Use Report due to DNR by March 31 has been submitted. Annual water usage was 6.2 million gallons with water loss at 8.4%.

All the fluorescent light fixtures in the Hall were replaced with LED fixtures by Handyman Solutions. Handyman Solutions also looked at the 2 areas of water damage on the ceiling and determined they were not

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current leaks as no moisture was detected in either place. The spots were primed with an oil-based primer with the plan being to watch to see if water reappears. If not, the ceiling can be repaired and/or painted.

Notice of the Annual Meeting of the Missouri811 system (formerly One-Call) was received. The meeting is scheduled for 9 a.m. on April 25 in Jefferson City. As a member, the Village can send a representative to attend or, if not, we can cast a ballot to vote for the slate of Board members.

Information was received from MU Extension about Missouri Good Neighbor Week which will be September 28 through October 4. A flyer was included in the material received which they requested be posted at our city hall. The Board had no objection to the posting the flyer.

An inquiry was received from Burcham Companies about whether or not the Village has restrictions on fireworks sales within the Village as they are interested in running a stand for the 2 weeks leading up to July 4. Chairman Brown and I sent a reply saying the Village does not have restrictions but we would like to receive a copy of their permit from the Missouri Division of Fire Safety. We told them we would be informing the Board at tonight's meeting and would let them know of any concerns expressed. The Board wanted confirmation that the Village would be getting sales tax from sales within the Village.

OLD BUSINESS:

FY 2023 AUDIT REPORT: Lindsey Graves with Graves & Co. reviewed the FY 2023 audit with the Board via telephone.

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

Trustee Hunger moved the second and final reading of Bill No. 0024-004 by title only; seconded by Trustee Hinshaw.

The Village Clerk read the bill title.

The Village Clerk called the roll:

Trustee Hinshaw Yes

Trustee LePage: (absent)

Chairman Brown: Yes

Trustee Hunger: Yes

Chairman Pro-Tem Baker: Yes

The motion passed and Bill No. 0024-004 becomes Ordinance 257 Chairman Brown reminded the Board the ordinance takes effect 90 days from the date of final passage so the new rate structure will be reflected in the July, 2024, water bills. .

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LEAD SERVICE LINE INVENTORY PROJECT UPDATE - BARTLETT & WEST: Sarah Kirkegaard with Bartlett & U West told the Board that 15 survey responses had been received to-date; 5 were received electronically and 10 hard copies had been submitted. Ms. Kirkegaard suggested posting information on the survey on the Village website. A list will be provided of those customers who submit a survey so that the Village can issue the \$5 credits. Ms. Kirkegaard also said that plan is to state "potholing" as necessary in July.

Ms. Kirkegaard told the Board that the second water well project is on the SRF intended use plan for the next 2-year cycle; a specific funding package should be received in October.

TAP GRANT APPLICATION UPDATE: Dillon Feeley with Bartlett & West presented a revised project estimate for the sidewalk project proposed for along Broadway and Main Streets. Mr. Feeley said the estimate is at a high level right now but during the specific design phase there could be discussion on who performs which duties and their good be savings identified at that time. Mr. Feeley said the revised project estimate reflects lower engineering fees but that the fees are still at a relatively high level since the proposed project is a small one. Mr. Feeley said MODOT wants letters of support by April 5 and that the application is due by April 26.

COLE COUNTY ARPA FUNDS – CHANGE OF SCOPE: Chairman Brown reported told the Board that he had contacted 6 electric companies to do repairs on the lights and had received only 1 bid from Meyer Electric for \$7,000; according to Forbis, Cole County's grant administrator, for projects between \$6,000 and \$12,000, the requirement is to attempt to get 3 bids. Other possible components of the project include: 1) chip seal of road/walking trail for \$5,200; 2) fence replacement for either \$1,700 or \$2,700 depending on whether the project involves just replacing the existing fence or if it involves replacing the existing fence plus extending the fence another 230 feet; 3) installation of professional grade swings for \$13,000 and a slide for \$3,500 plus installation costs. The Board said that Chairman Brown should contact the adjacent property owner about the possibility of extending the fence and if the fence would be the Village's responsibility or a shared responsibility between the Village and property owner.

### NEW BUSINESS:

COLE COUNTY PUBLIC WORKS ROAD REPAIRS UPDATE: Chairman Brown said the county bid for chip seal is \$2 per square yard. he told the board the village could look at doing the 100 feet of N. Waterford Road that lies within the village, Lookout Trail and the park road/walking trail. The work could be paid for out of the \$100,000 the Village gets from the County every 5 years. the Board expressed support for that plan but wanted to be sure that the work would include patching the road as necessary.

A motion to pay bills was made by Trustee Hunger, seconded by . Trustee Hinshaw. Motion passed on voice vote.

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

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Meeting adjourned at 8:30 p.m.

The next regularly scheduled meeting will be on Thursday, April 23, 2024, at 6:30 p.m.

SIGNATURE ON FILE  
Chairman, Board of Trustees

ATTEST:

SIGNATURE ON FILE  
Village Clerk