



Board of Aldermen - Regular Meeting

Monday, January 17, 2022 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

2. ROLL CALL

Aldermen: Terri Motley, Robert Hudson, David Wilkins, Christina Stevens, Don Rodgers, Landon Magley

3. PLEDGE OF ALLEGIANCE

4. COMMENTS FROM CITIZENS

Comments from citizens may be sent in writing prior to 5:00 p.m. on the date of this meeting to Mayor Chris Cox, mayor@centraliamo.org, or City Administrator Heather Russell, heather@centraliamo.org.

5. CONSENT AGENDA

Approved as a group unless separated by request of one or more Aldermen. (Motion)

- a. Board of Aldermen Meeting Minutes**
- b. Public Works & Utilities Committee Meeting Minutes**
- c. General Government & Public Safety Committee Meeting Minutes**
- d. Collector's Report**
- e. Investment Report**
- f. Treasurer's Report**
- g. Activity Reports**
- h. Bartlett & West Monthly Report**

WWTP Project

6. ACCOUNTS PAYABLE

- a. Accounts Payable Over \$1,250**

ACTION AGENDA

7. LEGAL

- a. Use Tax on April 2022 Ballot Ordinance**

___ Bill No. ___ Ordinance No.

OLD BUSINESS

8. PANDEMIC ILLNESS POLICY & RESPONSE PLAN

9. SPEED LIMIT DISCUSSION - SCHOOL ZONES

NEW BUSINESS

- 10. MAYOR**
- 11. CITY ADMINISTRATOR**
 - a. Monthly Report**
- 12. CITY ATTORNEY**
- 13. CITY CLERK**
- 14. AS MAY ARISE**
- 15. ADJOURN**

Contact: Heather Russell, City Administrator (heather@centraliamo.org 573-682-2139) | Agenda
published on 01/13/2022 at 1:34 PM



Board of Aldermen - Regular Meeting

Minutes

Monday, October 18, 2021 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

Minutes:

Mayor Chris Cox called the meeting to order at 6:30 p.m.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

Minutes:

Mayor Cox lead those present in the Pledge of Allegiance.

4. COMMENTS FROM CITIZENS

Minutes:

Comments from citizens opened at 6:32 p.m. Since there were no comments from citizens this closed at 6:32 p.m.

5. CONSENT AGENDA

Approved as a group unless separated by request of one or more Aldermen. (Motion)

Minutes:

Items a, b, and c are not available at this meeting; these will be included in the next meeting packet. Alderman Hudson made a motion that items d, e and f be approved as presented. Alderman Magley seconded the motion. The motion was approved by voice vote with the exceptions of Aldermen Stevens and Wilkins who were absent.

Vote results:

Ayes: 4 / Nays: 0

a. Board of Aldermen Meeting Minutes

b. Public Works & Utilities Committee Meeting Minutes

c. General Government & Public Safety Committee Meeting Minutes

d. Planning & Zoning Minutes

e. Activity Reports

f. Treasurer's Reports

6. ACCOUNTS PAYABLE OVER \$1,250

May 2021 Activity Reports

Minutes:

Alderman Hudson made a motion to accept the Accounts Payable over \$1,250 in the amount of \$848,454.85. Alderman Don Rodgers seconded the motion. The motion as approved by voice vote with the exceptions of Aldermen Stevens and Wilkins who were absent.

Vote results:

Ayes: 4 / Nays: 0

ACTION AGENDA

7. LEGAL

a. AN ORDINANCE APPROVING THE FINAL PLAT OF BARELA SUBDIVISION

Bill No. 2425 Ordinance No. 3107

Minutes:

Administrator Russell presented a Bill marked and designated as bill no. 2425 to create an ordinance entitled "AN ORDINANCE APPROVING THE FINAL PLAT OF BARELA SUBDIVISION, LOCATED IN SECTION TEN, TOWNSHIP FIFTY-ONE NORTH, RANGE ELEVEN WEST, IN TH CITY OF CENTRALIA, BOONE COUNTY, MISSOURI, AND ACCEPTING DEDICATION TO THE CITY OF CENTRALIA, MISSOURI, OF THE UTILITY EASEMENTS AND STREET RIGHT-OF-WAY IN SAID PLAT AS THE PUBLIC PROPERTY OF THE CITY OF CENTRALIA MISSOURI." Alderman Hudson moved that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Rodgers and motion carried unanimously. The bill was then read by title only, Alderman Hudson moved the bill be placed on its second reading. Motion was seconded by Alderman Rodgers and the motion carried unanimously. The bill was then read the second time by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Hudson moved the final passage of the bill. Alderman Magley seconded the motion. The Mayor then called for a roll call vote and the ordinance was passed with the following vote. Aldermen voting FOR: Hudson, Motley, Magley, Rodgers. Voting AGAINST: none. Absent: Stevens and Wilkins. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal and the Ordinance was designated as Ordinance 3107.

Vote results:

Ayes: 4 / Nays: 0

b. AN ORDINANCE TO FIX THE COMPENSATION OF CERTAIN EMPLOYEES OF THE CITY OF CENTRALIA, MISSOURI

Bill No. 2426 Ordinance No. 3108

Minutes:

Administrator Russell presented a bill marked marked and designated as bill no. 2426 to create an ordinance entitled "An Ordinance To Fix The Compensation Of Certain Employees Of The City Of Centralia,, Missouri. Alderman Rodgers moved

that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Magley and motion carried unanimously. The bill was then read by title only, Alderman Rodgers moved the bill be placed on its second reading. Motion was seconded by Alderman Magley and the motion carried unanimously. The bill was then read the second time by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Rodgers moved the final passage of the bill. Alderman Magley seconded the motion. The Mayor then called for a roll call vote and the ordinance was passed with the following vote. Aldermen voting FOR: Hudson, Motley, Magley, Rodgers. Voting AGAINST: none. Absent: Stevens and Wilkins. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal and the Ordinance was designated as Ordinance 3108.

Vote results:

Ayes: 4 / Nays: 0

8. PURCHASING

a. APPROVING CHANGE ORDER NO. 2 FOR WATER TREATMENT PLANT UPGRADE PROJECT IN THE AMOUNT OF \$1280.40

(motion)

Minutes:

Administrator Russell presented the Change Order No 2 for Water Treatment Plant Upgrade Project in the amount of \$1,280.40. Administrator Russell advises project is currently under budget and is scheduled to be completed in 2021. Alderman Hudson made a motion to approve Change Order No. 2. Alderman Motley seconded the motion. The motion was approved by voice vote with the exceptions of Aldermen Stevens and Wilkins who were absent.

Vote results:

Ayes: 4 / Nays: 0

NEW BUSINESS

9. MAYOR

Minutes:

Mayor Cox thanked Interim Police Chief Stoebe for agreeing to serve during the transition.

10. CITY ADMINISTRATOR

Minutes:

City Administrator Russell commented on her report - she discussed the RFP for uniform services. She advised the City of Centralia has used Aramark Services for over 17 years and Aramark has the opportunity to submit an RFP. Russell also advised the

meeting with Dayne Love went well and he has been advised the City of Centralia will seek RFP's for Solid Waste in 2023. City Administrator Russell also shared she would like to set up a committee to review the applications/resumes for Chief of Police. Another committee will do the initial interview and the entire Board of Aldermen will do the final interview.

a. Monthly Report

11. CITY ATTORNEY

Minutes:

No report.

12. CITY CLERK

Minutes:

No report.

13. AS MAY ARISE

a. Discussion of ARPA Funding Options

Minutes:

City Administrator Russell presented ARPA Funding - Project Ideas. The first payment has been received. The funds cannot be used for current debt and/or matching funds. There are certain guidelines that have to be met for using the funds. A brief review of Phase 1 project ideas was discussed. Administrator Russell also presented an overview of suggested Phase 2 projects. Administrator Russell requested the Board of Aldermen to make suggestions/recommendations for using the funds.

14. ADJOURN

Minutes:

Alderman Hudson made a motion to adjourn the meeting. The motion was seconded by Alderman Magley. The motion passed by voice vote with the exceptions of Aldermen Stevens and Wilkins who were absent. The Mayor called the meeting adjourned at 7:11 p.m.

Vote results:

Ayes: 4 / Nays: 0



Board of Aldermen - Regular Meeting

Minutes

Monday, December 20, 2021 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

Minutes:

Mayor Cox called the regular meeting to order at 6:30 p.m.

2. ROLL CALL

Minutes:

Roll Call: Aldermen Robert Hudson, Don Rodgers, Landon Magley, Christina Stevens, and David Wilkins answered roll call.

Absent: Terri Motley

3. PLEDGE OF ALLEGIANCE

Minutes:

Mayor Cox led everyone in the pledge of allegiance.

4. WASTEWATER TREATMENT FACILITY UPDATE

Minutes:

Gary Davis and Blake Wilbers with Bartlett and West were present to give an update. They began with an update on the water project and changed the end date to March 16, 2022 to allow for work on the slaker. They also advised there would be included in change order #3 an additional cost for an exhaust fan. There was some discussion about the slaker and the time line for completion. Wastewater project - There was discussion on part 3 basin upgrade concerning the unsuitable soil in the lower basin. Chris Fischer was present to discuss the changes and there their would be zero change in the cost. Discussion followed on releasing more of the funds.

5. COMMENTS FROM CITIZENS

Minutes:

The Comments from Citizens portion of the meeting was opened at 7:08 p.m. by Mayor Cox.

Hearing no comments, the Comments from Citizens portion of the meeting was closed at 7:08 p.m. by Mayor Cox.

6. APPOINTMENTS

a. Appointment of a Nat Stoebe to Police Sergeant

(motion)

Minutes:

Alderman Wilkins made the motion to approve the mayor's appointment of Jerry (Nat) Stoebe to Police Sergeant. Alderman Magley seconded the motion. On a call by the mayor for ayes and nays, the motion passed unanimously. Absent: Motley

Vote results:

Ayes: 5 / Nays: 0

b. Appointment of Jason Hicks as a Full-Time Police officer

(motion)

Minutes:

Alderman Wilkins made the motion to approve the mayor's appointment of Jason Hicks to Full-Time Police Officer. Alderman Magley seconded the motion. On a call by the mayor for ayes and nays, the motion passed unanimously. Absent: Motley

Vote results:

Ayes: 5 / Nays: 0

c. Appointment of Jade Mills as a Part-Time Police Officer

(motion)

Minutes:

Alderman Wilkins made the motion to approve the mayor's appointment of Jade Mills to Part-Time Police Officer. Alderman Magley seconded the motion. On a call by the mayor for ayes and nays, the motion passed unanimously. Absent: Motley

Vote results:

Ayes: 5 / Nays: 0

7. CONSENT AGENDA

Approved as a group unless separated by request of one or more Aldermen. (Motion)

Minutes:

Alderman Wilkins noted that on pg. 15 under As May Arise there is an error where "know" should be "knows".

Motion was made by Alderman Wilkins to accept the consent agenda as amended. Alderman Magley seconded the motion. On a call by the Mayor for ayes and nays, the motion passed unanimously. Absent: Motley

Vote results:

Ayes: 5 / Nays: 0

a. Board of Aldermen Meeting Minutes

b. Public Works & Utilities Committee Meeting Minutes

c. General Government & Public Safety Committee Meeting Minutes

d. Collector's Report

e. Treasurer's Report

f. Investment Report

g. Activity Reports

8. ACCOUNTS PAYABLE OVER \$1,250

Minutes:

Alderman Wilkins made the motion to approve the Accounts Payable over \$1250 in the amount of \$280,781.50. Alderman Hudson seconded the motion. On a call by the Mayor for ayes and nays, the motion passed unanimously. Absent: Stevens and Wilkins.

Vote results:

Ayes: 5 / Nays: 0

ACTION AGENDA

9. LEGAL

a. Memo

Motion to Amend Ordinance Numbers

Minutes:

Alderman Wilkins made the motion to approve amending the ordinance numbers. Alderman Hudson seconded the motion. On a call by the Mayor for ayes and nays, the motion passed unanimously. Absent: Motley.

Vote results:

Ayes: 5 / Nays: 0

b. Ordinance - Proposed changes to Chapter 22 Personnel

___ Bill No. ___ Ordinance No.

Minutes:

ORDINANCE: AN ORDINANCE AMENDING CHAPTER 22, PERSONNEL OF THE CENTRALIA CITY CODE CONCERNING EMPLOYEES.

Administrator Russell presented a bill marked and designated as bill no. 2429 to create an ordinance entitled "AN ORDINANCE AMENDING CHAPTER 22, PERSONNEL OF THE CENTRALIA CITY CODE CONCERNING EMPLOYEES."

Alderman Hudson moved that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Wilkins and motion carried unanimously. The bill was then read by title only. Alderman Hudson moved the bill be placed on its second reading. Motion was seconded by Alderman Wilkins and motion carried unanimously. The bill was then read the second time by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Hudson moved the final passage of the bill. Alderman Wilkins seconded the motion. The Mayor called for a roll call vote and the ordinance passed with the following vote. Aldermen voting FOR: Hudson, Stevens, Wilkins, Magley, and Rodgers. Voting AGAINST: none. Absent: Motley. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal

and the Ordinance was designated as Ordinance 3111.

Vote results:

Ayes: 5 / Nays: 0

c. Ordinance - Proposed changes to Primacy Fee

___ Bill No. ___ Ordinance No.

Minutes:

ORDINANCE: AN ORDINANCE AMENDING CHAPTER 26-119.1 FEE – FEDERAL SAFE DRINKING WATER ACT ENFORCEMENT.

Administrator Russell presented a bill marked and designated as bill no. 2430 to create an ordinance entitled “AN ORDINANCE AMENDING CHAPTER 26-119.1 FEE – FEDERAL SAFE DRINKING WATER ACT ENFORCEMENT.” Alderman Wilkins moved that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Hudson and motion carried unanimously. The bill was then read by title only. Alderman Wilkins moved the bill be placed on its second reading. Motion was seconded by Alderman Hudson and motion carried unanimously. The bill was then read the second time by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Wilkins moved the final passage of the bill. Alderman Hudson seconded the motion. The Mayor called for a roll call vote and the ordinance passed with the following vote. Aldermen voting FOR: Hudson, Stevens, Wilkins, Magley, and Rodgers. Voting AGAINST: none. Absent: Motley. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal and the Ordinance was designated as Ordinance 3112.

Vote results:

Ayes: 5 / Nays: 0

d. Ordinance - Setting Compensation for a City Employee

___ Bill No. ___ Ordinance No.

Minutes:

ORDINANCE: AN ORDINANCE TO SET THE COMPENSATION OF A CERTAIN EMPLOYEE OF THE CITY OF CENTRALIA, MISSOURI.

Administrator Russell presented a bill marked and designated as bill no. 2431 to create an ordinance entitled “AN ORDINANCE TO SET THE COMPENSATION OF A CERTAIN EMPLOYEE OF THE CITY OF CENTRALIA, MISSOURI.” Alderman Rodgers moved that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Wilkins and motion carried unanimously. The bill was then read by title only. Alderman Rodgers moved the bill be placed on its second reading. Motion was seconded by Alderman Wilkins and motion carried unanimously. The bill was then read the second time by title only. The Mayor

then called for discussion on the bill and after some discussion Alderman Rodgers moved the final passage of the bill. Alderman Wilkins seconded the motion. The Mayor called for a roll call vote and the ordinance passed with the following vote. Aldermen voting FOR: Hudson, Stevens, Wilkins, Magley, and Rodgers. Voting AGAINST: none. Absent: Motley. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal and the Ordinance was designated as Ordinance 3113.

Vote results:

Ayes: 5 / Nays: 0

e. Resolution - Revised Centralia Policy No. 16 Concerning Per Diem Rates

___ Bill No. ___ Resolution No.

Minutes:

RESOLUTION: A RESOLUTION OF THE CITY OF CENTRALIA MISSOURI, REVISING THE ADOPTED FORMAL WRITTEN POLICY CONCERNING REIMBURSEMENT FOR MEAL EXPENSES FOR CITY OFFICERS AND EMPLOYEES.

Administrator Russell presented a bill marked and designated as bill no. 2432 to create a resolution entitled "A RESOLUTION OF THE CITY OF CENTRALIA MISSOURI, REVISING THE ADOPTED FORMAL WRITTEN POLICY CONCERNING REIMBURSEMENT FOR MEAL EXPENSES FOR CITY OFFICERS AND EMPLOYEES."

Alderman Hudson moved that it be placed on its first and only reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Wilkins and motion carried unanimously. The bill was then read by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Hudson moved the final passage of the bill. Alderman Wilkins seconded the motion. The Mayor called for a roll call vote and the resolution passed with the following vote. Aldermen voting FOR: Hudson, Magley, Rodgers, Stevens, and Wilkins. Voting AGAINST: None. Absent: Motley. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal and the Resolution was designated as Resolution R-21-12.

Vote results:

Ayes: 5 / Nays: 0

10. PURCHASING

a. Approving Change Order No. 1 for Centralia Wastewater Treatment Facility Improvement Project Part 3

Minutes:

Alderman Hudson asked to change the retention to 20% instead of the requested 10%. Alderman Magley stated he is against changing from the agreed

upon 25% retention. Discussion on the retention and payout followed. Alderman Hudson made the motion allow the mayor to sign the agreement if the contractor agrees to 20%. Alderman Wilkins seconded the motion. On a call by the Mayor for ayes and nays the response was mixed. Roll Call vote: For: Hudson, Wilkins and Rodgers. Against: Stevens and Magley. Absent: Motley.

Vote results:

Ayes: 3 / Nays: 2

b. Approving Change Order #3

Minutes:

This subitem was added during the meeting to go over the pay application that was included in the packet.

Alderman Hudson made the motion to approve Change Order #3 in the amount of \$11,200. Alderman Wilkins seconded the motion. On a call by the Mayor for ayes and nays, the motion passed unanimously.

Vote results:

Ayes: 5 / Nays: 0

OLD BUSINESS

NEW BUSINESS

11. MAYOR

12. CITY ADMINISTRATOR

a. Monthly Report

13. CITY ATTORNEY

Minutes:

Cydney stated that pre-filing of bills has started and will be watching for bills that affect municipalities.

14. CITY CLERK

15. AS MAY ARISE

a. Drainage issues at Mystic Ridge Subdivision

Minutes:

Alderman Stevens advised there is a drainage issue at a neighbors house that has been brought to her attention. Stevens stated that the water is eating this neighbors yard. Some discussion followed on steps the resident can take.

16. ADJOURN

Minutes:

There being no further business to discuss, Alderman Stevens made the motion to adjourn the meeting to January 17, 2022. Alderman Wilkins seconded the motion. On a call by the Mayor for ayes and nays the motion carried unanimously.

The meeting was adjourned at 8:12 p.m.

Vote results:

Ayes: 5 / Nays: 0

Contact: Heather Russell, City Administrator (heather@centraliamo.org 573-682-2139)



Board of Aldermen - Special Meeting

Minutes

Thursday, December 30, 2021 at 12:00 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

This meeting will be in person and virtual. To join the meeting via zoom, copy and paste the following link into your web browser:

[https://us04web.zoom.us/j/75006931389?](https://us04web.zoom.us/j/75006931389?pwd=VHdycUJSbUNjSmQxWWU3QjFnU01sZz09)
[pwd=VHdycUJSbUNjSmQxWWU3QjFnU01sZz09](https://us04web.zoom.us/j/75006931389?pwd=VHdycUJSbUNjSmQxWWU3QjFnU01sZz09)

Meeting ID: 750 0693 1389

Passcode: 9wvvaR

1. CALL TO ORDER

Minutes:

Mayor Cox called the special meeting to order at 12:04 p.m.

2. ROLL CALL

Minutes:

Roll Call: Aldermen Christina Stevens, Robert Hudson, Terri Motley, David Wilkins, and Don Rodgers answered roll call.

Absent: Landon Magley.

3. PLEDGE OF ALLEGIANCE

Minutes:

Mayor Cox led everyone in the pledge of allegiance.

ACTION AGENDA

4. LEGAL

a. Authorizing the Mayor to Enter into an Agreement for the Purchase of Water Meters

____ Bill No. ____ Ordinance No.

Minutes:

ORDINANCE: AN ORDINANCE TO AUTHORIZE THE MAYOR OF CENTRALIA,

MISSOURI TO ENTER INTO AN AGREEMENT WITH UNITED SYSTEMS FOR WATER METER REPLACEMENT PROJECT.

Administrator Russell presented a bill marked and designated as bill no. 2433 to create an ordinance entitled "AN ORDINANCE TO AUTHORIZE THE MAYOR OF CENTRALIA, MISSOURI TO ENTER INTO AN AGREEMENT WITH UNITED SYSTEMS FOR WATER METER REPLACEMENT PROJECT." Alderman Wilkins moved that it be placed on its first reading by title only. Before the bill was introduced copies of the bill were made available for public inspection. Motion was seconded by Alderman Hudson and motion carried unanimously. The bill was then read by title only. Alderman Wilkins moved the bill be placed on its second reading. Motion was seconded by Alderman Hudson and motion carried unanimously. The bill was then read the second time by title only. The Mayor then called for discussion on the bill and after some discussion Alderman Wilkins moved the final passage of the bill. Alderman Hudson seconded the motion. The Mayor called for a roll call vote and the ordinance passed with the following vote. Aldermen voting FOR: Hudson, Motley, Stevens, Rodgers and Wilkins. Voting AGAINST: none. Absent: Magley. The Mayor declared the bill passed and thereupon signed the same as passed. The bill was approved by the Mayor and signed by the Mayor as approved and was returned to the City Clerk who attested to the signature of the Mayor, affixed the city seal and the Ordinance was designated as Ordinance 3114.

Vote results:

Ayes: 5 / Nays: 0

5. ADJOURN

Minutes:

There being no further business to discuss, Alderman Wilkins made the motion to adjourn the meeting to January 17, 2022. Alderman Motley seconded the motion. On a call by the Mayor for ayes and nays the motion carried unanimously.

The meeting was adjourned at 12:09 p.m.

Vote results:

Ayes: 5 / Nays: 0



Public Works & Utilities Committee Meeting

Minutes

Monday, January 10, 2022 at 6:30 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

Minutes:

The meeting was called to order by Robert Hudson at 6:30 p.m.

2. ATTENDANCE

Minutes:

Present: Alderman Robert Hudson, David Wilkins, Christina Stevens, and Landon Magley, City Administrator Heather Russell, Police Chief Harlan Hatton, Fire Chief Denny Rusch, Street Foreman Phil Hoffman, Water Foreman Matthew Rusch, Electric Foreman Matt Fadler

Citizens Present: Linda Bormann

Absent: Alderman Terri Motley and Don Rodgers

3. PLEDGE OF ALLEGIANCE

Minutes:

Alderman Hudson led everyone in the Pledge of Allegiance.

4. COMMENTS FROM CITIZENS

Minutes:

Alderman Hudson opened comments from citizens at 6:31P.M.

Linda Bormann, 800 Jason Court - Linda brought forth concerns about water quality following the boil advisory. Foreman Rusch informed that the system is performing normally with the exception of the slacker. Rusch also advised that the plant lost pressure, and nothing was contaminated.

Alderman Hudson closed comments from citizens at 6:34 P.M.

5. WATER AND SEWER DEPARTMENT

a. Activity Report

Minutes:

Foreman Rusch discussed that the slacker company would be there on 1/11/22. Dept. had been spending time getting things ready for the frozen weather, they

have already had few frozen meters.

- b. Water
- c. Sewer
- d. Other

6. ELECTRIC DEPARTMENT

a. Activity Report

Minutes:

Foreman Fadler discussed that they fared well in the windstorm with only two broken poles at HWY 22 and a NS Railroad pole. They have not heard back on their truck yet and they sold ZRC's back onto the market.

- b. Generation/Purchase
- c. Distribution
- d. Other

7. PUBLIC WORKS

a. Activity Report

Minutes:

Foreman Hoffman stated they had a normal month with maintenance, cleaned ditches, culverts, and patches on S. Central St.

Heather said that the money for Jefferson St overlay was coming from transportation sales tax. This was going to be combined with the drainage project, however the City was unable to come up with the match money for the grant.

- b. Streets
- c. Sanitation
- d. Storm Water
- e. Other

8. PUBLIC WORKS & UTILITIES DIRECTOR

a. Monthly Report

9. AS MAY ARISE

10. ADJOURN

Minutes:

Wilkins made a motion to adjourn the meeting that was seconded by Stevens and approved by unanimous voice vote.

Meeting adjourned at 6:41P.M.

Vote results:

Ayes: 4 / Nays: 0



General Government & Public Safety Committee Meeting

Minutes

Monday, January 10, 2022 at 6:45 pm

CENTRALIA CITY HALL COUNCIL CHAMBERS

114 S. Rollins Street, Centralia, MO 65240

1. CALL TO ORDER

Minutes:

The meeting was called to order by Alderman Wilkins, at 6:41P.M.

2. ATTENDANCE

Minutes:

Present: Alderman Robert Hudson, David Wilkins, Christina Stevens, and Landon Magley, City Administrator Heather Russell, Police Chief Harlan Hatton, Fire Chief Denny Rusch, Street Foreman Phil Hoffman, Water Foreman Matthew Rusch, Electric Foreman Matt Fadler

Citizens Present: Linda Bormann

Absent: Alderman Terri Motley and Don Rodgers

3. COMMENTS FROM CITIZENS

Minutes:

Alderman Wilkins opened comments from citizens at 6:42P.M.

Hearing none, Alderman Wilkins closed comments from citizens at 6:42 P.M.

PUBLIC SAFETY

4. FIRE DEPARTMENT

a. Activity Report

Minutes:

Chief Rusch reported the Fire Department responded to 701 calls in 2021 compared to the 589 calls in 2020. of those calls, overdoes calls are becoming more prominent and they did not have Narcan available. Chief Hatton said he would be giving them some. Rusch stated the Christmas morning Santa went very well they gave out around 1300 treat bags. Rusch said they do not have the truck back yet from the shop, hopes to have it back soon it has a pinched wire.

- b. Training**
- 5. POLICE DEPARTMENT**
 - a. Activity Report**

Minutes:

Chief Hatton said its week 4 and things are going good. They've gotten uniforms and equipment in, getting settled.

- b. Other**
- 6. EMERGENCY MANAGEMENT**
- 7. PROTECTIVE INSPECTION**
 - a. Update on 405 N Rollins St**

Minutes:

Owners of Circle K Tires have shown interest in the property, if nothing is done by first part of February then abatement hearing

GENERAL GOVERNMENT & FINANCE

- 8. PARK BOARD**
 - a. Park Board Agenda(s)**
 - b. Park Board Minute(s)**
 - c. Park Board Goals**
 - d. Golf Course**
- 9. ECONOMIC DEVELOPMENT**
 - a. Chamber of Commerce**
- 10. LIBRARY BOARD**
 - a. Library Board Agenda(s)**
 - b. Library Board Minute(s)**
- 11. FINANCIAL**
 - a. Balance Sheet**
 - b. Budget Report**

Minutes:

Having a round table meeting with department heads to discuss budget.

- c. Accounts Payable Over \$1,250**
- 12. OTHER GENERAL GOVERNMENT**
- 13. AS MAY ARISE**
- 14. ADJOURN**

Minutes:

Hudson made a motion to adjourn the meeting that was seconded by Stevens and approved by unanimous voice vote.

Meeting adjourned at 6:55P.M.

Vote results:

Ayes: 4 / Nays: 0

CITY COLLECTOR'S REPORT

December, 2021

Real Estate Tax Collections	\$346,691.60
Personal Property Tax Collections	\$137,996.38
Dog Tax	\$90.00
Cat Tax	\$18.00
Merchant's License	\$2,528.50
Penalties	\$352.01
Railroad/Utility Tax	
Financial Institution Tax	
Sur Tax	
Total	\$487,676.49

Deposited in the Following Funds

General Fund	\$228,634.86
Park Fund	\$101,188.40
Library Revenue Fund	\$157,853.23
Library Bond (Tsfr to Library Debt Service Acct)	
Total	\$487,676.49

Submitted by: Tara Strain
Tara Strain, City Collector

DECEMBER, 2021

CITY OF CENTRALIA

MONEY MARKET & U. S. TREASURY NOTES INVESTMENT WORKSHEET

FUND	INT. RATE	BEG. BAL	NEW PURCHASE	MATURED & CASHED	ROLLED OVER ADD <DEDUCT>	ENDING BALANCE
Certificate of Deposit #000591211 Maturity date - August 3, 2017 Distributed as follows:	0.10%					
GENERAL FUND		\$200,000.00				200,000.00
CEMETERY FUND		\$200,000.00				200,000.00
ELECTRIC FUND		\$600,000.00				600,000.00
Total Investment		\$1,000,000.00				1,000,000.00
LIBRARY DEBT SERVICE FUND MONEY MARKET 104-313-7		\$334.27				
SUBTOTAL		\$334.27	\$0.00	\$0.00	\$0.00	\$334.27
FUND SUBTOTAL		\$334.27	\$0.00	\$0.00	\$0.00	334.27
TRUST FUND A B CHANCE MEM US TREAS NOTE US TREAS NOTE		\$223,844.90	\$1.88			\$223,846.78
FUND SUBTOTAL		\$223,844.90	\$1.88	\$0.00		\$223,846.78
TOTAL		\$1,224,179.17	\$1.88	\$0.00	\$0.00	\$1,224,181.05
					DBLCK	\$1,224,181.05

Interest earned per the Repurchase Agreement on Overnight Funds

Investment Date	Amount Invested	Interest Rate	Interest Earned
11/30/21	\$4,328,000.00	0.2600	\$30.82959
12/01/21	\$4,293,000.00	0.2600	\$30.58027
12/02/21	\$4,291,000.00	0.2600	\$30.56603
12/03/21	\$4,195,000.00	0.2600	\$89.64657
12/06/21	\$4,191,000.00	0.2600	\$29.85370
12/07/21	\$4,297,000.00	0.2600	\$30.60877
12/08/21	\$4,313,000.00	0.2600	\$30.72274
12/10/21	\$4,359,000.00	0.2650	\$94.94259
12/13/21	\$4,858,000.00	0.2650	\$35.27041
12/14/21	\$4,837,000.00	0.2650	\$35.11795
12/15/21	\$4,681,000.00	0.2650	\$33.98534
12/16/21	\$4,688,000.00	0.2650	\$34.03616
12/17/21	\$4,758,000.00	0.2650	\$103.63314
12/20/21	\$4,784,000.00	0.2650	\$34.73315
12/21/21	\$4,820,000.00	0.2650	\$34.99452
12/22/21	\$4,747,000.00	0.2650	\$34.46452
12/23/21	\$4,762,000.00	0.2650	\$34.57342
12/24/21	\$4,768,000.00	0.2850	\$111.68877
12/27/21	\$4,773,000.00	0.2850	\$37.26863
12/28/21	\$4,781,000.00	0.2850	\$37.33110
12/29/21	\$4,788,000.00	0.2850	\$37.38575
12/30/21	\$4,821,000.00	0.2850	\$37.64342

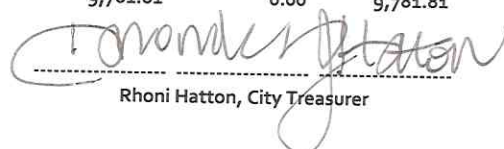
TOTAL EARNED FOR MONTH

\$1,009.88 Total

\$1,047.17 Actual Paid

CITY OF CENTRALIA, MISSOURI
TREASURER'S REPORT
CASH - CHECKING ACCOUNTS
FOR THE MONTH OF NOVEMBER, 2021

	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE	INVESTMENTS	TOTAL
GENERAL FUND	(311,728.14)	683,601.05	(149,888.87)	221,984.04	200,000.00	421,984.04
POOL	(13,383.56)	(255.64)		(13,639.20)		(13,639.20)
PARK	13,128.34	2,729.42	(10,252.44)	5,605.32		5,605.32
RECREATION CENTER	311,689.47	28,614.50	(28,622.15)	311,681.82	0.00	311,681.82
LIBRARY	(1,334.57)	18,629.85	(18,629.85)	(1,334.57)	0.00	(1,334.57)
LIBRARY DEBT SERVICE	0.00	7.78	(7.78)	0.00	10,311.50	10,311.50
GOLF COURSE	(22,128.11)	9,606.22	(19,143.56)	(31,665.45)	0.00	(31,665.45)
EAST ANNEX	(1,771.70)	0.00	(28.44)	(1,800.14)		(1,800.14)
CEMETERY	346,801.99	28,189.24	(1,009.54)	373,981.69	200,000.00	573,981.69
AVENUE OF FLAGS	25,519.99	306.57	(2,498.76)	23,327.80	0.00	23,327.80
TRAN. SALES TAX REVENUE	315,443.23	13,082.08		328,525.31	0.00	328,525.31
PARK SALES TAX	99,632.51	13,107.67		112,740.18	0.00	112,740.18
PUBLIC SAFETY SALES TAX	446,035.16	13,130.46		459,165.62	0.00	459,165.62
WATER-OPERATING	579,579.22	226,437.76	(173,909.13)	632,107.85	0.00	632,107.85
WATER-SECURITY DEPOSITS	19,976.23	781.97	(620.00)	20,138.20	0.00	20,138.20
WATER REPLACEMENT	128,937.06	7,163.17		136,100.23	0.00	136,100.23
SANITATION (LANDFILL)	92,907.50	39,696.46	(41,138.94)	91,465.02	0.00	91,465.02
SEWER	378,679.20	60,222.59	(220,251.31)	218,650.48	600,000.00	818,650.48
ELECTRIC-OPERATING	823,501.47	327,115.98	(494,029.06)	656,588.39	0.00	656,588.39
ELECT.-SECURITY DEPOSITS	44,942.62	1,501.70	(1,326.70)	45,117.62	0.00	45,117.62
CAPITAL PROJECTS	469,965.18	143.55		470,108.73		470,108.73
INTERNAL SERVICE:	0.00			0.00		0.00
PERSONNEL	0.00			0.00		0.00
FINANCIAL	0.00			0.00		0.00
EQUIPMENT USE	486,046.00	22,384.98	(351,052.09)	157,378.89		157,378.89
TOTAL	4,232,439.09			4,216,227.83	1,010,311.50	5,226,539.33
Library Debt Service	214.13			214.13	0.00	214.13
A. B. Chance Memorial	224,423.19	1.82	(553.16)	223,871.85	230,612.26	454,484.11
Park Lease Purchase Accounts						
Community Rec Center Lease	47.03			47.03		
Cemetery Fund						
Cash Investment - CD	200,000.00			200,000.00		
Electric Fund						
Cash Investment - CD	600,000.00			600,000.00		
MAMU 08 Electric Substation						
COP Project Fund	0.00			0.00	0.00	0.00
COP Int. Reserve Acct.	9,781.81			9,781.81	0.00	9,781.81


Rhoni Hatton, City Treasurer

City of Centralia Activity Reports

December 2021

Prepared By: Phyllis Brown

BUILDING ADMINISTRATION

Building Permit Data	Nov & Dec 2021	Apr 2021 - Mar 2022 Totals
<i>New Residential & Duplex</i>	3	18
<i>Residential - Additions, Alterations, Repairs, Porch/Decks, Elec Upgrade, Tag Gas, Solar Panels</i>	2	22
<i>Residential - Storage Buildings/Fences/Carport/Swimming Pools/Detached Garage/Gazebo</i>	3	44
<i>Residential - Pole Barn</i>		
<i>New Commercial Buildings - Greenhouse/Printing Warehouse/Car Wash</i>		2
<i>Non Residential - Additions, Alterations, Repairs, Elec Upgrade, New Sign, Utility Pole, Reroof Commercial</i>	1	5
<i>Courtesy Inspections Residential - New Trailers/Gas Lines</i>		
<i>Renewal</i>		
<i>New Institutional</i>		
<i>Institutional - Additions, Alterations, Repairs, New Sign,</i>		
<i>Courtesy Inspections Commercial - Gas Lines</i>		
<i>New Community Recreation Center</i>		
<i>Commerical Electrical Inspection</i>		1
Building Permit Summary		
<i>Number of Permits Issued</i>	9	92
<i>Permit Valuation</i>	\$ 467,602.00	\$ 3,451,390.00

PAYROLL HOURS ACTIVITY REPORT

			Dec-21						FYTD TOTAL HOURS	
			12/10/21		12/23/21		DEC TOTAL			
			HOURS		HOURS		HOURS			
	Cost Center #	DESCRIPTION	REG	OT	REG	OT	REG	OT	REG	OT
Office	1121	Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1141	Admin Asst Payroll - Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1142	Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1162	CS Payroll	0.00	0.00	0.00	0.00	0.00	0.00	11.00	0.00
	1163	Purchasing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1165	Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1171	City Hall	0.00	0.00	0.00	0.00	0.00	0.00	395.00	0.00
	1421	Economic Development - Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	6121	Cashier & Collecting	216.25	4.25	256.75	6.00	473.00	10.25	5,223.75	81.25
Central Office Monthly Total			216.25	4.25	256.75	6.00	473.00	10.25	5,629.75	81.25

Street	1311 Administrative - Street	236.50	0.00	251.75	9.25	488.25	9.25	5,243.00	94.25
	1312 Street Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1313 Alley Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1314 Parking Lots/Sidewalks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1315 Buildings/Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1316 Snow/Ice Removal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1317 Pavement Markings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1318 Culverts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1319 Brush/Tree Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1331 Streets & Alleys; City Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2211 Cemetery	3.00	0.00	4.50	0.00	7.50	0.00	76.00	0.00
	Street Department Monthly Total	239.50	0.00	256.25	9.25	495.75	9.25	5,319.00	94.25

Water	3111 Administrative - Water	300.00	22.25	373.50	30.25	673.50	52.50	6,975.50	440.50
	3112 Customer Service - Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3113 Water Wells - Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3116 Water Service	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
	3117 Water Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3119 Water Wells - Buildings/Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.25
	3121 Administrative - Sewer	0.00	0.00	4.00	0.00	4.00	0.00	277.25	4.00
	3123 Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3125 Lift Stations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3127 Lagoons	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3128 Land Application	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Water Department Monthly Total	300.00	22.25	377.50	30.25	677.50	52.50	7,253.75	486.75

Electric	3131 Administrative - Electric	280.25	9.00	382.00	26.25	662.25	35.25	5,900.50	291.25
	3132 Customer Service - Electric	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3133 Buildings/Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
	3134 Electric Distribution	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
	3138 Brush/Trees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3139 Street Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Electric Department Monthly Total	280.25	9.00	382.00	26.25	662.25	35.25	5,901.50	294.25

PAYROLL HOURS ACTIVITY REPORT

Pay Date			Dec-21						FYTD TOTAL HOURS	
			12/10/21		12/23/21		DEC TOTAL			
			HOURS		HOURS		HOURS			
	Cost Center #	DESCRIPTION	REG	OT	REG	OT	REG	OT	REG	OT
Sanitation										
	3322	Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	541.00	22.00
	3323	Landfill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sanitation Department Monthly Total		0.00	0.00	0.00	0.00	0.00	0.00	541.00	22.00

Floating

6111	Floating Holiday	0.00	0.00	0.00	0.00	0.00	0.00	214.50	0.00
6112	Sick Time	38.00	0.00	43.00	0.00	81.00	0.00	518.50	0.00
6113	Vacation	49.00	0.00	110.00	0.00	159.00	0.00	1,090.75	0.00
6119	Funeral Leave	0.00	0.00	16.00	0.00	16.00	0.00	77.25	0.00
City Holiday		352.00	0.00	368.00	0.00	720.00	0.00	1,533.00	0.00
Holiday/Sick/Vacation/Funeral Leave Monthly Total		439.00	0.00	537.00	0.00	976.00	0.00	3,434.00	0.00

Equipment Use:

6212	Equipment/Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	48.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Use Monthly Total		0.00	0.00	0.00	0.00	0.00	0.00	48.00	0.00

Total Hours Worked		1,475.00	35.50	1,809.50	71.75	3,284.50	107.25	28,127.00	978.50
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WATER DEPARTMENT EQUIPMENT USE

EQUIPMENT USAGE	Dec-21		TOTAL USAGE	
	MILEAGE	HOURS	MILEAGE	HOURS
# 4 2002 Freightliner Dump Truck	70.3		71345.0	
# 19 2011 Chev Silverado Pickup	513.0		102561.0	
# 40 Sewer Machine		0.2		507.0
# 42 1984 Homelite Trash Pump		0.0		1251.9
# 82 1992 UMC Sewer Van	3.0		90064.0	
# 83 2012 Vac Trailer (Feb 2013 Water Dept reporting now; not Elec Dept)		2.3		420.6
# 87 2013 Chevy 1/2 Ton	589.0		105985.0	
# 206 2018 Chevy 1/2 Ton (added 11/29/2017; Mike Forsee reporting as of 09/2019)	1295.0		46750.0	
# 207 2018 New Holland Skid Loader (Purchd 07/02/2018)		3.5		653.0
# 208 2018 Case Backhoe (Purchd 05/21/2018; Transferred to Street Dept June 2021)				
# 210 2019 Polaris Ranger UTV (Purchd 05/21/2019; Used by Water/Street/Electric/Cemetery)		0.0		141.0
#211 2019 Chevy Silverado 3/4 Ton Pickup (Purchd 08/29/2019)	2000.0		26700.0	
#212 2020 Skag Turf Tiger Riding Mower (Purchd 04/01/2020)		0.0		233.0
#213 2021 57-5 Kubota Excavator (Purchd 06/24/2021)		12.1		107.6
WELL PERFORMANCE REPORT		75 H.P. WELL #3	125 H.P. WELL #4	
1. Static Level-Average		356 FT		362 FT
2. Pumping Level		406 FT		377 FT
3. Drawdown		50 FT		15 FT
4. G.P.M.		433		730
5. Total Hours Pumping		0.0		532.8
WELL PERFORMANCE REPORT		125 H.P. WELL #6		
1. Static Level-Average		368 FT		
2. Pumping Level		383 FT		
3. Drawdown		15 FT		
4. G.P.M.		730		
5. Total Hours Pumping		0.0		
WATER		Dec-21	Oct-21	
1. Monthly Well Water Processed (Raw Water #3, #4 & #6)		12,210,000.0		211,530.0
2. Total Well Water Process Apr 2021 - Mar 2022				
3. Monthly Recycled Water Processed	0's due to to water	0.0	0's due to to water	0.0
4. Total Recycled Water Processed Apr 2021 - Mar 2022		0.0		0.0
5. Total Water Processed for Month		12,210,000.0		211,530.0
6. Average Daily Processed (gallons)		393,871.0		6,823.6
a. High Day Raw Water (gallons)		463,000.0		630,000.0
b. Low Day Raw Water (gallons)		342,000.0		267,000.0
7. Total Water Processed Apr 2021 - Mar 2022 (gallons)		183,155,500.0		170,945,500.0
8. Finished Water to Towers for Month (gallons)		10,874,800.0		10,350,700.0
9. Finished Water to Towers Apr 2021 - Mar 2022 (gallons)		469,289,300.0		458,414,500.0
NORTHEAST LAGOON PERFORMANCE		Dec-21	Oct-21	
1. Influent BOD (MG/L)				
2. Effluent BOD (MG/L)				
3. % BOD Removal				
4. Influent Suspended Solids (MG/L)				
5. Effluent Suspended Solids (MG/L)				
6. % Suspended Solids Removal				
7. Effluent Discharge to Creek (gallons)		NO		NO
8. Monthly Gallons Treated (see note below)	See note below	0.0	See note below	0.0
9. Yearly Gallons Treated Apr 2021 - Mar 2022		56,229,000.0		56,229,000.0
10. Monthly Irrigation Water Pumped		0.0		0.0
11. Yearly Irrigation Water Pumped Apr 2021 - Mar 2022		0.0		0.0
NORTHWEST LAGOON PERFORMANCE		Dec-21	Oct-21	
1. Influent BOD (MG/L)				
2. Effluent BOD (MG/L)				
3. % BOD Removal				
4. Influent Suspended Solids				
5. Effluent Suspended Solids				
6. % Suspended Solids Removal				
7. Effluent Discharge to Creek (gallons)		NO		NO
8. Monthly Gallons Treated (see note below)	See note below	0.0	See note below	0.0
9. Yearly Gallons Treated Apr 2021 - Mar 2022		50,439,000.0		50,439,000.0
10. Monthly Irrigation Water Pumped		0.0		0.0
11. Yearly Irrigation Water Pumped Apr 2021 - Mar 2022		0.0		0.0

Northeast & Northwest Lagoon #8 each Pump House Effluent:

0's due to to water plant remodel as pumping straight from well until remodel complete per Jay Freeman 5/4/2021

STREET EQUIPMENT USE

	Dec-21			Apr 2021 - Mar 2022 Totals	
EQUIPMENT USE	MILEAGE	HOURS		MILEAGE	HOURS
#1 - 1989 John Deer 670B Motor Grader		5.0			3,218.0
#10 - 2008 1-Ton Chevrolet	40.0			50,886.0	
#15 - 1990 Case Model 1550 Long Track Dozer		3.0			3,793.0
#25 - 2010 Chevy Pickup Silverado	522.0			65,814.0	
#76 - 2008 International Dump Truck	255.0			43,007.0	
#77 - 2013 International Dump Truck	253.0			28,462.0	
#81 - 2009 John Deere Tractor w/Mower		0.0			3,666.0
#90 - 2014 New Holland B95C Backhoe (Purchd Feb 2014)		0.0			1,550.0
#91 - 2015 Chevy 3/4 Ton Pickup (Purchd 05/21/2014)	334.0			27,566.0	
#104 - 2016 White International Dump Truck (Purchd 11/03/2016)	206.0			11,159.0	
#123 - 2015 John Deere 524 Wheel Loader (Purchd 04/20/2015)		33.0			2,586.0
#124 - TYMCO 435 Regenerative Air Sweeper (Purchd 08/2020)		21.0			263.0
# 208 2018 Case Backhoe (Purchd 05/21/2018; Transferred to Street Dept June 2021)		19.0			877.0

ELECTRIC EQUIPMENT USE

EQUIPMENT USE	Dec-21		APR 2021 - MAR 2022 TOTALS	
	MILEAGE	HOURS	MILEAGE	HOURS
#27 - 2009 Ford F-550 w/Altec AT40M Aerial Lift Device		44.0		8621.0
#29 - 2001 Ford Altec		0.0		7632.0
#34 - 2000 Chevrolet 1 Ton Truck	16.0		72690.0	
#38 - 2010 Chevy Pickup 3/4-Ton w/Tool Bed	0.0		63810.0	
#75 - 2008 Kubota Mini Ex		12.0		2894.0
#84 - 2011 Bobcat A770		9.0		1660.0
#88 - 2012 Altec DC1317 Series Chipper		3.0		862.0
#332 - 2017 Chevy Pickup 1/2 Ton w/Tool Box	490.0		37955.0	
#333 - 2018 Digger Derrick Truck w/Altec DM47B Boom (yes tracking in hours).		14.0		397.0
#334 - 2019 Ditch Witch Trencher Model RT (yes tracking in hours).		0.0		95.0

Centralia WWTP Improvements

City of Centralia

Monthly Progress Report 01/17/2022

Bartlett & West Project Number: 18921.014

To: Mike Forsee, Director, Public Works & Utilities, City of Centralia

From: Gary Davis, Project Manager; Blake Wilbers, Project Engineer, Construction Observer (Bartlett & West)

Subject: Monthly Progress Report

What we accomplished in the past month:

- Correspondence with DNR about project related documents and AIS documentation for pay applications.
- Coordination with Contractors.
- Providing Contractors with updated product submittal logs to receive all submittals requested.
- Providing Contractors with updated AIS logs to receive all certifications requested.
- Correspondence with Contractors on Pay Applications.
- Reviewing product submittals from Contractors on all parts (1-4).
- Reviewing AIS certifications from Contractors on all parts (1-4).
- Reviewing Pay Application forms.
- Correspondence with Contractors about various project specific items.
- Reviewing Contractor payrolls.
- Completing Reimbursement Form for the City.

What we plan to do:

- Perform construction observation weekly.
- Continue to review product submittals from Contractors on all parts (1-4).
- Continue to review AIS certifications from Contractors on all parts (1-4).
- Continue to review Contractors' Pay Applications.
- Continue to communicate with Contractors and City.
- Continue to review Contractors' payrolls.
- Continue to compile Reimbursement Forms for the City.

Contract Scope changes

- None currently.

Schedule Status/Deliverable Status

- C&S Companies – Part 1 (Force main Contractor) – Majority of lines have been completed.
- Schmitt Irrigation – Part 2 (Center Pivot Contractor) – Started working.
- Fischer Grading – Part 3 (Earthwork Contractor) – Continued Earthwork.
- Martin General Contractors Part 4 (Pumphouses' Contractor) – Submittals/ordering material.

Input needed from Client or others

- MODNR - SRF Reimbursement Request #5 for the Wastewater Improvements Project:
 - MODNR - SRF Direct Loan Reimbursement Form signature from Mayor.

- Fischer Grading Pay Application #5 - signature from Mayor.
- MODNR Statement of Compliance Form for Fischer Grading (Part 3) - signature from Mayor.

Other issues/concerns

- None at this time.

ACCOUNTS PAYABLE OVER \$1250
January 17, 2022

911 Customs (Police Supplies)	\$ 3,935.00
Ameren Missouri (Heating)	\$ 3,305.77
Anixter (Elec Dept Supplies)	\$ 2,419.59
Bartlett & West (WTP CA \$14430.04, WTP CO \$6959.24, WWTF \$23041.86)	\$ 44,431.14
Boone County Resource Mgt (Recycling \$2,642.71 / Bldg Permits \$1,542.67)	\$ 4,185.38
Central Concrete (Street Patches)	\$ 25,135.64
Daynes Waste Disposal Trash Recycling)	\$ 34,135.04
Fischer Grading LLC (pay request 4)	\$ 78,372.15
Fletcher-Reinhardt Company (Elec Dept Supplies)	\$ 2,007.00
Hach (monitor service agreement)	\$ 3,311.00
Hawkins (Water Dept Supplies)	\$ 2,587.62
Independent Salt (Road Salt)	\$ 1,842.15
Irby (Elec Dept supplies)	\$ 2,496.34
MJMEUC (Prairie State - January 2022)	\$ 82,940.94
Missouri Dept of Revenue (Sales Tax)	\$ 7,924.11
Mississippe Lime Company (1/2" standard quicklime)	\$ 4,512.60
Nextera (Wholesale Electric - Dec 2021)	\$ 138,389.69
Smith, Lewis, LLP	\$ 2,264.00
Socket	\$ 1,605.27
Whalen Services (Burials for Bryson/ Cox/ Westfall)	\$ 1,250.00
UMB Bank (Combined Warterworks & Sewerage - Series 2020 - Wire Transfer)	\$ 548.63
UMB Bank (Combined Warterworks & Sewerage - Series 2021 - Wire Transfer)	\$ 365.75
UMB Bank (MAMU '08 Electric Substation Lease pmt Jan 2022)	\$ 12,529.72
TOTAL	\$ 460,494.53

ADDED AFTER GGFC MEETING

911 Customs (Police Supplies)	\$ 3,013.00
Anixter (Elec Dept Supplies)	\$ 1,738.31
G Works (Annual License Fee/ P-Card Interface pmt)	\$ 1,550.00
MFA Oil (fuel)	\$ 5,131.44
TOTAL:	\$ 11,432.75

GRAND TOTAL: \$ 471,927.28

Memo



To: Mayor and Board of Aldermen

From: Heather Russell, City Administrator

Date: 1/14/2022

Re: Use Tax Estimates

Northern Boone County Commissioner Janet Thompson presented information regarding the County's plan to propose a Boone County use tax question on the April 5, 2022, ballot. With that information in mind, Centralia Board of Aldermen may choose to put a Centralia Use Tax question on the April ballot as well.

Based on information obtained from the Missouri Department of Revenue website, the City of Centralia could see an increase in tax revenue for Fiscal Year 2023-24 more than \$147,000. A ten-year history of use tax estimates is attached to this memo.

If the Board chooses to pass the ordinance to ask voters to pass the use tax, this must be filed with the Boone County Clerk before January 25, 2022.

City of Centralia, Missouri

Use Tax Estimates

Using Taxable Sales Report from Missouri Dept. of Revenue

Year	Total Sales	General Revenue 1%	Park Sales Tax 1/2%	Transportation Sales Tax 1/2%	Public Safety Sales Tax 1/2%	Total Estimated Use Tax Collection	% Change from Previous Year
2021	\$ 5,885,856.07	\$ 58,858.56	\$ 29,429.28	\$ 29,429.28	\$ 29,429.28	\$ 147,146.40	95.60%
2020	\$ 3,009,162.14	\$ 30,091.62	\$ 15,045.81	\$ 15,045.81	\$ 15,045.81	\$ 75,229.05	-29.07%
2019	\$ 4,242,673.42	\$ 42,426.73	\$ 21,213.37	\$ 21,213.37	\$ 21,213.37	\$ 106,066.84	63.41%
2018	\$ 3,245,448.52	\$ 32,454.49	\$ 16,227.24	\$ 16,227.24		\$ 64,908.97	-24.10%
2017	\$ 4,275,944.24	\$ 42,759.44	\$ 21,379.72	\$ 21,379.72		\$ 85,518.88	186.20%
2016	\$ 1,494,028.77	\$ 14,940.29	\$ 7,470.14	\$ 7,470.14		\$ 29,880.58	-10.42%
2015	\$ 1,667,903.53	\$ 16,679.04	\$ 8,339.52	\$ 8,339.52		\$ 33,358.07	111.23%
2014	\$ 789,605.40	\$ 7,896.05	\$ 3,948.03	\$ 3,948.03		\$ 15,792.11	-21.24%
2013	\$ 1,002,565.18	\$ 10,025.65	\$ 5,012.83	\$ 5,012.83		\$ 20,051.30	-2.79%
2012	\$ 1,031,336.26	\$ 10,313.36	\$ 5,156.68	\$ 5,156.68		\$ 20,626.73	-6.12%
2011	\$ 1,098,539.29	\$ 10,985.39	\$ 5,492.70	\$ 5,492.70		\$ 21,970.79	0.00%
		\$ 277,430.63	\$ 138,715.31	\$ 138,715.31	\$ 65,688.46	\$ 620,549.71	

*The City sales tax rate was 2% until passage of the public safety sales tax in 2018, and collections changed to 2.5% in 2019.

BILL NO.____

ORDINANCE NO.____

A BILL TO CREATE AN ORDINANCE ENTITLED:

AN ORDINANCE OF THE CITY OF CENTRALIA, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT A RATE OF TWO AND ONE-HALF PERCENT (2 ½ %) FOR THE PRIVILEGE OF STORING, USING OR CONSUMING WITHIN THE CITY ANY ARTICLE OF TANGIBLE PERSONAL PROPERTY PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMo; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED, OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY ON APRIL 5, 2022.

WHEREAS, the City has imposed local sales taxes, as defined in Section 32.085 RSMo, at the rate of 2 ½ %; and

WHEREAS, the City is authorized, under Section 144.757 RSMo, to impose a local use tax at a rate equal to the rate of the local sales taxes in effect in the City, and

WHEREAS, the proposed City use tax cannot become effective until approved by the voters at a municipal, county or state general, primary, or special election;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF CENTRALIA, MISSOURI, as follows:

SECTION 1. Pursuant to the authority granted by, and subject to, the provisions of Sections 144.600 through 144.761 RSMo, a use tax for general revenue purposes is imposed for the privilege of storing, using or consuming within the City any article of tangible personal property. This tax does not apply with respect to the storage, use or consumption of any article of tangible property purchased, produced, or manufactured outside this state until the transportation of the article has finally come to rest within this City or until the article has become comingled with the general mass of property of this City.

SECTION 2. The rate of the tax shall be two and one-half percent (2 ½ %). If any city sales tax is repealed or the rate thereof is reduced or raised by voter approval, the city use tax shall also be deemed to be repealed, reduced, or raised by the same action repealing, reducing, or raising the city sales tax.

SECTION 3. This tax shall be submitted to the qualified voters of Centralia, Missouri, for their approval, as required by the provisions of Section 144.757 RSMo, at the General election hereby called and to be held in the City on Tuesday, April 5, 2022. The ballot of submission shall contain substantially the following language:

PROPOSITION U

Shall the City of Centralia, Missouri, impose a local use tax at the same rate as the total local sales tax rate, currently 2 ½ %, provided that if the local sales tax rate is reduced or raised by voter approval, the local use tax rate shall also be reduced or raised by the same action. A use tax return shall not be required to be filed by persons whose purchases from out-of-state vendors do not exceed two thousand dollars in any calendar year.

☐ Yes

☐ No

If you are in favor of the question, place an "X" in the box opposite "Yes". If you are opposed to the question, place an "X" in the box opposite "No".

Section 4. Within ten (10 days after the approval of this ordinance by the qualified voters of Centralia, Missouri, the City Clerk shall forward to the Director of Revenue of the State of Missouri by United States registered mail or certified mail, a certified copy of this ordinance together with certifications of the election returns and accompanied by a map of the City clearly showing the boundaries thereof.

Section 5. This ordinance shall be in full force and effect from and after the date of its passage and approval.

Read two times by title only and **PASSED** by the Board of Aldermen and **APPROVED** by the Mayor this the 17th Day of January 2022.

Alderman Wilkins: ____
Alderman Hudson: ____
Alderman Motley: ____

Alderman Stevens: ____
Alderman Rodgers: ____
Alderman Magley: ____

Chris Cox, Mayor

ATTEST:

Tara Strain, City Clerk

Memo



To: Mayor and Board of Aldermen

From: Heather Russell, City Administrator

Date: 1/14/2022

Re: Pandemic Illness Policy

Considering Missouri Governor Parsons' termination of the State of Emergency, staff would appreciate guidance from the Board regarding the City's Pandemic Illness Policy. The Pandemic Illness Response Plan states certain "Trigger Events" for implementation of the plan, which include:

1. The World Health Organization through their official agencies issues a pandemic declaration for the United States, and/or
2. The United States Federal Government through their official agencies issues a pandemic declaration for the United States, and/or
3. The State of Missouri issues a pandemic declaration for the State, and/or
4. The Mayor of the City of Centralia or his designee declares a pandemic emergency for the city, and/or
5. The Boone County Health Department issues a directive to implement a response plan, and/or
6. Excessive employee absenteeism occurs that results in the city being in jeopardy of experiencing a pandemic related operations emergency, and/or
7. There is confirmation of large-scale employee exposure to pandemic flu pathogens.

The Board revised the Pandemic Illness Policy in September 2021, and a copy is attached.

PANDEMIC ILLNESS PREPAREDNESS PLAN



Contingency Plan for Mitigating the Spread of Pandemic Influenza

ADOPTED: MARCH 16, 2020
REVISED: SEPTEMBER 20, 2021

PLAN OBJECTIVES

In response to the threat of an illness pandemic, the City of Centralia has prepared this plan to meet the following objectives:

1. Establish departmental service continuity plans in the event of pandemic illness in order to insure delivery of basic city services.
2. Mitigate the spread of pandemic illness among employees.
3. Assist employees and their families in managing personal and/or family illnesses during a pandemic illness outbreak.

The KEY priority will be ensuring that essential city operations continue. Each department must develop a list of service priorities and then develop plans for meeting those priorities.

Managing the pandemic—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning increases the likelihood that the city will be able to continue service operations during a global health crisis.

ASSUMPTIONS

A flu pandemic is unlike any crisis the city has encountered. No one can predict when it might arrive, where it might strike, how long it might last, and how serious its impacts might be. Caution requires that the city assume and plan for a worst-case scenario. Accordingly, the city's Pandemic Illness Preparedness Plan is based on the following assumptions:

1. As many as 30 to 40 percent of the city's employees could become ill at the pandemic's peak; another 5 percent may refuse to report to work, either because they fear becoming ill or because they are caring for afflicted family members.
2. The government will not be able to perform all functions and provide all services at full capacity throughout the pandemic.
3. Any city office may be closed due to staffing shortages or community quarantine.

PREVENTING FLU SPREAD AT WORKSITE

Promoting respiratory hygiene/cough etiquette The City of Centralia will promote hygiene through a variety of methods to help reduce the spread of the flu virus at the worksite. Though respiratory hygiene and cough etiquette are simple concepts, during a pandemic they become a vital defense to a potentially dangerous outbreak.

Since indirect transmission (e.g. from hand-to-hand, or hand to contaminated object and then contaminated object to hand) is the main way in which illness is passed from person to person, educational programs will reiterate the need for routine and frequent hand washing. Washing with antibacterial soap, hand sanitizer lotion, alcohol or other antiseptic-based hand wash products eliminates the virus. It is important to wash hands even if protective gloves have been worn. ***Gloves are not a substitute for hand washing.***

Hand sanitizer lotion and tissues will be provided in each work site for employees to enhance proper cough and hygiene etiquette. Masks will be provided to all employees in the event of an outbreak.

The masks will be placed in each department such that they are readily available to staff. Even with the mask, employees should cover the mouth when coughing or sneezing and wash/sanitize their hands immediately thereafter. Additionally, all employees should avoid/reduce close contact with the public or other employees. The telephone or e-mail should be used to communicate whenever possible.

The city will also:

1. Disseminate information on the flu virus and how it is spread.
2. Disseminate information to employees on proper hygiene methods and other behavior activities and/or restrictions that will reduce the risk of spreading the flu virus among the workforce.
3. Post educational materials to remind employees of proper cough etiquette, hand washing, and other behaviors that will reduce the risk of infection.
4. Provide information to employees to assist them in protecting themselves and their families during a pandemic.

EMPLOYEES EXPOSED OR SUSPECTED OF EXPOSURE

Employees should be conscious of their own health; those who experience any flu like symptoms should notify their immediate supervisor and stay home. If symptoms begin at work, employees should notify their immediate supervisor of the potential exposure and go home. Sick leave resulting from pandemic episodes will be processed as per the Pandemic Sick Leave (PSL) Policy.

GUIDELINES TO MODIFY FREQUENCY AND TYPE OF FACE-TO-FACE CONTACT

Face-to-Face: In face-to-face meetings, individuals should limit contact. Participants should practice staying about six (6) feet apart.

Handshaking: Employees should stop shaking hands if there is a pandemic illness outbreak to help reduce the spread of the disease. If employees find themselves shaking hands, they should practice increased hand hygiene.

Meetings: Employees should limit attendance at meetings. Meetings should be suspended when the same information can be obtained with a conference call, e-mail, or through chat groups over the internet. If a face-to-face meeting is necessary, following the rules may help ensure that transmission of the virus is limited:

1. The room should be cleaned and disinfected using good house-keeping techniques such as disinfecting the table, chairs, phones, and other places that one might be expected to touch.
2. Prop the door open (when doing so would not breach security) to keep employees and the public from touching the doorknob.
3. Spread out as much as possible and avoid hand shaking.
4. Minimize the length of meetings.
5. Meet in large rooms.
6. Require all employees to wash their hands after leaving meetings.
7. Clean the room after each use.

Increase Social Distancing: Social distancing means minimizing human-to human contact in peak phases of pandemic illness. Contacts are those persons who have had close (~~one yard or less~~ six (6) feet) physical or confined airspace contact with an infected person within four days of that person developing symptoms. These are likely to include family members and/or other living companions,

workmates (if in confined airspace environments) and possibly recreational companions. The City of Centralia may cancel or postpone all city sponsored meetings/events during a flu pandemic.

The city will encourage the use of technology to facilitate social distancing by using communications networks, remote access, and web access to maintain distance among employees and between employees and citizens whenever possible.

INFECTION CONTROL SUPPLIES

Hand-hygiene products, tissues, disposal receptacles: The city will identify the products or supplies needed, the sources from which to obtain them, and maintain an inventory of those items, such as hand sanitizer, tissue paper, masks, and other personal protective equipment items for use by employees in their work area. Any indication of an increased threat level will result in an automatic audit and review of inventory levels.

Availability of medical consultation and advice: The city will use a combination of sources for medical consultation and advice, including the Center for Disease Control (CDC), web based and information formats, and the Boone County Health Department. An increase in the threat alert level will trigger a review to determine if medical consultation is necessary.

ADMINISTRATION AND HUMAN RESOURCES

Trigger Events The following events will be considered “trigger events” for implementation of all or portions of this plan:

1. The World Health Organization through their official agencies issues a pandemic declaration for the United States, and/or
2. The United States Federal Government through their official agencies issues a pandemic declaration for the United States, and/or
3. The State of Missouri issues a pandemic declaration for the State, and/or
4. The Mayor of the City of Centralia or his designee declares a pandemic emergency for the city, and/or
5. The Boone County Health Department issues a directive to implement a response plan, and/or
6. Excessive employee absenteeism occurs that results in the city being in jeopardy of experiencing a pandemic related operations emergency, and/or
7. There is confirmation of large-scale employee exposure to pandemic flu pathogens.

Once a flu pandemic crisis is imminent or has occurred, the City Administrator will activate the City of Centralia Pandemic Flu Plan.

Pandemic Flu Crisis Assessment Upon notification of a pandemic flu crisis, the Pandemic Leadership Team (Mayor, City Administrator and Department Heads) will meet to:

1. Make an initial risk determination to define the extent of the crisis and determine what portions of the program need to be implemented based on that analysis.
2. Continually assess the severity of the crisis, the efficacy of the city’s response and determine whether changes need to be made. If members are unable to physically meet due to governmental limitations on travel or quarantine, meetings will be held by conference call.

3. Make a determination regarding the cancellation of public meetings and, in conjunction with the Judge, Municipal Court.

Compensation: During a pandemic, the City may require all employees who get a physical paycheck to receive that check through direct payroll deposit.

Pandemic Sick Leave (PSL): During a declared illness pandemic, the following sick leave policy will be used for all pandemic related absences.

1. All eligible regular, full-time employees will be provided up to **ten (10)** Pandemic Sick Leave (PSL) days, **on a rolling calendar year**, in addition to any days already earned as regular sick time.
2. To be eligible for Pandemic Sick Leave, an employee must have completed at least **six (6)** months of continuous employment prior to the request for the PSL leave and must have exhausted all other eligible leave prior to the PSL request.
3. An employee becomes eligible for PSL when one of the following occurs:
 - a. the employee is medically diagnosed as having pandemic illness **illness by a doctor or clinic authorized to administer such tests. At-home tests alone will not be accepted and must be confirmed with a test from a doctor's office, clinic, or other authorized testing site,**
 - b. the employee's spouse, child(ren) or other member of the employee's household is diagnosed as having pandemic illness **by a doctor or clinic authorized to administer such tests. At-home tests alone will not be accepted and must be confirmed with a test from a doctor's office, clinic, or other authorized testing site,**
 - c. the city receives notification that the employee's community is under quarantine because of a pandemic illness epidemic; and as a result, the employee is unable to come to work,
 - d. the city receives notification that the employee's spouse's workplace or child(ren)'s school is subject to an order of quarantine or is otherwise closed because of a pandemic flu epidemic, and as a result, the employee is unable to come to work.
4. Pandemic sick leave days will be treated the same as a non-PSL sick day for purposes of pay and leave accrual.

Return to work after illness or quarantine: Before returning to work, an employee **who has been diagnosed with a pandemic illness or has been ordered to quarantine because of exposure or close contact with another person who has been diagnosed with a pandemic illness** must provide a release from the treating physician stating that the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement upon return, the employee's immediate supervisor must (1) notify the employee that he/she will not be allowed to work without the return-to-work authorization and (2) inform the employee that he/she must leave the worksite immediately.

Travel restrictions During a declared pandemic illness outbreak, the following travel policy will be instituted:

1. Upon the announcement by the Governor or other authorized public health official that the State of Missouri is subject to a pandemic illness outbreak, all work related travel will immediately be suspended.
2. If travel is imminent and refunds cannot or will not be made, the City Administrator may decide to allow the employee to take the prearranged trip if the employee presents a doctor's statement indicating that he/she does not have the pandemic flu virus.
3. If an announcement of a pandemic illness outbreak is made by the Mayor of the City of

Centralia or his designee, the same travel ban will be implemented.

4. If an employee lives in a community that has been declared a pandemic zone by its local government, health department or other responsible entity, or is otherwise quarantined due to such an outbreak, the employee shall notify his/her department head of the announcement as soon as practical. The affected employee should refrain from travel to and from the workplace until the quarantine is lifted and the employee presents a physician's statement authorizing the return to work.

TELECOMMUTING AND FLEXIBLE WORK SCHEDULES

1. Participation in telecommuting during a pandemic may be mutually agreed upon by the employee and the department director. The employee's position must be identified as telecommuting capable. The city may, however, require an employee to telecommute, where practical, to reduce the risk of spreading the flu virus at the worksite. This will be determined on a case-by-case basis as work site conditions and the health status of an employee warrant.
2. Telecommuters may cease their participation in the program at any time unless they are required to work in the program due to illness or other worksite separation needs. These will be determined by the employee's department director. The department director may cancel the agreement at any time when it is determined that continuation would not be productive, efficient or in the best interest of the city.
3. Telecommuters will be compensated as if duties were being performed at the in-city work location. Overtime may not be worked unless authorized in advance by the department director.
4. Telecommuters are subject to the same rules and procedures as other employees and are covered by worker's compensation when performing official work duties at the alternate work site.
5. Telecommuters must verify in writing that their home provides workspace that is free of safety and fire hazards and agree that the city will be held harmless against all claims, excluding worker's compensation claims that result from working at a home office.
6. No employee engaged in telecommuting may conduct face-to-face business from home.
7. The City of Centralia is not required to provide equipment for telecommuting; however, the city may provide all or part of the equipment necessary for completing work assignments, including the installation and maintenance of city-owned equipment at the employee's home. The city will not cover the cost of repair or maintenance of the telecommuter's personal equipment. Equipment needs will be determined by the department's need during the pandemic event on a case-by-case basis.
8. The city will establish security controls and conditions for use of city equipment. The telecommuting employee must use approved safeguards to protect city equipment and supplies. All official city records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the office at the conclusion of the telecommuting assignment.
9. Employees on probation or on a performance improvement plan are not eligible for telecommuting. Exceptions may be made if warranted due to the pandemic illness crisis.

Procedures: Employees interested in participating in the telecommuting program during a pandemic crisis should contact their supervisor to discuss the feasibility of telecommuting. They must hold a position that the city approves for telecommuting.

If the employee and the position are deemed suitable for telecommuting, a Telecommuting Agreement must be signed by the telecommuter, the department director, and the City Administrator prior to beginning the program. Exceptions may be made to facilitate emergency situations under the pandemic event as determined by the department director.

FLEXIBLE WORK SCHEDULE

Work schedules will be determined by the service needs of the department/division and will be managed accordingly. Once schedules are defined and communicated to employees, an employee who requests a deviation to that schedule must do so in writing to the department head for approval. The department head will determine an appropriate schedule for an employee to best fit the needs of the department during a pandemic illness event. The department head may require employees to change work schedules to reduce the risk of the pandemic illness spreading at the work site. The department head may develop alternative work schedules for one or more employees with approval of the City Administrator.

EMERGENCY COMMUNICATION PLAN – PANDEMIC ILLNESS

To ensure effective emergency communications, the City Clerk's office will ensure the following activities:

1. Set-up a system to track pandemic flu related absences.
2. Provide a notification for supervisors listing absent employees.

DEVELOPMENT AND DISSEMINATION OF MATERIALS

Pandemic fundamentals: The city will do the following to keep employees up to date on the pandemic:

1. Relay information to employees through the e-mail, and mailings to employees at their homes, if requested.
2. Develop and distribute flyers containing accurate and up-to-date information about the situation.
3. Provide a central bulletin board in city facilities to post information.

From: Heather Russell, City Administrator

To: Mayor & Board of Aldermen

Date: January 1, 2022

Re: City Administrator's Monthly Report – December 2021



- Participated in the Public Utilities and Public Works Committee Meeting on December 13th
- Participated in the General Government and Public Safety Committee meeting on December 13th
- Participated in the Board of Aldermen meeting on December 20th and December 30th
- Assisted with the development of packets for the Committees, Commission, and the Board of Aldermen meetings
- Prepared or helped to prepare ordinances or resolutions for: changes to the Primacy Fee, Setting Compensation for City employees, changes to the Personnel Code – Chapter 22 of the City Code, Revised Policy No. 16 regarding per diem rates for reimbursement, and the water meter purchase from the ARPA funding.
- Discussed potential uses for the ARPA funding with staff and updated the list of potential projects.
- Participated with interviews for office staff.
- Spoke to Columba College government class for Dr. Terry Smith on December 3rd
- Participated in the annual employee benefits fair on December 6th
- Attended a meeting at the Water Plant regarding the slaker on December 8th
- Attended a meeting at the WWTF site regarding core samples and crayfish on December 8th
- Participated in a virtual meeting with stakeholders regarding the slaker on December 15th
- Updated FY2022-23 budget throughout the month.
- Discussed possible costs for water meter replacement.
- Met with new Chief of Police Hatton throughout the month.
- Discussed personnel items and human resource issues with Department Heads throughout the month as issues arose.
- Conducted meetings of Department heads (December 1st, 8th, 15th, and 22nd), and City Hall Staff (December 7th).
- Completed various contracts, payment agreements, and other misc. paperwork as arose.
- Responded to various citizen requests, personnel issues, reviewed payroll, issued Unlicensed Vehicle Permits and as needed approved final building permits, reviewed parts of commercial building permits, entered building permit information, answered questions from the media and other tasks.

All the tasks started and completed required the support of the Board of Aldermen and the cooperation of the staff in City Hall and the rest of the City staff.