

BOARD OF ALDERMEN MEETING

JULY 25, 2023

PACKET



Greg Parker, Mayor
Shawn Bolerjack, East Ward Alderman
Kala Sisco, East Ward Alderman
Kyle Williams, West Ward Alderman
Amanda Duncan, West Ward Alderman

**MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington
July 11, 2023**

Call Meeting to Order

The regular season meeting of the Board of Alderman of the City of Salem, Missouri, was called to order by Mayor Greg Parker at 6:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Public Works Mark Nash.

Roll Call

Council Members present included Kala Sisco, Shawn Bolerjack, Kyle Williams, and Amanda Duncan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Chief of Police Joe Chase, Public Works Director Mark Nash, Finance Director Stacey Houston.

Citizens in attendance were: Debbie Murphy, Sue Wood, David Weiss, Annie Deathridge, Stan Podorski, Ben Johnson (Salem News), and Patti McKeown.

Approve Agenda

Alderman Williams moved to approve the agenda.

Seconded by Alderman Bolerjack.

The vote was 4 Aye- Williams, Bolerjack, Sisco, and Duncan. 0 Nay. Motion Carried

Consent Agenda

June 27, 2023, Regular Meeting Minutes

June 29, 2023, Special Meeting Minutes

Municipal Court Report- June 2023

Police Department Monthly Report- Jun 2023

Alderman Williams moved to approve the Consent Agenda.

Seconded by Alderwoman Sisco.

The vote was 4 Aye- Williams, Sisco, Bolerjack, and Duncan. 0 Nay. Motion carried.

Hearing of Persons

No hearing of persons this agenda.

Resolution No. 24-2023

Alderman Williams moved to approve Resolution No. 24-2023.

Seconded by Alderman Bolerjack.

The vote was 4 Aye-Williams, Bolerjack, Sisco, and Duncan. 0 Nay. Motion carried.

Solar Grant Letter of Approval

Alderman Bolerjack moved to approve all signatures on the Solar Grant Letter of Approval.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Bolerjack, Sisco, Williams, and Duncan. 0 Nay. Motion carried.

Airport T-Hangar Bid Approval

Alderman Williams moved to approve the bid from Build Tec for \$624,900.00.

Seconded by Alderman Bolerjack.

The vote was 4-Aye-Williams, Bolerjack, Sisco, and Duncan. 0 Nay. Motion carried.

Letter Of Concurrence of Project Award

Alderman Bolerjack moved to approve the letter of concurrence.

Seconded by Alderwoman Sisco.

The vote was 4 Aye- Bolerjack, Sisco, Williams, and Duncan. 0 Nay. Motion carried.

Resolution No. 23-2023

Alderman Bolerjack moved to table Resolution No. 23-2023 until the first meeting in August.

Seconded by Alderman Williams.

The vote was 4-Aye-Bolerjack, Williams, Sisco, and Duncan. 0 Nay. Motion carried.

Reading of Bills (First Reading)

Bill No. 3553 - An ordinance of the City of Salem, Missouri to authorize the mayor to execute contracts between the City of Salem, Missouri and the Missouri Highways and Transportation Commission to aid for construction of a 6-unit T-Hangar Project at the Salem Memorial Airport (K33).

City Clerk Koller read the first reading of Bill No. 3553 by caption only.

Reading of Bills (Second Reading)

Bill No. 3543 - An ordinance establishing rates for electric services provided by the City of Salem, Missouri.

Alderman Bolerjack moved to deny Bill No. 3543.

Seconded by Alderwoman Duncan.

The vote was 3 Aye-Bolerjack, Duncan, and Sisco. 1 Nay- Williams. Bill No. 3543 did not pass.

Bill No. 3544 - An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderman Bolerjack moved to approve Bill No. 3544.

Seconded by Alderwoman Duncan.

The vote was 4 Aye-Bolerjack, Duncan, Sisco, and Williams. 0 Nay. Bill No. 3544 passed as Ordinance No. 3544.

Bill No. 3545-An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderwoman Sisco moved to approve Bill No. 3545.

Seconded by Alderman Williams.

The vote was 4 Aye-Sisco, Williams, Bolerjack, and Duncan. 0 Nay. Bill No. 3545 passed as Ordinance No. 3545.

Bill No. 3546-An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderman Williams moved to approve Bill No. 3546.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Williams, Sisco, Bolerjack, and Duncan. 0 Nay. Bill No. 3546 passed as Ordinance No. 3546.

Bill No. 3547-An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderman Bolerjack moved to approve Bill No. 3547.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Bolerjack, Sisco, Williams, and Duncan. 0 Nay. Bill No. 3547 passed as Ordinance No. 3547.

Bill No. 3548-An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderwoman Sisco moved to approve Bill No. 3548.

Seconded by Alderman Williams.

The vote was 4 Aye-Sisco, Williams, Bolerjack, and Duncan. 0 Nay. Bill No. 3548 passed as Ordinance No. 3548.

Bill No. 3549-An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderwoman Sisco moved to approve Bill No. 3549 with the correction of the word Manual.

Seconded by Alderwoman Duncan.

The vote was 4 Aye- Sisco, Duncan, Bolerjack, and Williams. 0 Nay. Bill No. 3549 passed as Ordinance No. 3549.

Bill No. 3550-An ordinance amending Article I: Municipal Employment provisions to ensure the city's codes and personnel policy are complementary.

Alderman Williams moved to approve Bill No. 3550.

Seconded by Alderwoman Duncan.

The vote was 4 Aye-Williams, Duncan, Sisco, and Bolerjack. 0 Nay. Bill No. 3550 passed as Ordinance No. 3550.

Reports of City Officials, Boards and Committees

City Administrator Sally Burbridge had nothing to report.

Mayor Greg Parker thanked the Chamber of Commerce for the Fourth of July Parade. With a special thank you to Tabitha Utley for her organizational skills at these events.

Mayor Greg Parker thanked Catherine Dent and the Cosmopolitan Club for raising money and organizing the fireworks display.

Mayor Greg Parker reminded citizens the Farmers Market is open on Saturday's from 8 am to noon. The Dent Count Museum is open each Sunday from 1pm to 4pm.

Public Works Director Mark Nash reported the Walnut Bowl Hotel has been demolished.

Public Works Director Mark Nash reported most of the downtown project easements have been obtained. He is hoping to have all of them by Friday. The city could lose grant funding if the easements not signed by property owners soon.

Public Works Director Mark Nash reports the utility module has been placed at the Dent County Jail. The utility office will be able to read that meter in 24-36 hours.

Public Works Director Mark Nash asked citizens to be aware of the upcoming heat and to conserve their power.

Alderwoman Sisco had nothing to report.

Alderman Shawn Bolerjack had nothing to report.

Alderman Kyle Williams reported a Utility Committee Meeting will be held at 6:15 pm tomorrow in the Rotary room at the Armory.

Alderwoman Amanda Duncan had nothing to report.

Pursuant to Section 610.021(12) of the Revised State Statutes of the State of Missouri pertaining to sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Alderman Bolerjack moved to go into closed session for contracts.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Bolerjack, Sisco, Williams, and Duncan. 0 Nay. Motion carried.

At 6:59 p.m. the Board went into Closed Session.

There was no action taken.

Adjournment

Mayor Greg Parker adjourned the meeting at 8:16 p.m.

Tammy Koller
City Koller

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Shawn Bolerjack, East Ward Alderman
Kala Sisco, East Ward Alderman
Kyle Williams, West Ward Alderman
Amanda Duncan, West Ward Alderman

**MINUTES
SPECIAL BOARD OF ALDERMEN MEETING
202 N. Washington
July 18, 2023**

Call Meeting to Order

The special season meeting of the Board of Alderman of the City of Salem, Missouri, was called to order by Mayor Greg Parke at 6:00 p.m.

Roll Call

Council Members present included Shawn Bolerjack, Kala Sisco, Amanda Duncan, and Kyle Williams. Others in attendance were: City Clerk Tammy Koller, Chief of Police Joe Chase, Building Inspector Jarred Brown, Ben Johnson (Salem News), Tammy Snodgrass (MRPC), and Patrick Stites (MRPC).

Reading of Bills (Second Reading)

Bill No. 3551-The Legislature of the State of Missouri has in RSMo 79.110 delegated the responsibility to local government units to adopt floodplain management regulations designed to protect the health and safety, and general welfare of the public.

City Clerk Koller read the second reading of Bill No. 3551 by caption only.

Alderman Williams moved to approve Bill No. 3551 and repeal Chapter 415 of the City Code of Ordinances. Seconded by Alderwoman Duncan.

The vote was 4 Aye-Williams, Duncan, Sisco and Bolerjack. 0 Nay. Bill No. 3551 passed as Ordinance No. 3551.

Adjournment

Mayor Parker adjourned the meeting at 6:05 p.m.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

Meeting Minutes - Utility Committee City of Salem, Missouri Date: July 12th

Attendees:

- Chairperson: Kyle Williams
- Members Present:
 - Nathan Kinzy
 - Cathrine Dent
 - Harold Hamilton
 - David Wyse
 - Rick Letchworth

Meeting Proceedings:

6:15 PM: Meeting called to order by Chairperson Kyle Williams.

6:16 PM: Roll call taken.

- Nathan Kinzy: Present
- Cathrine Dent: Present
- Harold Hamilton: Present
- David Wise: Present
- Rick Letchworth: Present

6:17 PM: Stacy Houston, City Finance Director, gave a financial review of the June utility accounts.

6:28 PM: An update was provided regarding the email utility billing system. The city requested 10 test accounts, and volunteers from the citizens came forward.

6:32 PM: MMMPEP committee update was shared by City Administrator Sally Burbridge. MMMPEP voted to increase reserves to improve the credit rating for future large projects. This decision would result in a \$335,209 charge to Salem over the next two years. The committee was asked for recommendations to cover the cost.

6:46 PM: Rick Letchworth made a motion to pull \$335,209 from reserves. The motion did not receive a second and was denied.

6:50 PM: Sally informed the committee about a request for support to build a solar plant through MPUA in Salem. The committee requested prior notification before council meetings, allowing them to make recommendations before council member votes.

6:59 PM: Nathan Kinsey made a motion in support of the letter. Catherine Dent seconded the motion. All present members voted in favor, and the motion was carried.

7:01 PM: Utility operations update was provided by Mark Nash.

7:05 PM: Alderman Williams presented the current data on Missouri Drinking Water Watch for the city of Salem. He mentioned that a group of citizens expressed interest in conducting additional water quality testing beyond the EPA (Environmental Protection Agency) and Missouri Department of Natural Resources requirements. The committee requested the city to investigate the costs of water quality testing and provide recommendations on what tests should be conducted based on citizen requests.

7:20 PM: Questions and Comments.

- Debbie Murphy inquired about water and sewer rate costs. She requested the city to display the rates on the city website in an easily accessible and readable format.
- Harold Hamilton requested discussion on outside utility rate adjustments in the next scheduled utility meeting. The committee members asked why the council members denied the recommendation and were asked to contact their respective councilperson. The committee sought information from other city administrators on how they address the issue and requested Sally to draft a solution for review and recommendation.
- Lisa French asked for the ordinance number regarding water meter access. She had multiple questions about the water meter inside her house and the one placed in her yard. She mentioned that the old meter had been defaced with spray-paint.

7:53 PM: Adjournment. Nathan Kinsey motioned to adjourn, and Catherine Dent seconded the motion. All present members voted in favor, and the motion was carried. The meeting was adjourned.

Staff Summary Report

MEETING DATE:	7/25/2023
AGENDA ITEM:	15 FT. BUSHHOG
AGENDA TITLE:	BATWING BUSHHOG

ACTION REQUESTED BY:	PUBLIC WORKS DIRECTOR
ACTION REQUESTED:	PURCHASE 15 FT BATWING ROTARY CUTTER
SUMMARY BY:	MARK NASH

PROJECT DESCRIPTION / FACTS

DUE TO THE AMOUNT OF PROPERTY THAT THE CITY IS REQUIRED TO MAINTAIN THIS EQUIPMENT WOULD ALLOW EMPLOYEES TO FINISH THE MOWING MUCH QUICKER. THE CITY IS REQUIRED TO MOW THE OLD LANDFILL TWICE A YEAR PER D.N.R. AND WE NOW HAVE THE 40 ACRE CERTIFIED SITE TO MOW,ALSO.

PROCUREMENT

THE CITY RECEIVED TWO(2) BIDS. BID (1) HERITAGE TRACTOR FOR \$22,000 AND SALEM FARM EQUIPMENT FOR \$22,095. THE EQUIPMENT FROM HERITAGE TRACTOR IS A 2023 JOHN DEERE FC15M CUTTER AND THE EQUIPMENT FROM SALEM FARM EQUIPMENT IS A RHINO 2150 CUTTER

SUPPORT DOCUMENTS: [List all additional documents that accompany this summary]

DEPARTMENT'S RECOMMENDED MOTION: ASK THE BOARD TO APPROVE PURCHASE OF CUTTER FROM HERITAGE TRACTOR FOR \$22,000. LINE ITEM BUDGET # 301-508-70833. THERE IS \$20,250.00 IN THIS LINE ITEM. WOULD ASK THAT \$1750.00 BE TAKEN FROM THE SURPLUS FUND BALANCE TO COVER THE \$22,000.00. THERE IS \$37,000.00 IN THE SURPLUS FUND

Quote Id: 29229113

Prepared For:
CITY OF SALEM



Prepared By: **Kevin Huebner**

Heritage Tractor, Inc.
11875 County Road 3080
Rolla, MO 65401

Tel: 573-368-2011
Mobile Phone: 573-201-7913
Fax: 573-368-8279
Email: khuebner@heritagetractor.com

Date: 14 July 2023

Offer Expires: 21 July 2023

Confidential

Quote Summary

Prepared For:
 CITY OF SALEM
 208 N WASHINGTON ST
 SALEM, MO 65560
 Business: 573-729-5211
 PUBLICWORKS@SALEMMO.COM

Prepared By:
 Kevin Huebner
 Heritage Tractor, Inc.
 11875 County Road 3080
 Rolla, MO 65401
 Phone: 573-368-2011
 Mobile: 573-201-7913
 khuebner@heritagetractor.com

Quote Id: 29229113
Created On: 14 July 2023
Last Modified On: 14 July 2023
Expiration Date: 21 July 2023

Equipment Summary	Selling Price	Qty	Extended
2023 JOHN DEERE FC15E Flex 116 Wing Rotary Cutter - 1P0FC3ECAPA000915	\$ 17,400.00 X	1 =	\$ 17,400.00
2023 JOHN DEERE FC15M Flex 96 Wing Rotary Cutter - 1P0FC3MCLPB003195	\$ 22,000.00 X	1 =	\$ 22,000.00
2023 JOHN DEERE FC15R Flex 76 Wing Rotary Cutter - 1P0FC3REHPC002425	\$ 24,800.00 X	1 =	\$ 24,800.00
Equipment Total			\$ 64,200.00

Quote Summary

Equipment Total	\$ 64,200.00
SubTotal	\$ 64,200.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 64,200.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 64,200.00

LINE ITEM #301-508-70033

20,250

BUDGET ADJUSTMENT

SURPLUS FUND BALANCE

37,000 TOTAL

Salesperson : X _____

Accepted By : X _____

Salem Farm Equipment

RT. 6 BOX 262 • SALEM, MO 65560
PH: 573-729-3458 • FAX: 573-729-3528

7-12-23

TO: City of Salem

PURCHASE PRICE OF RHINO MODEL
2150 - 15' BATWING MOWER.
\$ 22095⁰⁰

Max
Belcher

5 YEAR
WARRANTY

Staff Summary Report

MEETING DATE: 07/25/2023

AGENDA ITEM:

AGENDA TITLE: ROOD & ASSOCIATES

ACTION REQUESTED BY: Stacey Houston

ACTION REQUESTED: Approve Rood & Associates Invoice/Budget Adjustment

SUMMARY BY: Stacey Houston / Sally Burbridge

PROJECT DESCRIPTION / FACTS

The City had to have an Independent Fee Estimate (IFE) for the airport engineering services for the Salem Memorial Airport T-Hangar construction project.

PROCUREMENT

FISCAL IMPACTS

The proposal came in at \$2,400. This will come out of the Airport fund/Special Services. We only have \$2,000 in the budget so I am requesting to have a budget adjustment approved for the additional \$400. It would come from the fund balance of \$126,936 (this will reduce the fund balance to \$126,536).

SUPPORT DOCUMENTS: Invoice from Rood & Associates

DEPARTMENT'S RECOMMENDED MOTION:

Approve Rood & Associates invoice and budget adjustment.

ROOD & ASSOCIATES

12818 W. 84th Drive
Arvada, CO 80005
Phone (303) 818-8560
Email: nrOOD@q.com

INVOICE #K33-002

Date: July 17, 2023

TO:

Ms. Sally Burbridge
City Administrator
City of Salem
400 N Iron Street
Salem, MO 65560
Phone: (573) 729-2428
Email: cityadministrator@salem-mo.com

FOR:

Salem Memorial Airport (K33)
Salem, Missouri
Construct 6-Unit T-Hangar
Construction Phase Services
Independent Fee Estimate

DESCRIPTION	UNIT	RATE	AMOUNT
Independent Cost Estimate	Lump Sum	\$2,400.00	\$2,400.00
TOTAL			\$2,400.00

Make all checks payable to: **ROOD & ASSOCIATES****Thank you for your business!**

Staff Summary Report

MEETING DATE:	07/25/2023
AGENDA ITEM:	
AGENDA TITLE:	FINANCIAL UPDATE

ACTION REQUESTED BY:	STACEY HOUSTON
ACTION REQUESTED:	FOR REVIEW
SUMMARY BY:	Stacey Houston

PROJECT DESCRIPTION / FACTS

Financial update through June 2023:

We had an increase of \$2,822,772 in the total ending fund balances from the start of FY22-23.

Total Revenues have come in over what was budgeted, and expenditures came in less than what was budgeted. Each fund ends with a surplus balance.

Sales Tax revenues came in 9.4% over the previous year and exceeded our budgeted amounts.

Utility Revenues have all come in over what was budgeted, and overall expenditures come in less than what was budgeted. Each Utility fund ends with a surplus balance.

PROCUREMENT

NA/

FISCAL IMPACTS

N/A

SUPPORT DOCUMENTS:

DEPARTMENT'S RECOMMENDED MOTION: N/A



FY 2022-2023
Financial Update

FISCAL YEAR 2022-2023 ACTUALS (as of 6/30/2023)

SUMMARY OF REVENUES & EXPENSES

Fund	Beginning Bal	Revenues	Expenses	Xfers In	Xfers Out	Ending Balance
100-GENERAL FUND	111,036.47	2,712,709	2,755,805	750,000	245,779	572,161
120-EMERGENCY FUND	38,620.03	382				39,002
130-POST COMMISSION	1,257.32	517	-			1,775
201-SPECIAL STREET	410,440.05	252,944	169,279			494,105
210-PARK & RECREATION	334,972.41	765,116	516,275		25,000	558,813
220-POLICE DEPT.LAW ENF.FUND	2,851.93	1,087	336			3,603
230-OFFICERS TRAINING FUND	1,209.67	273	-			1,483
240-FIREWORKS FUND	2,106.22	4	1,713	1,713		2,111
250-INMATE SECURITY FUND	983.79	271	-			1,255
255-CHDC GRANT FUNDS	0.01	3,750	3,750			0
260-LOCAL LAW ENF. GRANT FUND	4.90	0	-			5
290-BUILDING PERMIT FUND	15,249.51	17,764	22,798	7,500		17,716
299-POLICE CONTRIBUTION FUND	436.40	4	-			441
301-CAPITAL IMP SALES TAX	457,726.60	820,056	497,616	25,000	-	805,167
501-ELECTRIC FUND	81,113.13	7,468,672	5,529,623	-	1,480,000	540,161
502-ELECTRIC D & R FUND	75,896.73	2,254				78,151
503-ELECTRIC RESERVE FUND	19,221.04	4,377		730,000	-	753,598
510-WATER FUND	585,021.83	1,059,555	829,482	-	-	815,094
511-WATER D & R FUND	204,232.95	6,066	-		-	210,299
512-WATER RESERVE	689,648.62	20,482	-	-	-	710,131
520-SEWER FUND	121,268.69	1,142,842	974,940	-	-	289,171
521-SEWER D & R	176,064.82	5,229	-	-	-	181,294
522-SEWER RESERVE FUND	105,537.63	3,134		-		108,672
530-SANITATION	45,674.66	363,985	355,258			54,402
540-CEMETERY FUND	5,223.83	27,817	113,218	120,566		40,388
550-LANDFILL	395,879.70	11,758	-			407,637
560-AIRPORT FUND	209,638.17	15,107	25,537	-		199,208
601-INSURANCE CONTINGENCY	139,527.98	4,144	-			143,672
701-UTILITY DEPOSIT FUND	464,131.78	4,623	-			468,755
702-CEMETERY ENDOWMENT FUND	607,413.22	18,663				626,076
703-ECONOMIC DEVELOPMENT	19,320.76	44,078	159,262	116,000		20,136
TOTAL ALL FUNDS	5,321,710.85	14,777,664	11,954,891	1,750,779	1,750,779	8,144,483

FY2023 ALL FUNDS TOTAL

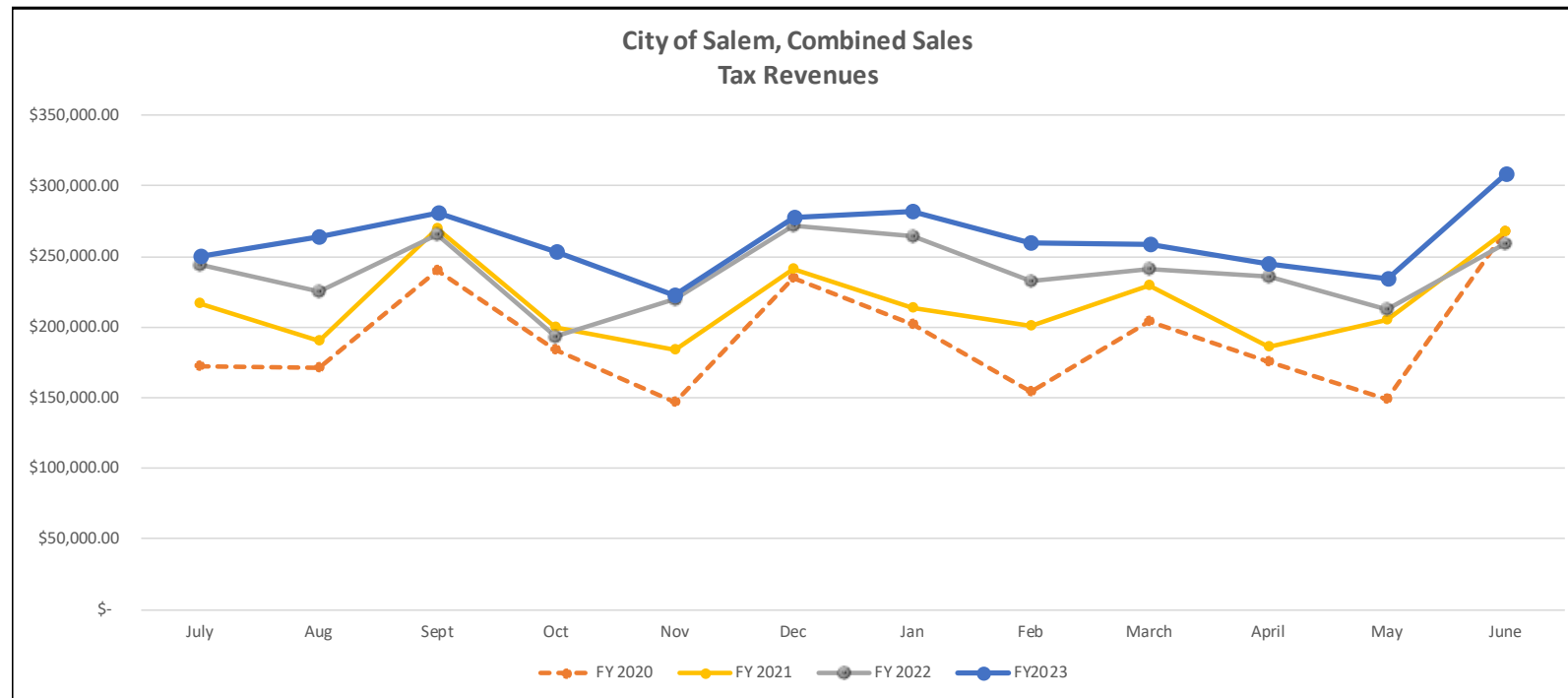
as of 6/30/2023

YEAR	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 12,725,552	\$ 14,631,626	\$ 14,777,664
EXPENDITURES	\$ 12,103,034	\$ 14,263,871	\$ 11,954,891
INTERGOVERNMENTAL TRANSFERS	\$ 1,472,349	\$ 2,152,542	\$ 1,750,779
TOTAL REVENUE OVER (UNDER) EXPENDITURES	\$ 622,518	\$ 367,755	\$ 2,822,772

Pending Year-End Transfers & Adjustments

SALES TAX REVENUE

	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023
	Actuals	Actuals	Actuals	Actuals	Budget
Gen'l Fund	\$ 1,125,240	\$ 1,310,248	\$ 1,435,953	\$ 1,546,208	\$ 1,252,600
Parks & Rec	\$ 421,958	\$ 491,424	\$ 538,432	\$ 579,811	\$ 425,000
Cap Imp	\$ 562,620	\$ 655,124	\$ 717,977	\$ 773,105	\$ 650,000



Pending Year-End Transfers & Adjustments

FY2023

As of 6/30/2023

GENERAL FUND TOTALS

	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 2,472,835	\$ 2,476,421	\$ 2,712,709
EXPENDITURES	\$ 2,857,142	\$ 2,963,672	\$ 2,755,758
OTHER SOURCES	\$ 638,510	\$ 827,396	\$ 750,000
OTHER USES	\$ 249,839	\$ 340,146	\$ 245,779
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 4,364	\$ (0)	\$ 461,172

PARKS & REC FUND

	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 655,591	\$ 658,167	\$ 765,116
EXPENDITURES	\$ 508,230	\$ 633,167	\$ 516,275
OTHER SOURCES	\$ -	\$ -	\$ -
OTHER USES	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 122,361	\$ 0	\$ 223,841

CAPITAL IMPROVEMENT FUND

	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 750,253	\$ 775,113	\$ 820,056
EXPENDITURES	\$ 616,697	\$ 735,013	\$ 497,616
OTHER SOURCES	\$ 25,000	\$ 25,000	\$ 25,000
OTHER USES	\$ -	\$ 50,000	\$ -
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 158,556	\$ 15,100	\$ 347,440

Pending Year-End Transfers & Adjustments

FY2023 UTILITIES

UTILITY USAGE & REVENUE					
	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD ACTUAL	2022-2023 BUDGETED
Electric Consumption Sold	53,649,806	55,511,522	52,787,837	52,232,043	
Electric Sales Rev.	\$ 5,078,855	\$ 5,076,208	\$ 5,388,796	\$ 7,052,702	\$ 6,677,759
Electric Revenue Collected	\$ 3,856,219	\$ 4,437,344	\$ 5,309,157	\$ 6,950,178	
Purchase of Power	\$ 3,101,409	\$ 3,636,738	\$ 4,135,284	\$ 4,423,590	\$ 4,321,372
Water Consumption Sold	123,846,229	150,680,971	133,720,064	149,352,518	
Water Sales Rev.	\$ 787,185	\$ 950,933	\$ 839,084	\$ 975,877	\$ 768,908
Water Revenues Collected	\$ 590,714	\$ 703,200	\$ 882,471	\$ 930,781	
Sewer Consumption Sold	113,213,897	136,779,028	121,145,016	128,052,344	
Sewer Sales Rev.	\$ 748,333	\$ 901,523	\$ 777,868	\$ 1,087,290	\$ 728,759
Sewer Revenues Collected	\$ 564,188	\$ 662,644	\$ 832,558	\$ 1,008,308	

Pending Year-End Transfers & Adjustments

FY2023

As of 6/30/2023

ELECTRIC FUND

	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 5,653,370	\$ 6,994,404	\$ 7,468,672
EXPENDITURES	\$ 5,298,510	\$ 5,764,404	\$ 5,529,623
OTHER SOURCES	\$ 350,000		
OTHER USES	\$ 638,510	\$ 1,230,000	\$ 1,480,000
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 66,350	\$ -	\$ 459,049

WATER FUND

	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 918,573	\$ 1,097,752	\$ 1,059,555
EXPENDITURES	\$ 823,097	\$ 1,177,385	\$ 829,482
OTHER SOURCES	\$ -	\$ 120,000	\$ -
OTHER USES	\$ -	\$ 40,367	\$ -
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 95,476	\$ -	\$ 230,073

SEWER FUND

	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 ACTUAL
REVENUES	\$ 852,344	\$ 740,584	\$ 1,142,842
EXPENDITURES	\$ 1,091,777	\$ 1,009,948	\$ 974,940
OTHER SOURCES	\$ 195,000	\$ 310,000	\$ -
OTHER USES	\$ 14,000	\$ 37,029	\$ -
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ (58,433)	\$ 3,607	\$ 167,902

Pending Year-End Transfers & Adjustments

Staff Summary Report

MEETING DATE:	7/25/2023
AGENDA ITEM:	
AGENDA TITLE:	YEAR-END BUDGET ADJUSTMENTS 2022-23

ACTION REQUESTED BY:	STACEY HOUSTON
ACTION REQUESTED:	APPROVAL FOR BUDGET ADJUSTMENTS
SUMMARY BY:	Stacey Houston

PROJECT DESCRIPTION / FACTS

These budget amendments to FY 2022-2023 will increase total budgeted revenues from \$14,613,626 to \$15,031,426; budgeted expenditures from \$14,263,871 to \$14,271,671; and Intergovernmental Transfers from \$ 2,152,542 to \$2,402,542.

100 General- Sales tax revenues have come in more than what was budgeted, so we can reduce the amount of transfer from the Electric fund by \$150,000.

290 Building Permit- Remove a \$10,000 expense (zone mapping) that will be pushed to the next budget year. when the budget was approved, the beginning balance in the fund was 25,504. After the budget was finalized and approved an expense of \$10,253.52 was posted to the fund, this causing the negative fund balance on the budget.

501 Electric- The \$150,000 not going to General Fund, move to Electric Reserve Fund.

501 Electric- Sale of Electric came in more than budgeted, move to Electric Reserve Fund, \$250,000.

503 Electric Reserve Fund- fund balance will increase by \$400,000.

510 Water Fund- A new utility van, \$17,800 was requested and approved by the board on 3/14/2023. Increase water sales revenue to offset additional expense (actuals is more than budgeted).

PROCUREMENT

FISCAL IMPACTS

Total budgeted revenues will increase \$417,800 from \$14,613,626 to \$15,031,426; budgeted expenditures will increase \$7,800 from \$14,263,871 to \$14,271,671; and Intergovernmental Transfers will increase \$250,000 from \$ 2,152,542 to \$2,402,542.

SUPPORT DOCUMENTS:	FY 22-23 Budget Adjustments- Attachment A
---------------------------	---

DEPARTMENT'S RECOMMENDED MOTION:	First reading. No vote.
---	-------------------------

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF SALEM, MISSOURI BEGINNING JULY 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO.

WHEREAS, an amendment in the revenue and expense appropriations for General, Building Permit, Electric, Electric Reserve, and Water funds are needed; and

WHEREAS, these amendments will increase total revenues from \$14,613,626.00 to \$15,031,426.00, increase total expenditures from \$14,263,871.00 to \$14,271,671.00 and intergovernmental transfers will increase from \$2,152,542.00 to \$2,402,542.00.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1:

The annual Budget of the City of Salem, Missouri, for the Fiscal Year beginning July 1, 2023, adopted by ORDINANCE NO. 3552 is hereby amended per the attached document titled FY 23-24 BUDGET AMENDMENTS-ATTACHMENT A, attached to and made part of this Ordinance.

Section 2:

Funds are hereby appropriated for the objects and purposes of revenues, expenditures, and intergovernmental transfers set forth in said FY 23-24 Budget Amendment Attachment A.

Section 3:

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

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AND APPROVED BY THE MAYOR THIS 8th DAY OF AUGUST, 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber
City Attorney

FY 22-23 Budget Adjustments - Attachment A

<u>100- GENERAL</u>		Current Budget	ADJUSTMENT	New Budget
100-42000	SALES TAX- 1%	\$1,252,600.00	150,000.00	\$1,402,600.00
100-49000	TRANS FROM ELECTRIC- DECREASE \$150,000	\$900,000.00	(150,000.00)	\$750,000.00
Total 100-General Fund Revenues - INCREASE \$150,000				
Total 100-Intergovernmental Transfer - Decrease \$150,000				
 <u>290- BUILDING PERMIT</u>				
290-501-50700	SPECIAL SERVICES	\$10,000.00	-\$10,000.00	\$0.00
Total 290 Building Permit Fund Expenses - Decrease \$10,000				
 <u>501-ELECTRIC FUND</u>				
501-501-80500	TRANS TO GENERAL- DECREASE \$150,000	\$900,000.00	(150,000.00)	\$750,000.00
501-501-80400	TRANS TO ELECTRIC RESERVE- INCREASE \$150,000	\$330,000.00	\$150,000.00	\$480,000.00
Total 501 Intergovernmental Transfer - No change (moving from one account to another account)				
501-46140	SALE OF ELECTRIC	\$6,827,759.00	\$250,000.00	\$7,077,759.00
501-501-80400	TRANS TO ELECTRIC RESERVE- INCREASE \$250,000	\$480,000.00	\$250,000.00	\$730,000.00
Total 501 Electric Fund Revenues - Increase \$250,000				
Total 501 Electric Fund Intergovernmental Transfer - Increase \$250,000				
 <u>503-ELECTRIC RESERVE FUND</u>				
503-49000	TRANS FROM ELECTRIC FUND- INCREASE \$150,000			
	TRANS FROM ELECTRIC FUND- INCREASE \$250,000	\$330,000.00	\$400,000.00	\$730,000.00
Total 502 Electric Reserve Fund Intergovernmental Transfer - Increase \$400,000				
 <u>510-WATER</u>				
510-46150	WATER SALES	\$768,908.00	\$17,800.00	\$786,708.00
510-501-70357	NEW SERVICE TRUCK/VAN- INCREASE \$17,800	\$0.00	\$17,800.00	\$17,800.00
	APPROVED BY BOARD ON 3/14/2023			
Total 510 Water Fund Revenues - Increase \$17,800				
Total 510 Water Fund Expenses - Increase \$17,800				
TOTAL REVENUES		\$14,613,626.00		\$15,031,426.00
TOTAL EXPENDITURES		\$14,263,871.00		\$14,271,671.00
TOTAL INTERGOVERNMENTAL TRANSFERS		\$2,152,542.00		\$2,402,542.00

Staff Summary Report

MEETING DATE:	July 11, 2023
AGENDA ITEM:	Reading of Bills (Second
AGENDA TITLE:	Reading) Bill No. 3553

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of Ordinance accepting grant funds via MoDOT for the 6-Unit T-hangar construction at Salem Memorial Airport

SUMMARY BY:	Sally Burbridge
--------------------	-----------------

PROJECT DESCRIPTION / FACTS

MoDOT requires an ordinance accepting grant funds prior to their dispersal of such funds. This ordinance is to accept grant funding for the Salem Airport K-33 6-unit T-Hangar construction project.

Previously on this agenda, was the Bid approval for the construction and the Letter of Concurrence to MoDOT for actual award of the bid to BuildTec.

PROCUREMENT

See previous bid approval item on this agenda.

FISCAL IMPACTS

This item is budgeted in the Airport fund.

SUPPORT DOCUMENTS:	Ordinance No. 3553 6-unit T-Hangar Total Project Budget
---------------------------	--

DEPARTMENT'S RECOMMENDED MOTION: Move to approve Ordinance No. 3553 accepting grant funding through the Missouri Highways and Transportation Commission for the 6-unit T-Hangar construction project at the Salem Memorial Airport.

BILL NO. 3553**ORDINANCE NO. 3553**

AN ORDINANCE OF THE CITY OF SALEM, MISSOURI TO AUTHORIZE THE MAYOR TO EXECUTE CONTRACTS BETWEEN THE CITY OF SALEM, MISSOURI AND THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION TO AID FOR THE CONSTRUCTION OF A 6-UNIT T-HANGER PROJECT AT THE SALEM MEMORIAL AIRPORT (K33).

NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

That the mayor is hereby authorized to accept grants and execute grant agreements on behalf of the City of Salem, Missouri with the Missouri Highways and Transportation Commission providing for funding of the construction of a 6-unit T-Hangar Project presented in Total Project Budget, "Exhibit A" incorporated herein.

Section 2.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after July 11, 2023.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 25th DAY OF JULY 2023.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney