



Greg Parker, Mayor
Shawn Bolerjack, East Ward Alderman
Kala Sisco, East Ward Alderman
Kyle Williams, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington
January 25, 2024

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 Director Mark Nash.

Roll Call

Council Members present included Shawn Bolerjack, and Kyle Williams. Alderwoman Kala Sisco was absent. Others in attendance were: City Administrator Sally Burbridge, City Attorney James Weber, City Clerk Tammy Koller, Chief of Police Joe Chase, Public Works Director Mark Nash, Finance Director Stacey Houston, Water/Sewer Supervisor Donnie Moore, and Parks and Recreation Supervisor Melissa Dubois. Citizens in attendance were: Debbie Murphy, Sue Woods, Patricia Vance, James Vance, Ben Johnson, Sherry Lee, Patti McKeown, and Liz Condray.

Approve Agenda

Alderman Bolerjack moved to approve the agenda with the addition of Resolution No. 3-2024. Seconded by Alderman Williams. The vote was 3 Aye-Bolerjack, Williams, and Whelan. 0 Nay. Motion Carried.

Consent Agenda

December 12, 2023, Regular Meeting Minutes
December 19, 2023, Special Meeting Minutes
January 11, 2024, Regular Meeting Minutes
Mo Dept. of Rev. C.A.R.T. Tax \$19,563.12-December 2023
Municipal Court Report-November 2023
Municipal Court Report-December 2023
PD Monthly Report-November 2023
PD Monthly Report-December 2023
Mo Dept. of Rev. Capital Improvements Tax \$68,803.11-December 2023
Mo. Dep. Of Rev. Additional City Tax \$125,353.52-December 2023
Mo. Dept. of Rev. City Tax \$137,606.23-December 2023

Mo. Dept. of Rev. Storm Water/Local Parks \$51,602.43-December 2023
Parks and Recreation Monthly Report January 2024
Alderman Williams moved to approve the Consent Agenda.
Seconded by Alderman Bolerjack.
The vote was 3 Aye- Williams, Bolerjack, and Whelan. 0 Nay. Motion carried.

ONCRC Presentation

A summary of this presentation was handed out by Liz Condray and is attached to these minutes.

New and Miscellaneous Business

Purchase of Gateways for AMI System

Alderman Williams moved to approve the quote from Nexgrid Technology Solutions for \$8,266.00
Seconded by Alderman Whelan.
The vote was 3 Aye-Williams, Whelan, and Bolerjack. 0 Nay. Motion carried.

Sale of Surplus equipment and vehicles

Alderman Bolerjack moved to approve the sale of surplus equipment and vehicles to be sold through Purple Wave Auction Service.
Seconded by Alderman Williams.
The vote was 3 Aye-Bolerjack, Williams, and Whelan. 0 Nay. Motion carried.

Service Line Bill Protection Program

Alderman Williams moved to approve the Utility Committee’s recommendation of non-mandatory coverage of \$2,500 per occurrence for water bills only due to leaks, through the ServLine Program.
Seconded by Alderman Bolerjack.
The vote was 3 Aye-Williams, Bolerjack, and Whelan. 0 Nay. Motion carried.

Resolution No. 1-2024

A resolution authorizing the mayor to enter into an agreement between the City of Salem, Missouri and Online Information Services, Inc., A North Carolina Corporation for collection services.
Alderman Williams moved to table Resolution No. 1-2024.
Seconded by Alderman Whelan.
The vote was 3 Aye-Williams, Whelan, and Bolerjack. 0 Nay. Motion carried.

Airport Fuel Bid

Alderman Williams moved to approve the bid from Naegler Transport for \$10,397.50
Seconded by Alderman Bolerjack.
The vote was 3 Aye-Williams, Bolerjack, and Williams. 0 Nay. Motion carried.

Parks and Recreation Vehicle Bid Approval

Alderman Williams moved to approve a budget adjustment from the prior year’s fund balance with the \$35,000 allocated for the purchase of a work truck.
Seconded by Alderman Bolerjack

The vote was 3 Aye-Williams, Bolerjack, and Whelan. 0 Nay. Motion carried.

Resolution No. 2-2024

A resolution authorizing the mayor to execute an agreement between the City of Salem, Missouri, and the Meramec Regional Planning Commission (MRPC).

Alderman Bolerjack moved to approve Resolution No. 2-2024.

Seconded by Alderman Williams.

The vote was 3 Aye-Bolerjack, Williams, and Whelan. 0 Nay. Motion carried.

Lead Service Line Assistance Agreement/General Terms and Conditions Documents

Alderman Bolerjack moved to approve the mayor's signature on the Lead Service Line Assistance Agreement/General Terms and Conditions Documents.

Seconded by Alderman Williams.

The vote was 3 Aye- Bolerjack, Williams, and Whelan. 0 Nay. Motion carried.

TCPA Policy

Alderman Williams moved to approve the TCPA Policy as part of the Salem Municipal Utilities policies.

Seconded by Alderman Whelan.

The vote was 3 Aye-Williams, Whelan, and Bolerjack. 0 Nay. Motion carried.

Financial Update

Finance Director Stacey Houston provided a financial update through January 2024. Documentation has been attached to these minutes.

Resolution No. 3-2024-Emergency Amendment to agenda

Resolution No. 3-2024 was added as an emergency amendment due to the time sensitive nature for submitting documents to the online portal for the Welcome Home Project and receiving required updated documentation after the 24-hour posting requirement.

Alderman Bolerjack moved to approve Resolution No. 3-2024.

Seconded by Alderman Williams,

The vote was 3 Aye-Bolerjack, Williams, and Whelan. 0 Nay. Motion carried.

Board Appointment

Community Involvement Committee

Alderman Bolerjack moved to approve Mayoral appointments Roma Jones, Kristy Bermudez, Alayna Sellers, Sierra Connell, Carlos Lopez, Patty McKeown, and Gary, McKeown to the Community Involvement Committee and Sally Granowski to the Library Board.

Seconded by Alderman Whelan.

The vote was 3 Aye-Bolerjack, Whelan, and Williams. 0 Nay. Motion carried.

Reading of Bills (First Reading)

Bill No. 3581-An ordinance amending the Utility Committee definition for the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3581 by caption only.

No vote was taken.

Bill No. 3582-An ordinance amending the amounts of utility deposits for the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3582 by caption only.

No vote was taken.

Bill No. 3583- An ordinance amending portions of the housing violations codes for the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3583 by caption only.

No vote was taken.

Bill No. 3584-An ordinance amending portions of the housing violations codes for the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3584 by caption only.

No vote was taken.

Bill No. 3587-An ordinance amending the annual budget for the City of Salem, Missouri beginning July 1, 2023, and appropriating funds pursuant thereto.

City Clerk Tammy Koller read the first reading of Bill No. 3587 by caption only.

No vote was taken.

Reports of City Officials, Boards and Committees

Parks and Recreation Director Melissa Dubois gave an oral report of the January 17th, 2024, report which is attached to these minutes.

City Administrator Sally Burbridge gave an update on the Old City Hall. The two water leaks at opposite corners of that building resulted in some flooding and damage. City crews have done much of the clean-up. The carpet and ceiling tiles have been removed from the Council Chambers, as well as the carpet from a room off the kitchen. City Clerk Koller has submitted the initial request to the insurance for claims. We are in the process of getting a quote from ServPro for possible disinfecting. City Administrator Burbridge states that there may be a need for a plumber to come in to redo some of the toilets, replace some kits in toilets and in the urinals. The water has been shut off until further notice.

City Administrator Sally Burbridge asked Water/Sewer Supervisor Donnie Moore to speak about an event that happened earlier in the day. Moore stated there was a sewer inspection with DNR in reference to the city's sewer collection system. DNR spent about six hours inspecting the SEMOM (Sewer Collection Maintenance Operation Management) program. Inspectors looked at the last five years of budget, Capital Improvements as well as the projected ten-year plan. Inspectors did not find any violations and will be mailing a letter of compliance.

Mayor Greg Parker thanked all city employees for all the work they put in each and every day.

Public Works Director Mark Nash reported due to the cold weather, digs-in have settled. The street department is working on getting those filled in. He asks that if anyone sees one that they have missed to please contact him.

Public Works Director Mark Nash reported utility bills are being processed and will go out on time.

Public Works Director Mark Nash reported the final count on disconnects was 18.

Public Works Director Mark Nash commended the street department for clearing the roads during the recent snow.

Public Works Director Mark Nash thanked everyone for the opportunity to work for the city. He will be retiring on January 31, 2024.

Alderman Shawn Bolerjack reported he expects the proposed public comment policy to be on next meeting's agenda.

Alderman Kyle Williams reported he has done some more research on the proposed bus route. He states there are two options. There is a yearly grant through MoDot, which is a 90/10 grant and would allow for the purchase of a bus by the city. There is also the option of working with SMTS since they have a hub established within the city. Alderman Williams stated there are pros and cons to both. He says financially the cost to the city would be about the same.

Alderman Kyle Williams thanked everyone who opened heating centers during the cold weather.

Closed Session

Pursuant to Section 610.021(3) of the Revised State Statutes of the State of Missouri pertaining to the hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

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 Whelan moved to go into closed session for personnel, and contracts.

Seconded by Alderman Williams.

The vote was 3 Aye-Whelan, Williams, and Bolerjack. 0 Nay. Motion carried.

The Board went into closed session at 7:31 P.M.

Alderwoman Sisco joined the meeting at 7:32 P.M.

No action was taken.


Adjournment

With no further business to come before the Board, Alderwoman Sisco moved to adjourn.

Seconded by Alderman Whelan.

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


Mayor Greg Parker adjourned the meeting at 9:42 P.M.



Tammy Koller
City Koller

APPROVED:


Greg Parker
Mayor

ATTEST:


Tammy Koller
City Clerk

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CROSSROADS: CHANGE IN RURAL AMERICA

“A Museum on Main Street Exhibition from the Smithsonian traveling to 30 states through 2024”

March 23 – May 4 Ozark Natural & Cultural Resource Center

The Smithsonian invites hundreds of small museums, in towns with populations of 500-20,000, to participate in a national exhibition program. With support and guidance from humanities councils, host communities have the opportunity to create their own educational programs, cultural activities, and exhibitions that center on local culture and history. These exhibits have visited over 1800 communities in all 50 states.

Examples of Guiding Questions: What does “rural America” mean? How have rural communities and small towns evolved and changed?

Major Themes: What have changes during the 1900s meant to rural life? How are rural Americans shaping their future?

Introduction: Americans come together at crossroads; small towns are centers for commerce and trade, local politics, culture and ideas. Rural communities may face challenges as well as opportunities.

Identity: American culture is filled with romantic views of rural life and culture...how is rural America represented in books, songs, poetry, and art?

Land: Land is core to our concept of rural life...our sense of place is powerful. Not everyone is a landowner...most Americans connect with rural places through public lands.

Community: Rural crossroads are where communities grew...they were enhanced with the New Deal and rural electrification; change accelerated in the second half of the 20th century. Challenges include inequality and poverty.

Persistence: Rural Americans believe in their communities, and many choose to work to resolve issues rather than leave. Economic survival requires revitalization of small towns and inspires new ways of thinking about farming and extractive industries.

Managing Change: Some rural communities face significant challenges. Citizens are looking for new and unique solutions. What will our town look like in 10 years? What have we lost that matters most? What change for good would you make in your town? What are 3 things you'd miss if you had to leave?

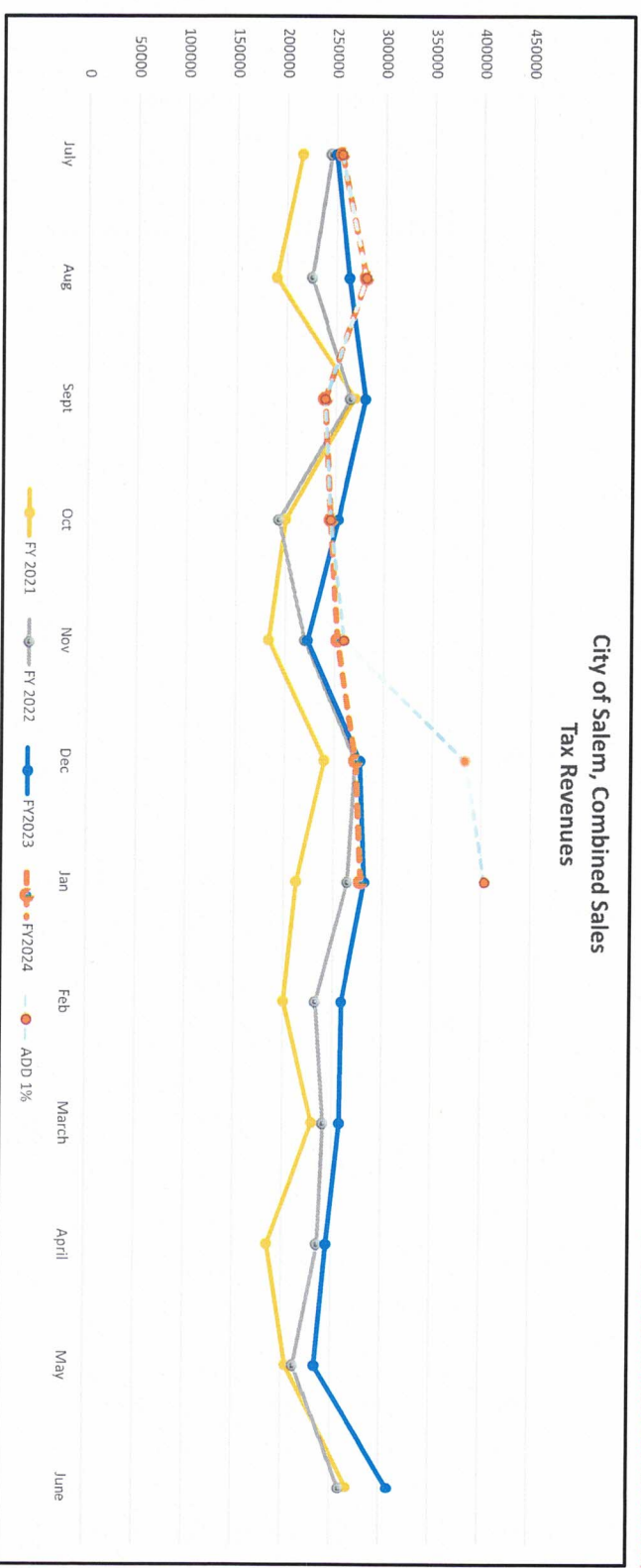
Smithsonian provides a beautiful 7-piece installation that will be delivered to our site, then assembled and staffed by local volunteers.

Other communities hosting this exhibit include Kennett, Crane, Knob Noster, Brookfield, *Salem*, Kearney

SALES TAX REVENUE

	2020-2021	2021-2022	2022-2023	2023-2024	2023-2024
	Actuals	Actuals	Actuals	YTD	Budget
Gen'l Fund	\$ 1,310,248	\$ 1,435,953	\$ 1,546,208	\$ 1,141,566	\$ 2,261,941
July-Jan	\$ 743,106	\$ 831,117	\$ 900,510	\$ 898,553	
Additional 1%				\$ 243,013	
Parks & Rec	\$ 491,424	\$ 538,432	\$ 579,811	\$ 336,954	\$ 579,811
July-Jan	\$ 278,478	\$ 309,417	\$ 339,669	\$ 336,954	
Cap Imp	\$ 655,124	\$ 717,977	\$ 773,105	\$ 449,277	\$ 773,104
July-Jan	\$ 371,553	\$ 415,558	\$ 450,255	\$ 449,277	

**Through Jan 2024 (Pending Adjustments & Year End Transfers)



UTILITY USAGE & REVENUE

	2021-2022 ACTUAL	2022-2023 ACTUAL	2022-2023 JULY-DEC	2023-2024 YTD	2023-2024 BUDGETED	% of Budget
Electric Consumption Sold	52,787,837	52,127,174	26,656,553	25,505,341		
Electric Sales Rev.	\$ 5,388,796	\$ 7,025,709	\$ 3,500,484	\$ 3,616,193	\$ 7,111,608	51%
Electric Revenue Collected	\$ 5,309,157	\$ 6,950,178		\$ 3,440,798		
Purchase of Power	\$ 4,135,284	\$ 4,423,590	\$ 2,303,267	\$ 2,268,869	\$ 4,884,189	46%
Water Consumption Sold	133,720,064	141,081,899	74,081,945	62,749,153		
Water Sales Rev.	\$ 839,084	\$ 875,341	\$ 480,981	\$ 415,165	\$ 906,470	46%
Water Revenues Collected	\$ 882,471	\$ 930,781		\$ 420,996		
Sewer Consumption Sold	121,145,016	120,598,853	63,530,045	56,470,489		
Sewer Sales Rev.	\$ 777,868	\$ 1,016,956	\$ 473,073	\$ 540,593	\$ 1,179,027	46%
Sewer Revenues Collected	\$ 832,558	\$ 1,008,308		\$ 546,356		

**As of 12/31/2023 (Pending Transfers & Adjustments)

FISCAL YEAR 2023-2024 ACTUALS (as of 12/31/2023)

SUMMARY OF REVENUES & EXPENSES

<u>Fund</u>	<u>Beginning Bal</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Xfers In</u>	<u>Xfers Out</u>	<u>Ending Balance</u>
100-GENERAL FUND	544,015	1,050,438	1,445,227	300,000	76,634	372,592
120-EMERGENCY FUND	39,002	964	-	-	-	39,966
130-POST COMMISSION	1,775	550	-	-	-	2,325
201-SPECIAL STREET	490,184	135,786	24,891	-	-	601,079
210-PARK & RECREATION	563,271	347,766	288,583	-	-	622,454
220-POLICE DEPT.LAW ENF.FUND	3,603	680	-	-	-	4,283
230-OFFICERS TRAINING FUND	1,483	301	-	-	-	1,783
240-FIREWORKS FUND	2,111	52	-	-	-	2,163
250-INMATE SECURITY FUND	1,255	145	-	-	-	1,399
255-CHDC GRANT FUNDS	39	243,754	243,793	-	-	0
260-LOCAL LAW ENF. GRANT FUND	5	0	-	-	-	5
290-BUILDING PERMIT FUND	27,757	79,350	89,343	15,762	-	33,526
299-POLICE CONTRIBUTION FUND	441	11	-	-	-	452
301-CAPITAL IMP SALES TAX	895,092	412,590	369,986	-	-	937,696
501-ELECTRIC FUND	412,442	3,821,230	2,845,945	-	572,463	815,263
502-ELECTRIC D & R FUND	78,151	1,931	-	-	-	80,082
503-ELECTRIC RESERVE FUND	753,598	18,600	52,532	272,463	-	992,129
510-WATER FUND	736,051	458,727	452,353	-	-	742,424
511-WATER D & R FUND	210,299	5,197	-	-	-	215,495
512-WATER RESERVE	710,131	48,519	80,272	-	-	678,378
520-SEWER FUND	181,488	616,370	604,297	-	-	193,561
521-SEWER D & R	181,294	4,480	-	-	-	185,774
522-SEWER RESERVE FUND	108,672	21,733	128,072	-	-	2,333
530-SANITATION	51,897	207,536	190,099	-	-	69,335
540-CEMETERY FUND	38,392	27,229	58,716	60,872	-	67,777
550-LANDFILL	407,637	10,073	-	-	-	417,711
560-AIRPORT FUND	195,098	5,294	57,205	-	-	143,187
601-INSURANCE CONTINGENCY	143,672	3,550	-	-	-	147,222
701-UTILITY DEPOSIT FUND	475,430	11,824	-	-	-	487,254
702-CEMETERY ENDOWMENT FUND	626,076	15,471	-	-	-	641,548
703-ECONOMIC DEVELOPMENT	18,828	5,482	105,428	-	-	(81,118)
TOTAL ALL FUNDS	7,899,188	7,555,633	7,036,743	649,097	649,097	8,418,078

City of Salem- Total All Funds

	BEGINNING BALANCE	YEAR-TO-DATE 31-Dec-23	2023-2024 APPROVED BUDGET	FUND BALANCE 31-Dec-23	% of Budget
REVENUE		7,555,633	19,457,901		39%
EXPENDITURES		7,036,743	18,661,084		38%
NET GRAND TOTALS	7,899,188	518,890	796,817	8,418,078	

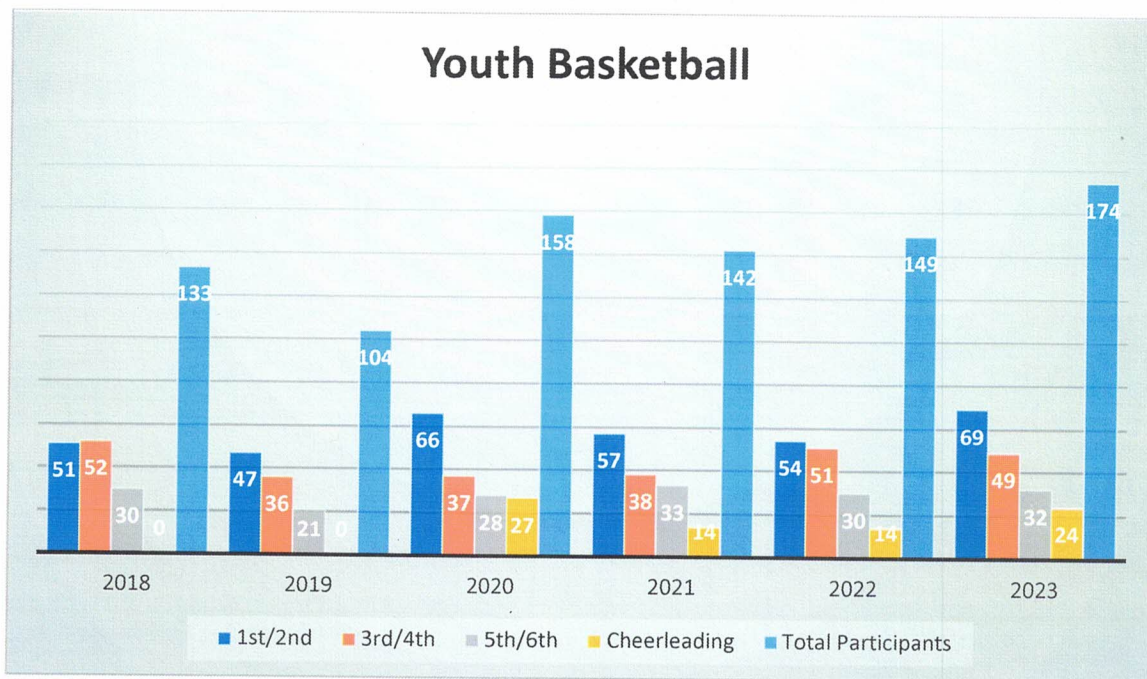
City of Salem Alderman Report

January 17th, 2024

Melisa DuBois, Parks and Recreation Director

Youth Sports and Programs

- 1,201 athletes during our 2023 registrations for all youth sports.
- 2023-24 Basketball



- Games are played at the Salem Community Center @the Armory on Monday, Tuesday, and Thursday nights.
- Currently canceled two nights of games due to weather. Looking to reschedule at a later date.
- Skills and Drills
 - Skills and Drills registration is currently open until 1/19/24.
 - February 5th, 6th, and 8th.
 - Collaboration with 5th/6th grade travel team coaches.



- Soccer

- Soccer Registration open from January 25th-February 13th at \$35 per athlete. February 14th-20th late fee \$45 per athlete. Information will be released soon.

Grounds and Satellite Parks

- Al Brown lighting project

- Missing equipment is scheduled to be available mid to late March. Contractor is going to go ahead and start running lines to each new pole.

- Civic Theater

- Scott Hubbard and I met at the Civic Theater; we reviewed the projector room to see what needed to be completed. As of now it appears, Everything Cinema will work to connect all the equipment. He will also work with us on obtaining movie titles. We still need a plan to upgrade the concession/ticket area.
- Rommel with Rommel's Locksmithing and I met and reviewed all doors and entries to help establish a new key system for the building.

- Salem City Park

- Tennis Courts – met with Pro Track and Tennis, Inc. they looked over and measured courts and sent a proposal.
 - Option #1:Color Coat Three Courts/Removal \$75,000
 - Option #2: Add to Option #1- Riteway Crack Repair System to Control Joints 400LF. -\$8,000
 - Option #3: Add to Option #1 -Riteway Crack Repair System Approximately 3,500LF- \$71,000
 - Option #4 Add to Option #1-Pickleball Game Lines: Per Set \$500
 - Option #5- Color Coat Three Courts on New Concrete. \$38,000

Can share complete proposal if requested.

- Parks and Recreation Shop

- ServPro won the bid to complete mold remediation in the breakroom at our Parks and Recreation shop. The work has been completed to remove all mold from the room. We are now in the process of insulating the ceiling and putting up plywood, installing light fixtures, and replacing the heating/cooling unit for room.

Other Parks and Recreation Business

- Light Up the Park 2023

- This season was down in business participation. Still had lots of traffic.

