

**TENTATIVE AGENDA
CITY OF SALEM, MISSOURI
BOARD OF ALDERMEN
CITY HALL COUNCIL CHAMBERS
202 N. WASHINGTON ST.
DECEMBER 28, 2021
6:00 P. M.**

ITEM I CALL TO ORDER

ITEM II ROLL CALL

ITEM III CONSENT AGENDA.

Utility Committee Meeting Minutes October 19, 2021
Utility Committee Meeting Minutes December 20, 2021

ITEM IV INTRODUCTION AND READING OF BILLS

BILL NO. 3496- AN ORDINANCE AMENDING CHAPTER 700, ARTICLE I, OF THE CODE OF ORDINANCES OF THE CITY OF SALEM, MISSOURI, PERTAINING TO DISCONNECTION OF UTILITY SERVICES.

RESOLUTION NO. 38-2021-A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, CLEAN STATE REVOLVING FUND PROGRAM FOR AN ENGINEERING GRANT UNDER THE MISSOURI CLEAN WATER LAW (CHAPTER 644, RSMo.).

ITEM V REPORTS OF CITY OFFICIALS, BOARDS AND COMMITTEES

E. Ray Walden, Jr., City Administrator

Kim Steelman, Mayor

Sally Burbridge, Economic Development

Mark Nash, Public Works

Aldermen Reports

**TENTATIVE AGENDA
CITY OF SALEM, MISSOURI
BOARD OF ALDERMEN
CITY HALL COUNCIL CHAMBERS
202 N. WASHINGTON ST.
DECEMBER 28, 2021
6:00 P. M.
PAGE TWO**

ITEM VI CLOSED SESSION

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.

ITEM VII ADJOURNMENT

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P.M.

1. ITEM I: CALL TO ORDER
2. SUBJECT: Start of Board Meeting
3. DISCUSSION: The Board is called to order.

Pledge of Allegiance and Prayer.

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P.M.

1. ITEM II: ROLL CALL
2. SUBJECT: Calling of Roll
3. DISCUSSION:

Mayor Kim STEELMAN
Alderman Greg PARKER
Alderman Shawn BOLERJACK
Alderwoman Catherine DENT
Alderwoman Kala SISCO
City Administrator Ray WALDEN
City Clerk Tammy KOLLER
City Attorney James K. WEBER
Public Works Director Mark NASH
Chief of Police Joe CHASE
Other CITY STAFF if present

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P.M.

1. ITEM III: CONSENT AGENDA
2. SUBJECT: All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.
3. DISCUSSION:
 - (a) If no item is offered for discussion and removed from Consent Agenda, a motion and a second are required to accept the Consent Agenda.



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salem-mo.com

UTILITY COMMITTEE MEETING MINUTES

October 19, 2021

Salem Community Center @ the Armory, 1200 W. Rolla Rd.

6:00 PM

In Attendance:

Members: Chairman Shawn Bolerjack, Alderwoman Kala Sisco, John Hambacker, Gary Brown, Rick Letchworth, Amanda Duncan, Niki Tiefenthaler, Nathan Kinsey, Mayor Kim Steelman (Ex Officio)

City Staff: City Administrator Ray Walden, Public Works Director Mark Nash, Tammy Koller

Visitors: Alderman Greg Parker, Alderman Kevin James, Sherry Lea (KSMO), Todd Kinerk

Update on Utility Billing – Public Works Director Nash reported on the 07/15/2021 – 08/15/2021 bill, that there were 88 customers on the disconnect list, by Monday, October 11th, 66 customers came in to pay their bill and there are now seven customers remaining that still have their services disconnected. The city sent letters out to budget billing customers with their new budget bill amount with the new 13.8% electric rate increase. Nash reported there are about 40 electric meters to replace with the new AMI meters. The city is waiting for more meters to come in. There are about 35 water meters left to replace.

1% Electric Discount – Alderman Bolerjack brought this item up for discussion as several community members have questioned why the city offers the 1% discount on the electric portion of the utility bill if paid by the 10th of each month and it was asked if the city should be offering the discount. When reviewing the city budget for the past few years, the 1% discount applied is approximately \$28,000 (501-46141) each year. After some discussion, it was asked to have some data available at the next meeting to see what percentage of customers (small business, large business, industrial, residential, etc.) are benefiting from the discount.

Fee Waiver Policy – An issue was brought up recently with some utility customers that do bill pay through their local financial institution. Some utility customers have gotten a penalty fee on their utility account when the check comes in from the financial institution to the utility office after the due date, due to increased delays in the U.S. Postal Service when it's not necessarily the utility customer's fault. Typically, the financial institution will cut the check for the utility customer about three days before the due date of the bill. It was asked if the utility office can use the date on the check from the financial institution for the utility customer to apply it to the utility customer's customer as payment date instead of having the utility customer fill out a fee waiver form, if a policy was created. Public Works Director Nash said that the utility office would observe the check dates from the financial institution for utility customers.

MAYOR
Kimberly Steelman
ALDERMEN

East Ward
Shawn Bolerjack
Kala Sisco

West Ward
Greg Parker
Kevin James

PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR
Ray Walden
TEMPORARY CITY CLERK
Tammy Koller
CITY ATTORNEY
James Weber

ECONOMIC DEVELOPMENT: Sally Burbridge
BUILDING INSPECTION: Jarred Brown



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Audit of Utility Billing/Meter Project Update – Public Works Director Nash reported that he and City Administrator Walden have been in contact with the firm to get more information. Once the city receives a proposal from the firm, it will be presented to the committee.

Utility Billing Software – Public Works Director Nash explained some of the limitations the current utility billing software has and challenges with their technical support. There are other cities that use the same utility billing software and also have AMI meters and they are actively searching for a new utility billing software as well. The current software not only serve the city's utility billing, but also serves the city's general ledger. With the availability of the ARPA funds, the city is asking to have an RFP for a new accounting and utility billing software(s) and not have it impact the city's budget. After some discussion, the committee voted to have an RFP done for a new software. The motion was made by Alderwoman Sisco and seconded by Nathan Kinsey. The motion was passed unanimously.

Update on Utility Bill Layout – Alderman Bolerjack provided an update on the utility bill layout to make it simpler to read and understand. After providing some examples to the utility billing software support team, they were able to meet most of the requests at no additional charge, since the data fields are already available on the current forms. There are some minor tweaks they are working on. Once the updated layouts are ready, it was mentioned to share a sample layout with customers before rolling it out to the customers.

Financial Update – City Administrator Walden provided an update on the utility department's financials. The YTD actual thru 09/30/2021 for the current fiscal year on electric sales revenue is \$1,421,959; water sales are \$262,590 and sewer sales are \$222,888. For the first three months of the fiscal year, the actual revenue is on track with what the city is expecting. Walden reported through the different funds in the attached report for the first quarter. He mentioned that not all items have been posted yet for this quarter and there may be more expenses to post for this quarter and they're working on getting that caught up as quick as they can.

Exceleron Prepay Project Update – City Administrator Walden reported that the city is meeting at least bi-weekly with Exceleron. They are working on the interface with Incode and have that near functional. They have scripts developed for the pay by phone system. Exceleron will have marketing materials available to the city when they are close to rolling that out and Walden said that things are on going according to schedule. Walden reported that they have been working on a list of policies and working with Exceleron on best practices and will report to the committee in the future. There will be some decisions that we will need to make on policies on the program. It was asked to have a survey conducted to see how many utility customers would use the Exceleron program.

Having no further business, the meeting was adjourned at 7:30 PM.

MAYOR
Kimberly Steelman

ALDERMEN

East Ward	West Ward
Shawn Bolerjack	Greg Parker
Kala Sisco	Kevin James

PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
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City of Salem Key Performance Indicators

Financial	2020-2021	YTD Actual Pending	Percent Actual	2021-2022	YTD Actual as of	Percent Actual
	Budget	Audit Adjustments, etc.	to Budget	Budget	9/30/2021	to Budget
			(100.0% of year)			(25.0% of year)
Gen'l Fund 1% Sales Tax	1,012,071	1,277,697	126%	1,150,000	336,075	29%
Parks & Rec 3/8% Sales Tax	375,000	479,217	128%	425,000	125,995	30%
Cap Imp 1/2% Sales Tax	500,000	638,849	128%	575,000	168,037	29%

	2020-2021	YTD Actual Pending Audit	Percent Actual	2021-2022	YTD Actual thru	Percent Actual
	Budget	Adj., etc.	to Budget	Budget	9/30/2021 Pending	to Budget
			(100.0% of year)		Acct Adj. as of	(25.0% of year)
					10/11/2021	
Electric Sales Rev.	5,500,000	5,088,458	93%	5,750,000	1,421,959	25%
Water Sales Rev.	800,000	954,583	119%	950,000	262,590	28%
Sewer Sales Rev.	800,000	901,523	113%	950,000	222,888	23%

CITY OF SALEM
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

1-SPECIAL STREET
SPECIAL STREET

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>MAINTENANCE</u>					
1-501-46020 CRACK SEAL	12,500.00	0.00	0.00	0.00	12,500.00
1-501-46530 STREET MAINTENANCE	<u>175,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>175,000.00</u>
TOTAL MAINTENANCE	187,500.00	0.00	0.00	0.00	187,500.00
 <u>CAPITAL IMPROVEMENTS</u>					
1-501-70050 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
1-501-70100 CAPITAL OUTLAY-STREETS	0.00	0.00	0.00	0.00	0.00
1-501-70700 TRUCK/SNOW PLOW PURCHASE	40,000.00	0.00	0.00	0.00	40,000.00
1-501-70800 TRUCK/SNOW PLOW LEASE	0.00	0.00	0.00	0.00	0.00
1-501-70805 SNOW PLOW	0.00	0.00	0.00	0.00	0.00
1-501-70810 SWEEPER BROOM ATTACHMENT	0.00	0.00	0.00	0.00	0.00
1-501-70820 STREET SWEEPER LEASE	0.00	0.00	0.00	0.00	0.00
1-501-70830 MACARTHUR AVE PROJECT	0.00	0.00	0.00	0.00	0.00
1-501-70840 CAPITAL OUTLAY-LOADER	15,000.00	1,222.33	3,715.88	24.77	11,284.12
1-501-70850 SCENIC RIVERS PLAZA STREET PRJ	0.00	0.00	0.00	0.00	0.00
1-501-70860 BED FOR DUMP TRUCK	0.00	0.00	0.00	0.00	0.00
1-501-70870 BACKHOE LEASE	12,000.00	0.00	11,906.74	99.22	93.26
1-501-70880 USED TRACTOR W/SIDE MOWER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENTS	67,000.00	1,222.33	15,622.62	23.32	51,377.38
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TOTAL SPECIAL STREET	254,500.00	1,222.33	15,622.62	6.14	238,877.38
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TOTAL EXPENDITURES	254,500.00	1,222.33	15,622.62	6.14	238,877.38
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 <u>OTHER FINANCING USES</u>					
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES & OTHER USES	254,500.00	1,222.33	15,622.62	6.14	238,877.38
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CITY OF SALEM
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

01-ELECTRIC FUND
ELECTRIC DEPARTMENT

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICE</u>					
01-501-11000 SUPERVISION	63,124.65	6,433.60	16,180.80	25.63	46,943.85
01-501-11001 OPERATING	300,000.00	24,590.33	62,204.51	20.73	237,795.49
01-501-11002 CLERICAL	55,000.00	5,588.84	16,958.60	30.83	38,041.40
01-501-11010 PUBLIC WORKS DIRECTOR	16,301.25	1,550.90	4,032.34	24.74	12,268.91
01-501-11100 OVERTIME	5,000.00	0.00	220.17	4.40	4,779.83
01-501-11101 OVERTIME-CLERICAL	0.00	0.00	0.00	0.00	0.00
01-501-15000 FICA	35,550.18	2,836.05	7,936.99	22.33	27,613.19
01-501-15200 UNEMPLOYMENT	1,235.79	0.00	0.00	0.00	1,235.79
01-501-15300 WORKERS COMPENSATION	15,000.00	0.00	0.00	0.00	15,000.00
01-501-15400 HEALTH INSURANCE	63,250.00	0.00	0.00	0.00	63,250.00
01-501-15500 LIFE INSURANCE	500.00	0.00	0.00	0.00	500.00
01-501-15600 RETIREMENT	<u>49,390.00</u>	<u>0.00</u>	<u>6,792.12</u>	<u>13.75</u>	<u>42,597.88</u>
TOTAL PERSONAL SERVICE	604,351.87	40,999.72	114,325.53	18.92	490,026.34
<u>SUPPLIES</u>					
01-501-30200 CHEMICAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
01-501-30300 COMPUTER SUPPLIES	2,000.00	0.00	472.13	23.61	1,527.87
01-501-30400 GENERAL SUPPLIES	100.00	0.00	0.00	0.00	100.00
01-501-30500 JANITORIAL SUPPLIES	500.00	19.32	43.47	8.69	456.53
01-501-30700 OFFICE SUPPLIES	14,000.00	2,528.20	5,679.67	40.57	8,320.33
01-501-30900 TOOLS	<u>7,500.00</u>	<u>390.00</u>	<u>1,086.61</u>	<u>14.49</u>	<u>6,413.39</u>
TOTAL SUPPLIES	25,100.00	2,937.52	7,281.88	29.01	17,818.12
<u>MAINTENANCE</u>					
01-501-46000 BUILDING MAINTENANCE	3,000.00	0.00	0.00	0.00	3,000.00
01-501-46100 EQUIPMENT MAINTENANCE	90,000.00	4,472.56	32,454.84	36.06	57,545.16
01-501-46200 LIGHTING MAINTENANCE	5,000.00	2,871.00	2,871.00	57.42	2,129.00
01-501-46500 PUBLIC GROUNDS MAINTENANCE	300.00	0.00	0.00	0.00	300.00
01-501-46600 VEHICLE MAINTENANCE	<u>5,000.00</u>	<u>0.00</u>	<u>73.52</u>	<u>1.47</u>	<u>4,926.48</u>
TOTAL MAINTENANCE	103,300.00	7,343.56	35,399.36	34.27	67,900.64
<u>MISCELLANEOUS</u>					
01-501-50100 ADVERTISING	200.00	75.53	75.53	37.77	124.47
01-501-50110 EQUIPMENT HIRE	1,000.00	0.00	0.00	0.00	1,000.00
01-501-50120 BOOKS & PERIODICALS	250.00	0.00	0.00	0.00	250.00
01-501-50200 FUEL-MOTOR VEHICLES	12,000.00	0.00	0.00	0.00	12,000.00
01-501-50300 GENERAL INSURANCE	18,300.00	0.00	6,808.05	37.20	11,491.95
01-501-50315 MEMBERSHIPS	4,000.00	0.00	0.00	0.00	4,000.00
01-501-50317 MISCELLANEOUS	400.00	0.00	0.00	0.00	400.00
01-501-50319 RENT	100.00	0.00	0.00	0.00	100.00
01-501-50320 SALES TAX PAYABLE	181,385.00	0.00	0.00	0.00	181,385.00
01-501-50500 TRAVEL	2,500.00	0.00	0.00	0.00	2,500.00
01-501-50600 SAFETY & TRAINING	10,000.00	0.00	94.95	0.95	9,905.05
01-501-50700 SPECIAL SERVICES	5,000.00	0.00	4,176.99	83.54	823.01
01-501-50705 STATE AUDIT	18,750.00	0.00	0.00	0.00	18,750.00
01-501-50710 CREDIT CARD SERVICE CHARGES	12,500.00	0.00	0.00	0.00	12,500.00
01-501-50800 WEARING APPAREL	7,000.00	278.24	626.04	8.94	6,373.96

CITY OF SALEM
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

1-ELECTRIC FUND

ELECTRIC DEPARTMENT

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
1-501-50810 CHARGE BACK ITEM FEE	100.00	0.00	0.00	0.00	100.00
1-501-59000 BAD DEBT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS	273,485.00	353.77	11,781.56	4.31	261,703.44
<u>UTILITIES</u>					
1-501-65000 UTILITIES-ELECTRIC	2,095.00	115.39	346.17	16.52	1,748.83
1-501-66010 UTILITIES-PURCHASE OF POWER	3,320,000.00	385,468.52	1,113,608.10	33.54	2,206,391.90
1-501-68000 UTILITIES-WATER	70.00	0.00	0.00	0.00	70.00
1-501-69000 UTILITIES-TELEPHONE	<u>2,750.00</u>	<u>271.76</u>	<u>852.47</u>	<u>31.00</u>	<u>1,897.53</u>
TOTAL UTILITIES	3,324,915.00	385,855.67	1,114,806.74	33.53	2,210,108.26
<u>CAPITAL IMPROVEMENTS</u>					
1-501-70050 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
1-501-70120 CAPITAL OUTLAY-TRANSFORMERS	20,000.00	0.00	10,302.00	51.51	9,698.00
1-501-70130 CAPITAL OUTLAY-POLES	25,000.00	0.00	0.00	0.00	25,000.00
1-501-70140 CAPITAL OUTLAY-1 TON BUCKET TR	0.00	0.00	0.00	0.00	0.00
1-501-70145 CAPITAL IMPROVEMENT-2 SHOP BAY	0.00	0.00	0.00	0.00	0.00
1-501-70150 CONTRACT POLE CHANGE OUT	0.00	0.00	0.00	0.00	0.00
1-501-70160 LED LIGHT UPGRADE-4TH STREET	75,000.00	0.00	0.00	0.00	75,000.00
1-501-70170 TRACTOR W/LOADER	0.00	0.00	0.00	0.00	0.00
1-501-70180 PICKUP	0.00	0.00	0.00	0.00	0.00
1-501-70181 F550 W/DUMP BED	0.00	0.00	0.00	0.00	0.00
1-501-70182 DIGGER TRUCK	0.00	0.00	0.00	0.00	0.00
1-501-70183 DIGGER TRUCK RENTAL	54,288.00	0.00	21,000.00	38.68	33,288.00
1-501-70184 BUCKET TRUCK	25,000.00	0.00	0.00	0.00	25,000.00
1-501-70190 TWO RECLOSURES-SUBSTATION	0.00	0.00	0.00	0.00	0.00
1-501-70193 LOCATOR	0.00	0.00	0.00	0.00	0.00
1-501-70194 GIS MAPPING	25,000.00	0.00	0.00	0.00	25,000.00
1-501-70195 SCENIC RIVER PLAZA PROJECT	0.00	0.00	0.00	0.00	0.00
1-501-70196 SCENIC RIVERS PLAZA-REIMB EXP	0.00	0.00	0.00	0.00	0.00
1-501-70197 GRAPPLE	0.00	0.00	0.00	0.00	0.00
1-501-70198 COP PAYMENT 5/2018 (1/3)	0.00	0.00	0.00	0.00	0.00
1-501-70199 1/2 COP PAYMENT NOVEMBER	79,317.25	0.00	0.00	0.00	79,317.25
1-501-70200 1/2 COP PAYMENT MAY	<u>20,811.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,811.00</u>
TOTAL CAPITAL IMPROVEMENTS	324,416.25	0.00	31,302.00	9.65	293,114.25
TOTAL ELECTRIC DEPARTMENT	4,655,568.12	437,490.24	1,314,897.07	28.24	3,340,671.05
TOTAL EXPENDITURES	4,655,568.12	437,490.24	1,314,897.07	28.24	3,340,671.05
<u>OTHER FINANCING USES</u>					
1-501-80000 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
1-501-80101 TRANSFER TO AIRPORT	0.00	0.00	0.00	0.00	0.00
1-501-80300 TRANSF TO PARK & REC	0.00	0.00	0.00	0.00	0.00
1-501-80400 TRANS TO-ELECTRIC RESERVE	0.00	0.00	0.00	0.00	0.00
1-501-80500 TRANS TO-GENERAL	1,476,019.00	0.00	0.00	0.00	1,476,019.00
1-501-80900 TRANSF TO UTILITY DEPOSIT FUND	0.00	0.00	0.00	0.00	0.00

CITY OF SALEM
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

01-ELECTRIC FUND
ELECTRIC DEPARTMENT

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-501-80905 TRANSFER TO DRA GRAND FUND	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	1,476,019.00	0.00	0.00	0.00	1,476,019.00
TOTAL EXPENDITURES & OTHER USES	6,131,587.12	437,490.24	1,314,897.07	21.44	4,816,690.05
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CITY OF SALEM
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

03-ELECTRIC RESERVE FUND

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
=====	=====	=====	=====	=====	=====
OTHER FINANCING USES					
03-501-80005 TRANSFER TO ELECTRIC	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL OTHER FINANCING USES	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENDITURES & OTHER USES	200,000.00	0.00	0.00	0.00	200,000.00
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CITY OF SALEM
EXPENDITURES REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2021

0-WATER FUND					
WATER DEPARTMENT		25.00% OF FISCAL YEAR			
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICE</u>					
0-501-11000 SUPERVISION	37,065.42	6,432.00	16,176.00	43.64	20,889.42
0-501-11001 OPERATING	189,817.41	15,633.26	39,293.68	20.70	150,523.73
0-501-11002 CLERICAL	53,316.99	3,204.01	8,630.40	16.19	44,686.59
0-501-11010 PUBLIC WORKS DIRECTOR	16,301.25	1,550.90	4,032.34	24.74	12,268.91
0-501-11100 OVERTIME	6,210.00	795.87	2,754.06	44.35	3,455.94
0-501-11101 OVERTIME-CLERICAL	879.75	0.00	0.00	0.00	879.75
0-501-15000 FICA	21,950.28	2,071.36	5,724.97	26.08	16,225.31
0-501-15200 UNEMPLOYMENT	968.76	0.00	0.00	0.00	968.76
0-501-15300 WORKERS COMPENSATION	14,100.00	0.00	0.00	0.00	14,100.00
0-501-15400 HEALTH INSURANCE	40,150.00	0.00	0.00	0.00	40,150.00
0-501-15500 LIFE INSURANCE	330.00	0.00	0.00	0.00	330.00
0-501-15600 RETIREMENT	<u>30,496.00</u>	<u>0.00</u>	<u>4,218.19</u>	<u>13.83</u>	<u>26,277.81</u>
TOTAL PERSONAL SERVICE	411,585.86	29,687.40	80,829.64	19.64	330,756.22
<u>SUPPLIES</u>					
0-501-30200 CHEMICAL SUPPLIES	6,000.00	0.00	1,327.41	22.12	4,672.59
0-501-30300 COMPUTER SUPPLIES	500.00	0.00	0.00	0.00	500.00
0-501-30400 GENERAL SUPPLIES	150.00	0.00	0.00	0.00	150.00
0-501-30500 JANITORIAL SUPPLIES	400.00	23.24	52.29	13.07	347.71
0-501-30700 OFFICE SUPPLIES	3,400.00	0.00	59.99	1.76	3,340.01
0-501-30900 TOOLS	<u>9,000.00</u>	<u>0.00</u>	<u>294.13</u>	<u>3.27</u>	<u>8,705.87</u>
TOTAL SUPPLIES	19,450.00	23.24	1,733.82	8.91	17,716.18
<u>MAINTENANCE</u>					
0-501-46000 BUILDING MAINTENANCE	2,000.00	0.00	489.35	24.47	1,510.65
0-501-46100 EQUIPMENT MAINTENANCE	60,000.00	6,355.71	18,564.79	30.94	41,435.21
0-501-46500 PUBLIC GROUND MAINTENANCE	300.00	0.00	0.00	0.00	300.00
0-501-46530 STREET MAINTENANCE	3,000.00	0.00	0.00	0.00	3,000.00
0-501-46540 REPAIR TOWER & FENCE	0.00	0.00	0.00	0.00	0.00
0-501-46600 VEHICLE MAINTENANCE	3,000.00	350.71	389.18	12.97	2,610.82
0-501-47000 AMI METER UPGRADES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MAINTENANCE	68,300.00	6,706.42	19,443.32	28.47	48,856.68
<u>MISCELLANEOUS</u>					
0-501-50100 ADVERTISING	800.00	0.00	0.00	0.00	800.00
0-501-50120 BOOKS & PERIODICALS	0.00	0.00	0.00	0.00	0.00
0-501-50200 FUEL-MOTOR VEHICLE	8,500.00	0.00	0.00	0.00	8,500.00
0-501-50300 GENERAL INSURANCE	11,600.00	0.00	9,531.27	82.17	2,068.73
0-501-50315 MEMBERSHIPS	4,000.00	0.00	0.00	0.00	4,000.00
0-501-50317 MISCELLANEOUS	300.00	0.00	75.50	25.17	375.50
0-501-50319 RENT	100.00	0.00	0.00	0.00	100.00
0-501-50500 TRAVEL	3,500.00	0.00	994.10	28.40	2,505.90
0-501-50600 SAFETY EQUIPMENT	3,000.00	0.00	1,802.50	60.08	1,197.50
0-501-50700 SPECIAL SERVICES	12,000.00	0.00	4,040.74	33.67	7,959.26
0-501-50705 STATE AUDIT	18,750.00	0.00	0.00	0.00	18,750.00
0-501-50800 WEARING APPAREL	4,000.00	277.20	700.94	17.52	3,299.06
0-501-51410 PRIMACY FEE	9,500.00	0.00	0.00	0.00	9,500.00

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0-WATER FUND					
WATER DEPARTMENT		25.00% OF FISCAL YEAR			
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
0-501-59000 BAD DEBT	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	76,050.00	277.20	16,994.05	22.35	59,055.95
<u>UTILITIES</u>					
0-501-65000 UTILITIES-ELECTRIC	104,750.00	5,370.67	15,048.46	14.37	89,701.54
0-501-67000 UTILITIES-SEWER	500.00	0.00	3.00	0.60	497.00
0-501-68000 UTILITIES-WATER	700.00	6.00	18.02	2.57	681.98
0-501-69000 UTILITIES-TELEPHONE	3,750.00	279.38	846.52	22.57	2,903.48
TOTAL UTILITIES	109,700.00	5,656.05	15,916.00	14.51	93,784.00
<u>CAPITAL IMPROVEMENTS</u>					
0-501-70050 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
0-501-70194 GIS MAPPING	25,000.00	0.00	0.00	0.00	25,000.00
0-501-70195 SCENIC RIVERS PLAZA PROJECT	0.00	0.00	0.00	0.00	0.00
0-501-70196 SCENIC RIVERS PLAZA-REIMB EXP	0.00	0.00	0.00	0.00	0.00
0-501-70197 1/2 COP PAYMENT MAY	20,911.25	0.00	0.00	0.00	20,911.25
0-501-70198 1/3 COP PAYMENT NOVEMBER 2017	0.00	0.00	0.00	0.00	0.00
0-501-70199 1/2 COP PAYMENT NOVEMBER	79,317.25	0.00	0.00	0.00	79,317.25
0-501-70200 CAPITAL OUTLAY-GENERATOR	0.00	0.00	0.00	0.00	0.00
0-501-70210 CENTER ST WATER LINE REPLACEME	120,000.00	0.00	0.00	0.00	120,000.00
0-501-70310 WELL #4-MOTOR & PUMP	0.00	0.00	0.00	0.00	0.00
0-501-70320 CAPITAL OUTLAY-WELL #8	0.00	0.00	0.00	0.00	0.00
0-501-70340 CAPITAL OUTLAY-LEAK DETECTOR	0.00	0.00	0.00	0.00	0.00
0-501-70350 CAPITAL OUTLAY-TRUCK BED	0.00	0.00	0.00	0.00	0.00
0-501-70355 3/4 TON TRUCK W/BED	0.00	0.00	0.00	0.00	0.00
0-501-70360 CAPITAL OUTLAY-TOWER REPAIR	0.00	0.00	0.00	0.00	0.00
0-501-70370 LOCATOR	0.00	0.00	0.00	0.00	0.00
0-501-70380 PAINT INSIDE TOWER-IND PARK	0.00	0.00	0.00	0.00	0.00
0-501-70385 PAINT OUTSIDE TOWER-IND PARK	0.00	0.00	0.00	0.00	0.00
0-501-70386 PAINT INSIDE/OUTSIDE TOWER-SHO	0.00	0.00	0.00	0.00	0.00
0-501-70387 HIGHWAY 19 SOUTH EXTENSION	75,000.00	0.00	0.00	0.00	75,000.00
0-501-70390 WATER ENGINEERING FEES	20,000.00	0.00	0.00	0.00	20,000.00
0-501-70391 BACKHOE LEASE	12,000.00	0.00	11,906.74	99.22	93.26
0-501-70392 HYDRANT REPAIR KIT	0.00	0.00	0.00	0.00	0.00
0-501-70393 NEW WELL DESIGN	100,000.00	0.00	0.00	0.00	100,000.00
0-501-70394 NEW WELL CONSTRUCTION	300,000.00	0.00	0.00	0.00	300,000.00
0-501-70395 NEW WELL CONSTRUCTION ADMIN	10,000.00	0.00	0.00	0.00	10,000.00
0-501-70396 REPLACE 2" LINES W/6" LINES	0.00	0.00	0.00	0.00	0.00
0-501-70397 RECONDITION 2 RETENTION TANKS	60,000.00	0.00	0.00	0.00	60,000.00
0-501-70398 DIAPHRAGM PUMP	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL IMPROVEMENTS	822,228.50	0.00	11,906.74	1.45	810,321.76
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TOTAL WATER DEPARTMENT	1,507,314.36	42,350.31	146,823.57	9.74	1,360,490.79
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TOTAL EXPENDITURES	1,507,314.36	42,350.31	146,823.57	9.74	1,360,490.79
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CITY OF SALEM
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	CURRENT	CURRENT	YEAR TO DATE	% OF	BUDGET
DEPARTMENTAL EXPENDITURES	BUDGET	PERIOD	ACTUAL	BUDGET	BALANCE
<hr/>					
<u>OTHER FINANCING USES</u>					
0-501-80000 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
0-501-80500 TRANS TO GENERAL	0.00	0.00	0.00	0.00	0.00
0-501-80600 TRANS TO-WATER RESERVE	0.00	0.00	0.00	0.00	0.00
0-501-80900 TRANSF TO UTILITY DEPOSIT FUND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER USES	1,507,314.36	42,350.31	146,823.57	9.74	1,360,490.79
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CITY OF SALEM
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1-WATER D & R FUND

WATER DEPR & REPL

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>CAPITAL IMPROVEMENTS</u>					
1-501-70100 MACARTHUR AVE WATER LINE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
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TOTAL WATER DEPR & REPL	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====
<u>OTHER FINANCING USES</u>					
1-501-80100 TRANSFER TO WATER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES & OTHER USES	0.00	0.00	0.00	0.00	0.00
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CITY OF SALEM
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2-WATER RESERVE

WATER RESERVE 25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<u>MISCELLANEOUS</u>					
2-501-50317 MISCELLANEOUS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL IMPROVEMENTS</u>					
2-501-70380 PAINT INSIDE TOWER-IND PARK	175,000.00	0.00	0.00	0.00	175,000.00
2-501-70386 PAINT OUTSIDE TOWER-IND PARK	<u>175,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>175,000.00</u>
TOTAL CAPITAL IMPROVEMENTS	350,000.00	0.00	0.00	0.00	350,000.00
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TOTAL WATER RESERVE	350,000.00	0.00	0.00	0.00	350,000.00
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TOTAL EXPENDITURES	350,000.00	0.00	0.00	0.00	350,000.00
	=====	=====	=====	=====	=====
<u>OTHER FINANCING USES</u>					
2-501-80100 TRANSFER TO WATER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER USES	350,000.00	0.00	0.00	0.00	350,000.00
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CITY OF SALEM
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00-SEWER FUND		25.00% OF FISCAL YEAR			
SEWER FUND					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICE</u>					
00-501-11000 SUPERVISION	36,085.28	0.00	0.00	0.00	36,085.28
00-501-11001 OPERATING	108,453.99	14,057.38	35,894.46	33.10	72,559.53
00-501-11002 CLERICAL	53,316.99	3,343.62	8,658.10	16.24	44,658.89
00-501-11010 PUBLIC WORKS DIRECTOR	16,301.25	1,550.90	4,032.34	24.74	12,268.91
00-501-11100 OVERTIME	5,382.00	709.92	1,451.87	26.98	3,930.13
00-501-11101 OVERTIME-CLERICAL	879.75	0.00	0.00	0.00	879.75
00-501-15000 FICA	15,587.10	1,484.17	4,064.24	26.07	11,522.86
00-501-15200 UNEMPLOYMENT	430.56	0.00	0.00	0.00	430.56
00-501-15300 WORKERS COMPENSATION	6,811.00	0.00	0.00	0.00	6,811.00
00-501-15400 HEALTH INSURANCE	12,700.00	0.00	0.00	0.00	12,700.00
00-501-15500 LIFE INSURANCE	210.00	0.00	0.00	0.00	210.00
00-501-15600 RETIREMENT	<u>21,700.00</u>	<u>0.00</u>	<u>2,504.86</u>	<u>11.54</u>	<u>19,195.14</u>
TOTAL PERSONAL SERVICE	277,857.92	21,145.99	56,605.87	20.37	221,252.05
<u>SUPPLIES</u>					
00-501-30200 CHEMICAL SUPPLIES	2,500.00	0.00	1,467.61	58.70	1,032.39
00-501-30300 COMPUTER SUPPLIES	500.00	153.00	235.49	47.10	264.51
00-501-30400 GENERAL SUPPLIES	100.00	0.00	8.67	8.67	91.33
00-501-30500 JANITORIAL SUPPLIES	600.00	16.80	37.80	6.30	562.20
00-501-30540 LAB SUPPLIES	1,500.00	105.30	3,845.25	256.35	(2,345.25)
00-501-30700 OFFICE SUPPLIES	2,000.00	0.00	23.87	1.19	1,976.13
00-501-30900 TOOLS	<u>8,000.00</u>	<u>0.00</u>	<u>92.70</u>	<u>1.16</u>	<u>7,907.30</u>
TOTAL SUPPLIES	15,200.00	275.10	5,711.39	37.57	9,488.61
<u>MAINTENANCE</u>					
00-501-46000 BUILDING MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00
00-501-46100 EQUIPMENT MAINTENANCE	45,000.00	0.00	11,202.98	24.90	33,797.02
00-501-46500 PUBLIC GROUNDS MAINTENANCE	200.00	0.00	28.00	14.00	172.00
00-501-46530 STREET MAINTENANCE	2,500.00	0.00	0.00	0.00	2,500.00
00-501-46600 VEHICLE MAINTENANCE	1,200.00	0.00	329.65	27.47	870.35
00-501-47000 SEWER GRANT REIMB EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MAINTENANCE	50,900.00	0.00	11,560.63	22.71	39,339.37
<u>MISCELLANEOUS</u>					
00-501-50100 ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00
00-501-50200 FUEL	3,000.00	0.00	1,414.94	47.16	1,585.06
00-501-50300 GENERAL INSURANCE	12,000.00	0.00	10,892.88	90.77	1,107.12
00-501-50315 MEMBERSHIPS	2,500.00	0.00	0.00	0.00	2,500.00
00-501-50317 MISCELLANEOUS	600.00	0.00	0.00	0.00	600.00
00-501-50500 TRAVEL	3,500.00	0.00	1,702.50	48.64	1,797.50
00-501-50600 SAFETY & TRAINING	8,200.00	0.00	695.00	8.48	7,505.00
00-501-50700 SPECIAL SERVICES	50,000.00	310.00	7,451.14	14.90	42,548.86
00-501-50705 STATE AUDIT	18,750.00	0.00	0.00	0.00	18,750.00
00-501-50800 WEARING APPAREL	2,500.00	207.84	531.42	21.26	1,968.58
00-501-51410 PRIMACY FEE	3,500.00	0.00	0.00	0.00	3,500.00
00-501-59000 BAD DEBT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS	105,550.00	517.84	22,687.88	21.49	82,862.12

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20-SEWER FUND					
SEWER FUND				25.00% OF FISCAL YEAR	
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>UTILITIES</u>					
20-501-65000 UTILITIES-ELECTRIC	105,000.00	8,341.03	23,012.98	21.92	81,987.02
20-501-66000 UTILITIES-SEWER	14,000.00	302.05	973.50	6.95	13,026.50
20-501-68000 UTILITIES-WATER	28,000.00	288.43	911.93	3.26	27,088.07
20-501-69000 UTILITIES-TELEPHONE	<u>1,500.00</u>	<u>122.28</u>	<u>366.84</u>	<u>24.46</u>	<u>1,133.16</u>
TOTAL UTILITIES	148,500.00	9,053.79	25,265.25	17.01	123,234.75
<u>CAPITAL IMPROVEMENTS</u>					
20-501-70050 INTEREST EXPENSE-COP 2017	0.00	0.00	0.00	0.00	0.00
20-501-70190 1/2 COP PAYMENT NOVEMBER	237,952.00	0.00	0.00	0.00	237,952.00
20-501-70191 1/2 COP PAYMENT MAY	62,734.00	0.00	0.00	0.00	62,734.00
20-501-70192 MOWER	0.00	0.00	0.00	0.00	0.00
20-501-70194 GIS MAPPING	25,000.00	0.00	0.00	0.00	25,000.00
20-501-70195 SCENIC RIVERS PLAZA PROJECT	0.00	0.00	0.00	0.00	0.00
20-501-70196 EASEMENTS	50,000.00	0.00	0.00	0.00	50,000.00
20-501-70197 SEWER MACHINE	0.00	0.00	0.00	0.00	0.00
20-501-70198 COP PAYMENT 5/1/18 (1/3)	0.00	0.00	0.00	0.00	0.00
20-501-70199 CAPITAL IMP-AERATOR PUMP	0.00	0.00	0.00	0.00	0.00
20-501-70200 CAPITAL IMP-MANHOLE ALIGNMENT	0.00	0.00	0.00	0.00	0.00
20-501-70205 2017 COP FEES	0.00	0.00	0.00	0.00	0.00
20-501-70210 VARIANCE FOLLOW UP/PHASE 2 PRE	0.00	0.00	0.00	0.00	0.00
20-501-70220 GRINDER PUMP STATION REPAIRS	200,000.00	0.00	0.00	0.00	200,000.00
20-501-70230 HWY 19 SOUTH EXTENSION	50,000.00	722.81	722.81	1.45	49,277.19
20-501-70240 SLUDGE BLANKET SCADA MONITORS	<u>35,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,000.00</u>
TOTAL CAPITAL IMPROVEMENTS	660,686.00	722.81	722.81	0.11	659,963.19
TOTAL SEWER FUND	1,258,693.92	31,715.53	122,553.83	9.74	1,136,140.09
TOTAL EXPENDITURES	1,258,693.92	31,715.53	122,553.83	9.74	1,136,140.09
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<u>OTHER FINANCING USES</u>					
0-501-80000 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
0-501-80500 TRANS TO-GENERAL	0.00	0.00	0.00	0.00	0.00
0-501-80600 TRANS TO-SEWER RESERVE	14,000.00	0.00	0.00	0.00	14,000.00
0-501-80700 TRANS TO-SEWER D & R	0.00	0.00	0.00	0.00	0.00
0-501-80900 TRANSF TO UTILITY DEPOSIT FUND	0.00	0.00	0.00	0.00	0.00
0-501-81000 TRANSFER TO BOND ACCOUNT	0.00	0.00	0.00	0.00	0.00
0-501-89100 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
0-501-90000 TRANSFER FROM CAP IMP SALES TA	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING USES	14,000.00	0.00	0.00	0.00	14,000.00
TOTAL EXPENDITURES & OTHER USES	1,272,693.92	31,715.53	122,553.83	9.63	1,150,140.09
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CITY OF SALEM
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AS OF: SEPTEMBER 30TH, 2021

01-SEWER D & R
SEWER DEPR & REPL

25.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MAINTENANCE</u>					
01-501-46100 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL IMPROVEMENTS</u>					
01-501-70100 CLARIFIER SKIRT	0.00	0.00	0.00	0.00	0.00
01-501-70200 PRELIMINARY ENG FOR NEW WWTF	0.00	0.00	0.00	0.00	0.00
01-501-70300 SEWER UPGRADES	0.00	0.00	0.00	0.00	0.00
01-501-70400 INSITUFORM SEWER LINES	200,000.00	0.00	0.00	0.00	200,000.00
01-501-70410 REED BED REMOVAL & REPLANTING	0.00	0.00	0.00	0.00	0.00
01-501-70500 GEAR REDUCERS-SEWER PLANT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL IMPROVEMENTS	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL SEWER DEPR & REPL	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL EXPENDITURES	200,000.00	0.00	0.00	0.00	200,000.00
=====					
<u>OTHER FINANCING USES</u>					
01-501-80100 TRANSFER TO SEWER	75,000.00	0.00	0.00	0.00	75,000.00
TOTAL OTHER FINANCING USES	75,000.00	0.00	0.00	0.00	75,000.00
TOTAL EXPENDITURES & OTHER USES	275,000.00	0.00	0.00	0.00	275,000.00
=====					



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salemmo.com

UTILITY COMMITTEE MEETING MINUTES

December 20, 2021

Salem Community Center @ the Armory, 1200 W. Rolla Rd.

6:00 PM

In Attendance:

Members: Chairman Shawn Bolerjack, Alderwoman Kala Sisco, Alderwoman Catherine Dent, John Hambacker, Gary Brown

City Staff: City Administrator Ray Walden, Josh Hunt

Visitors: Alderman Greg Parker, Jeff Medows (Archer-Elgin Engineering), Tod Kinerk, Tammy Walker

Project Updates from Archer-Elgin Engineering – Jeff Medows with Archer-Elgin Engineering provided the committee with an updated active projects sheet (attached) and he gave an update on the wastewater treatment plant improvements. He reported that he and the city have met with Missouri Department of Natural Resources (MDNR) in the end of November. Medows said the variance that was submitted in 2020 and was approved by the Cleanwater Commission in early 2020 and the city has been waiting on EPA comment on it. Medows said the EPA commented saying that they didn't like it for no particular reason. EPA said if you do a variance, instead of a 50-year variance, EPA wants the city to do a three-year variance and then apply again for another variance to take it to the next step. Medows explained that it kind of defeats the purpose and it drives up the cost and there are no guarantees that the EPA would approve the next variance. MDNR suggested that instead of doing the variance process, they recommended to go through the permitting process that would have a long schedule of compliance to meet the new TMDL limit. With the availability of the state's ARPA fund and the federal government's infrastructure bill that was recently passed, MDNR suggested going for a bigger improvement in the facility that would make an improvement in the water quality. Medows recommended to pursue MDNR ERG grant for facility plan update and pursue State ARPA funding and potential bond issue for SRF grant funding.

Update on Utility Billing – City Administrator Walden reported that the last monthly bill went out on December 8th, which was a week behind than when the city normally would send them out due to some sickness in the utility office. Walden said they have released a press release saying that they are working on cross-training staff so there will be no future delays. He also said for those kinds of events, they would do a press release to local media in addition to sending a letter with the utility bill, posting on social media, city website and text blast, so customers will know the status of their utility bill. Walden said that he is working with staff to make sure that the next utility bill is sent out on time.

MAYOR
Kimberly Steelman

ALDERMEN

East Ward	West Ward
Shawn Bolerjack	Greg Parker
Kala Sisco	Catherine Dent

PARKS AND RECREATION: Melissa DuBois

POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash

UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR

Ray Walden

CITY CLERK

Tammy Koller

CITY ATTORNEY

James Weber

ECONOMIC DEVELOPMENT: Sally Burbridge

BUILDING INSPECTION: Jarred Brown

1% Discount – Walden shared statistics to the committee (attached) that shows how many customers by class was getting the 1% discount on the electric portion of the utility bill, if paid by the 10th of each month. Walden said that the typical residential customer the electric portion of their bill might be anywhere between \$100-\$200 on the high side in the winter and 1% of that is \$1-\$2 and it shows up as a credit on the next bill. After some discussion, it was recommended to keep the 1% discount in place as is. The motion was made by John Hambacker and seconded by Gary Brown. The motion was passed unanimously.

Water and Sewer Rates – A 2015 letter from John Hambacker (attached) was presented to the committee with his concerns on the fairness of the service availability fee (SAF) for water and sewer in regards to multiple housing units that uses one meter. Hambacker shared his concerns during the meeting that lead to discussions about having another cost/rate study done on the city's water/sewer since the last study was completed in 2015 by the Missouri Rural Water that was free since the city is a member. Walden recommended when the city gets more information on what phase two of the wastewater treatment plant upgrade might look like to have a rate study done at that time and have the SAF considered during that rate study.

Audit of Utility Billing/Meter Project Update – Walden reported that one proposal was submitted and they have provided two options. First option that would be a one-year audit was \$70,000. The second option that would go back two years would be an additional \$50,000. It was discussed that we could tweak the ask to get the cost down and to bring back a modified proposal for consideration that would get the questions answered at a lower cost. The audit request was first brought up to the utility committee in August 2021. At the October 2021 utility committee meeting, the committee approved having an RFP done on a new utility billing software. There were concerns brought up about dual efforts being done on testing of the communication from the AMI meters to the billing software, checking the calculations and reviewing the processes being done at the utility office that the new utility billing software could be providing when installing and training city staff. It was also brought up if the concern is with the accuracy of AMI meters, we could ask the meter manufacturer to come in and test some of the meters. The meters are under warranty and when there have been issues, the manufacturer has been replacing them. After further discussion, the committee recommended to put the audit on hold until there is more information on the new utility billing software and a need to have an audit done. The motion was made by John Hambacker and seconded by Gary Brown. The motion was passed unanimously.

Utility Billing Software Update – Walden said that there is an RFP out now for a new utility billing and financial software. The deadline for proposals to be submitted to the city is the end of January. Once the proposals are collected, it will be shared with the committee to review.

Exceleron Prepay Project Update – Walden reported that the city expects to have some test accounts in January and draft policies will be presented to the committee at a future meeting after some testing is done. The city conducted a survey to see if there would be any interest in the prepay and being able to view their usage online. Walden provided the survey results (attached) that started with question 2.

MAYOR
Kimberly Steelman
ALDERMEN
East Ward
Shawn Bolerjack
Kala Sisco
West Ward
Greg Parker
Kevin James
PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR
Ray Walden
CITY CLERK
Tammy Koller
CITY ATTORNEY
James Weber
ECONOMIC DEVELOPMENT: Sally Burbridge
BUILDING INSPECTION: Jarred Brown

Walden shared question 1 was "Are you a City of Salem utility customer?" 207 people responded to the question with six of them saying "no" and one person skipping the question. Walden went over the survey results with the committee.

Hot/Cold Weather Rules – Chairman Bolerjack brought this up to review again after the draft ordinance on hot/cold weather rules was approved at the August 19th utility committee meeting. After the August meeting, a question was brought up if it was necessary to have the dates in the ordinance and we could just focus on the temperatures itself. Walden provided the sample ordinance from the City of Sullivan that was presented to the committee in August and also provided a draft ordinance with new wording that did not include the dates (attached). After some discussion, the committee approved recommending the updated proposed ordinance to go to the Board of Aldermen for their approval. The motion was made by Gary Brown and seconded by Alderwoman Dent. The motion was passed unanimously.

Having no further business, the meeting was adjourned at 7:32 PM

MAYOR
Kimberly Steelman
ALDERMEN
East Ward West Ward
Shawn Bolerjack Greg Parker
Kala Sisco Kevin James
PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
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Project Updates

City of Salem				
Active Engineering Projects				
Title/Task Description	Dept	Scheduled Completion Date	Status Notes/Comments	
WWTP Improvements Ph 2	Wastewater	12/31/23	Design contract approved 5/17/21. See Variance discussion.	
Hwy J/72 Sewer Ext.	W/WW	2/28/22	Wet well/Valve vault scheduled for delivery 11/5/21. Still waiting for delivery schedule for termination, valve assemblies, etc. Issuing RFI for Kinnerk/Perkins grinder pump station/connection. Nearly all fittings received week of 12/13. Maggi installing week of 12/20.	
Westwood & Ballpark LS	WW	Nearly Complete	Both Facilities are functional. Project complete except for site fencing. One punchlist item for pump/controls supplier to address operation of HWL alarm with loss of normal power.	
WWTP Variance Request	Wastewater	Ongoing	Received DRAFT Abatement On Consent (AOC) for VCA. Reviewing recently received TMDL comments from EPA. Initial review shows recommendations for extremely low BOD and TP limits. Scheduling meeting with MDNR to discuss project budget impacts. Jeff, Ray and HDR met with MDNR 11/19. MDNR is pursuing a 2 phase permit Schedule of Compliance. Would like to see decreased BOD/TSS in Phase 1 instead of keeping current limits. Recommend pursue MDNR ERG grant for Facility Plan update and pursue State ARPA funding and potential bond issue for SRF grant funding for larger project.	
MDNR Funding Survey	Wastewater	11/19/21	Assisted with MDNR water/wastewater funding survey for ARPA funding.	
Water/Sewer/Electric Mapping	All	TBD	Met to discuss scope and database criteria for GIS mapping. Preparing Task Order for BOA consideration.	
Downtown Revitalization (TAP) Well 9 & New Elevated Storage Tank	Streets/Elect	TBD	TAP grant approved March 2021. MoDOT/City agreement executed. Archer received notice to proceed last week. Preliminary drawings complete. Initiating R/W certification and environmental review per MoDOT requirements. Will need easements from all property owners in order to connect the sidewalk to the store fronts.	
Soccer Fields Park Plan (LCWF Grant Application)	Water	TBD	Proposed Task Order submitted and BOA approved 11/23/21.	
Hwy 19 S. Annexation - Utility Review	Parks	TBD	City received notification of LCWF grant approval late March 2021. Schedule to be determined	
	W/WW	Complete	Sewer extension complete	
Pre-treatment Ordinance		Spring 2022	Reviewed City's use records and mapping. Review survey list 12/8. City issuing Pre-Treatment surveys week of 12/13. Requested return of surveys by end of January 2022. Currently working on permitting and administration requirements of the plan/report.	
E. 2nd Street Bridge Damage	Streets	TBD	City requested a damage assessment 10/24. Site visit scheduled for 11/11. Assessment delivered 11/15. City requested detailed cost estimate 11/29.	
ARPA Funding Survey	W/WW	11/19/2021	Assisted City with funding survey through MDNR to demonstrate need for State ARPA funds	
PWSD - Hwy 19 S. Water Service	Water	TBD	PWSD has broken water line under low water slab which has discontinued water service to a few District customers. City requested options to serve these customers. Options & Cost Estimates provided on 10/24. In PWSD's court per Ray 12/14/21.	
Landfill Shooting Range	Police	TBD	Look into the potential use of closed City landfill for shooting range. Discussed cap limitations with MDNR. Ready to discuss further with PD.	
Industrial Certified Sites - Clearing Contract	Econ Dev	Mar-22	Assisted with Clearing bid documents. Pre-Bid 12/21 and Bid Opening 12/27.	
Industrial Park Water Tower Painting	Water	TBD	Discuss schedule w/ City. Concern about taking tower out of service before new well/tower in service	
Sanitary Sewer Flow Metering Update	WW	TBD	AE working on scope and Task Order	

PERIOD: 9/01/2021 THRU 9/30/2021

ZONE: * - All Zones

REVENUE CODE: All

ADJUSTMENT CODES: All

===== REVENUE CODE TOTALS BY CLASS =====

CLASS	REVENUE CODE	TYPE	COUNT	AMOUNT	TYPE	COUNT	AMOUNT	TYPE	COUNT	AMOUNT
CI	100 - EL - R	Disc	1	1.22CR						
	101 - EL - C	Disc	68	122.54CR						
	102 - EL - D	Disc	3	57.82CR						
	103 - DD -R	Disc	1	0.08CR						
	110 - DE CHG	Disc	1	0.02CR						
								CLASS TOTAL		181.68CR
CO	100 - EL - R	Disc	1	0.19CR						
	101 - EL - C	Disc	4	3.68CR						
								CLASS TOTAL		3.87CR
DI	101 - EL - C	Disc	12	30.24CR						
	102 - EL - D	Disc	5	490.29CR						
	110 - DE CHG	Disc	4	45.61CR						
								CLASS TOTAL		566.14CR
DO	102 - EL - D	Disc	2	9.40CR						
								CLASS TOTAL		9.40CR
RI	100 - EL - R	Disc	644	634.80CR						
	101 - EL - C	Disc	2	1.86CR						
	103 - DD -R	Disc	8	0.71CR						
								CLASS TOTAL		637.37CR
RO	100 - EL - R	Disc	20	29.83CR						
	103 - DD -R	Disc	1	0.08CR						
								CLASS TOTAL		29.91CR
								GRAND TOTAL FOR PERIOD		1,428.37CR

12-20-2021 01:27 PM

MONTHLY TRANSACTION REPORT

PAGE: 39

PERIOD: 10/01/2021 THRU 10/31/2021

ZONE: * - All Zones

REVENUE CODE: All

ADJUSTMENT CODES: All

===== REVENUE CODE TOTALS BY CLASS =====

CLASS	REVENUE CODE	TYPE	COUNT	AMOUNT	TYPE	COUNT	AMOUNT	TYPE	COUNT	AMOUNT
CI	100 - EL - R	Disc	1	1.35CR						
	101 - EL - C	Disc	121	191.60CR						
	102 - EL - D	Disc	3	56.98CR						
	110 - DE CHG	Disc	1	0.61CR						
								CLASS TOTAL		250.54CR
CO	101 - EL - C	Disc	9	6.46CR						
								CLASS TOTAL		6.46CR
DI	101 - EL - C	Disc	15	40.89CR						
	102 - EL - D	Disc	17	550.69CR						
	110 - DE CHG	Disc	15	18.95CR						
								CLASS TOTAL		610.53CR
DO	101 - EL - C	Disc	2	0.96CR						
	102 - EL - D	Disc	2	13.23CR						
								CLASS TOTAL		14.19CR
RI	100 - EL - R	Disc	713	633.53CR						
	101 - EL - C	Disc	3	2.03CR						
	103 - DD -R	Disc	8	0.71CR						
								CLASS TOTAL		636.27CR
RO	100 - EL - R	Disc	28	33.53CR						
	103 - DD -R	Disc	3	0.24CR						
								CLASS TOTAL		33.77CR
								GRAND TOTAL FOR PERIOD		1,551.76CR
								DEPOSIT TOTAL FOR PERIOD		0.00

PERIOD: 11/01/2021 THRU 11/30/2021

ZONE: * - All Zones

REVENUE CODE: All

ADJUSTMENT CODES: All

===== REVENUE CODE TOTALS BY CLASS =====

CLASS	REVENUE CODE	TYPE	COUNT	AMOUNT	TYPE	COUNT	AMOUNT	TYPE	COUNT	AMOUNT
CI	100 - EL - R	Disc	1	1.19CR						
	101 - EL - C	Disc	44	68.70CR						
	102 - EL - D	Disc	3	41.30CR						
								CLASS TOTAL		111.19CR
CO	100 - EL - R	Disc	1	0.21CR						
	101 - EL - C	Disc	4	3.50CR						
								CLASS TOTAL		3.71CR
DI	101 - EL - C	Disc	8	18.20CR						
	102 - EL - D	Disc	7	95.36CR						
	110 - DE CHG	Disc	5	4.68CR						
								CLASS TOTAL		118.24CR
DO	101 - EL - C	Disc	2	1.04CR						
	102 - EL - D	Disc	2	12.15CR						
								CLASS TOTAL		13.19CR
RI	100 - EL - R	Disc	623	422.14CR						
	101 - EL - C	Disc	1	0.74CR						
	103 - DD -R	Disc	8	0.71CR						
								CLASS TOTAL		423.59CR
RO	100 - EL - R	Disc	19	14.06CR						
								CLASS TOTAL		14.06CR

GRAND TOTAL FOR PERIOD 683.98CR

DEPOSIT TOTAL FOR PERIOD 0.00

Yet to be Considered: Water and Sewer Rate Changes

This paper concerns one of many water and sewer recommendations we need to consider in the future. My concern is the statement on our April 16, 2015 recommendations adopted by our aldermen, **that flat use units**

(Trailers/Apartments are charged for volume only and that they have no per unit charge, and hotel/motel units in the city have no per room charge.)

Question: How many potential units in our city does this involve? **371 family units.** (See my attached chart for details.)

How many water meters feed these units? This information was obtained from Jack Emory after I gave him the addresses of each unit. **15 meters.**

Concern: Is this fair to the rest of the citizen's livings in our city? Family units living in our community presently must pay a \$6.00 service availability fee (SAF) for water and a \$6.00 service availability fee (SAF) for sewer plus a volume fee of \$2.70/1000 gallons for water and a volume fee of \$3.00/1000 gallons for water passing into our sewer system. The families living in duplexes, four-plexes and other multiple-living-complexes, fed by only a few meters, are not presently being billed the service availability fees. Why? Because these families have no individual family unit meters and their landlords are paying both the service availability fees and the volume rate fees, usually on single meters. This was a choice these landlords made during the construction phase of their complexes. There are multiple-living-complexes in our community where the landlord chose to meter each unit and have the tenants pay for electric, water and sewer. These landlords must pay for all the work beyond the meters just like the other landlords. Is their responsibility any less than the landlord with only one meter? It probably depends on how the meters are positioned on the complex, but again, it is a choice the landlord makes/made during the construction phase of the complex.

So, if all the family units in the complexes mentioned in the chart are occupied, the city of Salem, would receive \$2,226/month (SAE) for the water department and another \$2,226 (SAE) for the sewer department totaling \$4,452/month or \$53,424/year. However, because of the number of meters feeding these complexes, we presently receive only \$ 180/month (SAF) for water and sewer or \$2,160 /year. Quite a difference - which the home owners must make up!

This potential increase in revenue should be considered because it could result in a volume rate decrease for all of the home owners and renters in our community. If we do not consider this revenue stream, then I believe we should do away with the service availability fees and just charge a volume fee. By doing this, we eliminate a lot of the unfairness in our present billing system. **For example,** we presently have many facilities in our community that use lots of water and send lots of water to our sewer plant but only pay a minimum service availability fee. Hotels, motels, restaurants, schools, churches and industries feed by only one meter along with others I may not have considered. Many of these complexes are owned by corporations outside of our city and are receiving both State and Federal assistance. Others are privately owned and any rate increase will be passed on to their customers, many of whom are tourist.

The negative argument for these complexes is that they are not always occupied, and it would not be fair to charge the landlord a (SAF) when the unit is vacant. However, if we could tie the (SAF) to the electric bill, as we do trash, then only the occupied units would be charged a (SAF). Since the landlords receive the water and sewer bills, they would see a second billing line for these (SAF) just as the hotels/motels did when we had the second line for room rates. This is another fee we need to consider replacing.

Special note from Rolla about their utility rates:

Service availability monthly charges are applied only to metered utilities. "This fee is to recoup fixed expenses that are equally common to all customers, and unrelated to the actual energy or water each customer consumes. The monthly amount helps cover the cost of maintaining an active meter at a location for fixed non-energy or non-water related expenses in the fairest way possible. Examples of these expenses include: minimum system, customer service; accounting; engineering; meter reading; testing and installation; serviceman; power line; water main and fire hydrant maintenance; locating and marking underground cable and water lines.

Service Availability fee per month for water meters: (2013)

5/8" & 3/4" meters -----	\$9.00	1 inch meter -----	\$11.00
1.5" meter -----	\$17.00	2.0" meter -----	\$25.00
3.00" meter -----	\$50.00	4.00" meter -----	\$75.00
6.00" meter -----	\$125.00		

They have no service availability fee for the sewer system because there is no meter for the sewer system. Their sewer rates in 2013 were \$4.75/1000 gallons with a minimum use of 1000 gallons or \$4.75/month."

One other concern the Salem utility board had was the Nov. Dec. and January monthly averaging used to determine the **next year's monthly sewer rate**. Some of the board members felt the high use of water during the months of June, July and August was unfair to the citizens having gardens and others wishing to have green lawns because the water used for this **did not travel to our sewer treatment facility**. There is another solution which we did not discuss. Our **present sewer rates do not need to exist for the entire year**. We could create a system in which the summer dry months would be lowered and then returned to their previous rates.

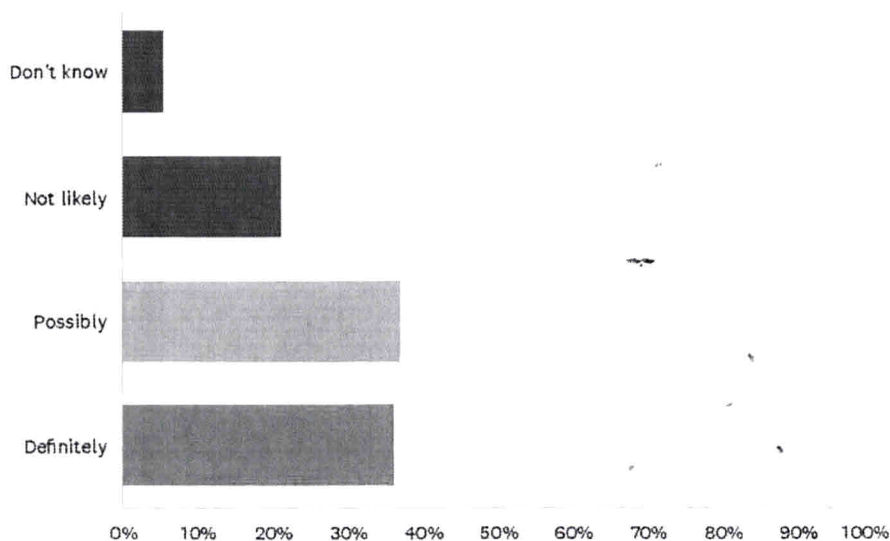
Thoughts for your consideration,
John B. Hambacker
September 15, 2015

Complex Location	# of units	# of meters	Comments	
South Missouri & Independence (DCAI)	38	2	There are 38 mail boxes	Corporate Ownership
Scenic Rivers Blvd. & Dilworth Road	43	3	There are 43 mail boxes	Private Ownership
Keylane & West 3 rd Street	36	1	Mail slots	Corporate Ownership
North Park & West Virginia (Bright Meadow's Estates)	16	2	There are 16 mail boxes	
Oak Road Complex: Low Income housing (Oak Street Apartments)	46	2	Mail slots, 1 Laundry room	Corporate Ownership
Coffman & Worfel Street; Salem Villa	32	1	There are 32 mail boxes	
Center & Warfel Street; (Cole Trailer Court)	28	1		Private Ownership
Pershing & Franklin	20	1	Trailer are privately owned	Private Ownership
McGrath & Virginia; McGrath & Williams; Senior Citizen Housing	112	2		Federal Ownership ?
Total # of family units and water meters	371	15		

I did not include in the chart any multiple housing complexes which have individual unit water meters.

Q2 How interested would you be in receiving your utility bills electronically?

Answered: 199 Skipped: 1



ANSWER CHOICES

Don't know

Not likely

Possibly

Definitely

TOTAL

RESPONSES

5.53%

21.11%

37.19%

36.18%

11

42

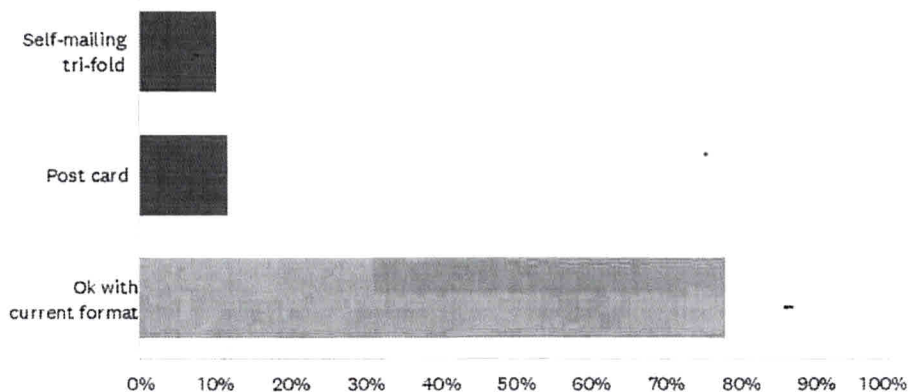
74

72

199

Q3 Would you be interested in getting a hardcopy bill in one of the following formats?

Answered: 196 Skipped: 4



ANSWER CHOICES

Self-mailing tri-fold

Post card

Ok with current format

TOTAL

RESPONSES

10.20%

11.73%

78.06%

20

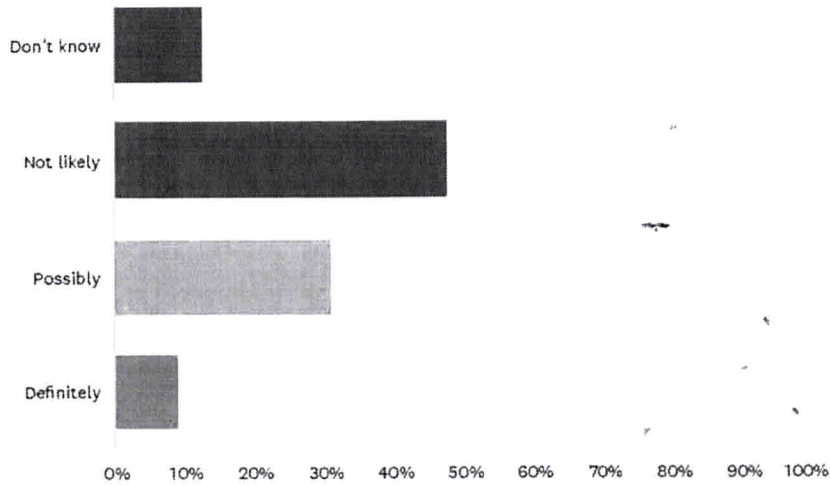
23

153

196

Q4 How likely would you be to enroll in a prepayment program for your home's utility bill if this was offered?

Answered: 200 Skipped: 0



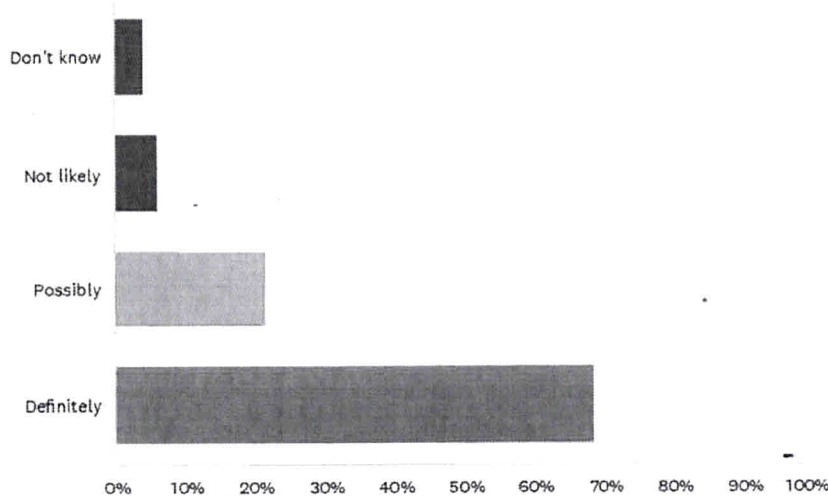
ANSWER CHOICES

RESPONSES

Don't know	12.50%	25
Not likely	47.50%	95
Possibly	31.00%	62
Definitely	9.00%	18
TOTAL		200

Q5 Would you be interested in accessing your home's utility usage online?

Answered: 200 Skipped: 0



ANSWER CHOICES

RESPONSES

Don't know	4.00%	8
Not likely	6.00%	12
Possibly	21.50%	43
Definitely	68.50%	137
TOTAL		200

AN ORDINANCE AMENDING CHAPTER 700, ARTICLE I, OF THE CODE OF ORDINANCES OF THE CITY OF SALEM, MISSOURI, PERTAINING TO DISCONNECTION OF UTILITY SERVICES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM MISSOURI AS FOLLOWS;

Section 1.

Section 700.060 of the Code of Ordinances of the City of Salem, Missouri is hereby established to read as follows:

Section 700.060. Discontinuance of Service.

No residential customer shall be disconnected from electric service for non-payment of utility bills, including all residential tenants of apartment buildings when electricity is used as the source of cooling or heating, or to operate the only cooling or heating equipment at the residence, during the following situations:

1. On any day when the National Weather Service local forecast, between 6:00 A.M. and 9:00 P.M. for the following twenty-four (24) hours, predicts that the temperature shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
2. On any day when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast between 6:00 A.M. and 9:00 P.M. predicts that the temperature during the period of unavailability shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
3. On any day when the National Weather Service local forecast predicts that the temperature shall be below freezing; and
4. On any day when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast predicts that the temperature shall be below freezing.

Section 2.

This Ordinance shall take effect and 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 12TH DAY OF OCTOBER, 2021.

APPROVED:

ATTEST:

Kim Steelman
Mayor

Tammy Koller
Temporary City Clerk

APPROVED AS TO FORM:

James K. Weber
City Attorney

City of Sullivan, MO
Monday, December 20, 2021

Chapter 700. General Provisions

Article II. Utility Bills

Section 700.060. Discontinuance of Service.

[CC 1979 §§67.045, 67.050, 67.060; Ord. No. 2762 §1(67.045, 67.050, 67.060), 3-5-2002; Ord. No. 3058 §1, 2-7-2006; Ord. No. 3392 §2, 4-8-2010]

- A. In the event that the City of Sullivan receives payment of an account balance with an insufficient funds check, the City Collector shall notify the customer of the insufficient funds check. In the event that an insufficient funds check is returned to the City for payment of a utility account after the fifteenth (15th), utility service shall be discontinued upon receipt of the insufficient funds check. All returned checks for insufficient funds shall be paid for with cash only. No check shall be accepted in return for an insufficient funds check.
- B. If a utility bill of more than twenty dollars (\$20.00), including penalties, remains unpaid on the fifteenth (15th) day of the month, except for April 15, 2010, the customer will be notified by first class mail that service will be disconnected. The City shall give not less than three (3) days' notice that service will be discontinued.
- C. If a utility bill remains unpaid for a period of ten (10) days after becoming delinquent, except for April 15, 2010, then service shall be disconnected.
- D. For purposes of this Subsection, the hot weather rule shall mean the period of time from June 1 to September 30, and the cold weather rule shall mean the period of time between November 1 and March 31. During these periods of time, no residential customer shall be disconnected from electric service for non-payment of utility bills, including all residential tenants of apartment buildings when electricity is used as the source of cooling or heating, or to operate the only cooling or heating equipment at the residence, during the following situations:
[Ord. No. 3589 §1, 9-3-2013]
 - 1. On any day between June 1 and September 30 when the National Weather Service local forecast, between 6:00 A.M. and 9:00 P.M. for the following twenty-four (24) hours, predicts that the temperature shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
 - 2. On any day between June 1 and September 30 when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast between 6:00 A.M. and 9:00 P.M. predicts that the temperature during the period of unavailability shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
 - 3. On any day between November 1 and March 31 when the National Weather Service local forecast predicts that the temperature shall be below freezing; and
 - 4. On any day between November 1 and March 31 when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast predicts that the temperature shall be below freezing.

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM IV (A): INTRODUCTION AND READING OF BILLS & RESOLUTIONS
2. SUBJECT: BILL NO. 3496- AN ORDINANCE AMENDING CHAPTER 700, ARTICLE I, OF THE CODE OF ORDINANCES OF THE CITY OF SALEM, MISSOURI, PERTAINING TO DISCONNECTION OF UTILITY SERVICES.
3. DISCUSSION:

AN ORDINANCE AMENDING CHAPTER 700, ARTICLE I, OF THE CODE OF ORDINANCES OF THE CITY OF SALEM, MISSOURI, PERTAINING TO DISCONNECTION OF UTILITY SERVICES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM MISSOURI AS FOLLOWS;

Section 1.

Section 700.060 of the Code of Ordinances of the City of Salem, Missouri is hereby established to read as follows:

Section 700.060. Discontinuance of Service.

No residential customer shall be disconnected from electric service for non-payment of utility bills, including all residential tenants of apartment buildings when electricity is used as the source of cooling or heating, or to operate the only cooling or heating equipment at the residence, during the following situations:

1. On any day when the National Weather Service local forecast, between 6:00 A.M. and 9:00 P.M. for the following twenty-four (24) hours, predicts that the temperature shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
2. On any day when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast between 6:00 A.M. and 9:00 P.M. predicts that the temperature during the period of unavailability shall rise above ninety-five degrees Fahrenheit (95° F.) or that the heat index shall rise above one hundred five degrees Fahrenheit (105° F.); and
3. On any day when the National Weather Service local forecast predicts that the temperature shall be below freezing; and
4. On any day when utility personnel are not available to reconnect utility service during the immediately succeeding day or days and the National Weather Service local forecast predicts that the temperature shall be below freezing.

Section 2.

This Ordinance shall take effect and 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 28TH DAY OF DECEMBER, 2021.

APPROVED:

ATTEST:

Kim Steelman
Mayor

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber
City Attorney

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM IV (B): INTRODUCTION AND READING OF BILLS & RESOLUTIONS
2. SUBJECT: RESOLUTION NO. 38-2021-A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, CLEAN STATE REVOLVING FUND PROGRAM FOR AN ENGINEERING GRANT UNDER THE MISSOURI CLEAN WATER LAW (CHAPTER 644,RSMo.).
3. DISCUSSION:

RESOLUTION NO. 38-2021

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, CLEAN STATE REVOLVING FUND PROGRAM FOR AN ENGINEERING GRANT UNDER THE MISSOURI CLEAN WATER LAW (CHAPTER 644, RSMo.).

WHEREAS, pursuant to the terms of the Missouri Clean Water Law, Chapter 644, Revised Statutes of Missouri, the State of Missouri has authorized the making of loans and/or grants to authorized applicants to aid in the construction of specific public projects.

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

Section 1.

That the Mayor is hereby authorized to execute on file an application on behalf of the City of Salem, Missouri for a loan and/or grant to aid in the construction of Facility Plan/Engineering report addressing improvements with the City of Salem, Missouri treatment plant.

Section 2.

That the Mayor is hereby authorized and directed to furnish such information as the Missouri Department of Natural Resources may reasonably request in connection with the application which is herein authorized, to sign all necessary documents on behalf of the applicant, to furnish such assurances to the Missouri Department of Natural Resources as may be required by statute or regulation, and to receive payment on behalf of the applicant.

This Resolution 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 28th DAY OF DECEMBER, 2021.

APPROVED:

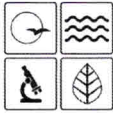
ATTEST:

**Kim
Steelman
Mayor**

**Tammy Koller
City Clerk**

APPROVAL AS TO FORM:

**James K. Weber
City Attorney**



MISSOURI DEPARTMENT OF NATURAL RESOURCES
WATER PROTECTION PROGRAM, FINANCIAL ASSISTANCE CENTER
CLEAN WATER ENGINEERING REPORT GRANT APPLICATION
Submit to: P.O. Box 176, Jefferson City, MO 65102-0176
ATTN: Financial Assistance Center

FOR OFFICE USE ONLY

DATE RECEIVED

GRANT NUMBER

1. APPLICANT/CONTINUING AUTHORITY

NAME OF APPLICANT/CONTINUING AUTHORITY

City of Salem

DUNS NUMBER

077145340

☒ Incorporated Municipality ☐ Public Water or Sewer District ☐ Other:

TELEPHONE NUMBER WITH AREA CODE

(573) 729-4811 Ext.

EMAIL ADDRESS

mayor@salem-mo.com

MAILING ADDRESS

400 N Iron St.

CITY

Salem

STATE

MO

ZIP CODE + FOUR

65560

COUNTY

Franklin

2. AUTHORIZED REPRESENTATIVE/APPLICATION CONTACT

AUTHORIZED REPRESENTATIVE NAME

Kim Steelman

TITLE

Mayor

EMAIL ADDRESS

mayor@salem-mo.com

TELEPHONE NUMBER WITH AREA CODE

(573) 729-4811 Ext.

NAME OF PERSON TO CONTACT ABOUT THIS APPLICATION (IF DIFFERENT FROM AUTHORIZED REPRESENTATIVE)

TELEPHONE NUMBER WITH AREA CODE

Ext.

3. GENERAL INFORMATION

POPULATION WITHIN SERVICE AREA (MOST CURRENT FOR EACH)

a) Decennial Census: Population: 4,608 Date of data: 4/1/2020

b) American Community Survey: Population: 4,608 Date of data: 4/1/2020

NUMBER OF CONNECTIONS WITHIN
SERVICE AREA

DOES THE CONTINUING AUTHORITY OWN ITS WASTEWATER TREATMENT FACILITY AND/OR COLLECTION SYSTEM?

☐ Yes, both.

☒ Yes, only wastewater treatment facility.

☐ Yes, only collection system. If so, please name the treatment facility receiving the wastewater and its permit number:

☐ No. Please explain: _____

STATE SENATE DISTRICT NUMBER(S)

16

STATE REPRESENTATIVE DISTRICT NUMBER(S)

143

WILL THE APPLICANT APPLY FOR CLEAN WATER STATE REVOLVING LOAN FUNDING FOR CONSTRUCTION RELATED TO THE PROPOSED FACILITY PLAN?

☒ Yes ☐ No

HAS THE APPLICANT PROCURED ENGINEERING SERVICES?

☒ Yes (attach procurement documentation and complete the section below) ☐ No

4. CONSULTANT/ENGINEER

CONSULTING ENGINEER/COMPANY NAME

C.M. Archer Group dba Archer-Elgin Engineering, Surveying and Architecture

DUNS NUMBER

181658878

MAILING ADDRESS

310 E 6th St

CITY

Rolla

STATE

MO

ZIP CODE + FOUR

65401-3343

TELEPHONE NUMBER WITH AREA CODE

(573) 364-6362 Ext.

EMAIL

jmedows@cmarcher.com

5. PROJECT TYPE (CHECK ALL THAT APPLY - MUST CHECK AT LEAST ONE)

☒ Addition of treatment or rehabilitation/process improvement at wastewater treatment plant to meet a new permit requirement

☐ Collection system rehabilitation primarily to address inflow/infiltration

☐ Improvements to eliminate wet weather discharges from a peak flow clarifier and/or basins

Additional information or comments:

6. ELIGIBILITY CRITERIA

The following are minimum eligibility criteria:

- a) Does the system serve a population less than or equal to 10,000 within its service area or jurisdiction (not per facility)?
☒ Yes ☐ No
- b) Does the continuing authority have any outstanding permit fees?
☐ Yes ☒ No (Note: The continuing authority must pay all outstanding fees prior to application.)
- c) What year was the last facility plan completed for this wastewater system and what major components did it cover?
Jan. 2015 - Facility and Engineering Report regarding the disinfection of Outfall 001
- d) Does the continuing authority agree to make a good faith effort to pursue recommendations contained in the approved facility plan, once completed?
☒ Yes ☐ No

7. DISADVANTAGED COMMUNITY ASSESSMENT

Disadvantaged communities are eligible for up to 90% funding and must meet all of the following requirements:

- a) Does the system serve a population at or below 3,300 based on the most recent decennial census?
☐ Yes ☒ No
- b) Is the community median household income at or below 75% of the state average median household income as determined by the most recent decennial census or by an income survey overseen by a state or federal agency?
☐ Yes ☒ No
If yes, community median household income: \$ 28,733.00 data source: data.census.gov (2010)
- c) What is the average monthly household sewer rate for five thousand (5,000) gallons? _____
- d) Are user rates at or above 2% of the median household income, determined by the decennial census or income survey?
☒ Yes ☐ No

8. PROJECT DESCRIPTION

DESCRIBE THE MAJOR COMPONENTS OF THE PROJECT. WHAT WILL THE FACILITY PLAN COVER? WHY DOES THE APPLICANT NEED A FACILITY PLAN? (ATTACH A SEPARATE SHEET, IF NECESSARY)

Facility Plan to evaluate treatment alternatives and costs associated with meeting the first phase of a proposed long schedule of compliance. A TMDL is proposing new BOD, TSS and nutrient limits for the facility. We are working with MDNR to develop a phased Schedule of Compliance. The first phase is likely to include lower BOD/TSS and potentially a new Phosphorus limit.

9. ESTIMATED PROJECT COST

Total Facility Plan Cost: \$ 62,500.00

Local Match: \$ 12,500.00

Grant Amount Requested: \$ 50,000.00

10. PERMIT INFORMATION

List Missouri State Operating Permit Number(s) of water or wastewater facilities affected by this project:

MO-0021768

Does the proposed project serve more than one community? ☐ Yes ☒ No

If yes, identify all communities:

11. RESOLUTION OF GOVERNING BODY OF APPLICANT

☒ Attach a completed Resolution of Governing Body of Applicant form.

12. CERTIFICATION

The authorized representative certifies that the information submitted in this application is true and correct to the best of his/her knowledge and that he/she is authorized to sign and submit this application. The applicant agrees, if a grant is awarded on the basis of this application, to comply with all applicable terms, conditions and procedures, of the Department of Natural Resources rules and regulations and, the terms and conditions of the grant agreement. The Department will return incomplete applications.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

13. PREPARER'S NAME AND SIGNATURE (IF APPLICABLE)

SIGNATURE OF PREPARER

DATE

NAME AND TITLE (PLEASE PRINT OR TYPE)

TELEPHONE NUMBER WITH AREA CODE

CLEAN WATER ENGINEERING REPORT GRANT APPLICATION INSTRUCTIONS

Application Deadline: The Department accepts applications at any time. Applicants should submit the materials requested to the Financial Assistance Center at fac@dnr.mo.gov.

1. **APPLICANT/CONTINUING AUTHORITY:** The applicant is the entity that will receive the grant funds, if awarded. A continuing authority is a company, business, entity or person(s) that will be operating the facility and/or ensuring compliance with the permit requirements. A continuing authority is not, however, an entity or individual that is contractually hired by the permittee to sample or operate and maintain the system for a defined period, such as a certified operator or analytical laboratory. The regulatory requirement regarding continuing authority can be found at 10 CSR 20-6.010(2). Please visit <https://s1.sos.mo.gov/cmsimages/adrules/csr/current/10csr/10c20-6.pdf>. A continuing authority's name must be listed exactly as it appears on the Missouri Secretary of State's (SoS's) webpage: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>, unless the continuing authority is an individual(s), government, or otherwise not required to register with the SoS. Additional information may found at <https://dnr.mo.gov/env/wpp/cwforum/docs/110817-cont-auth-presentation.pdf>.

Print or type the applicant's contact information. Include a street address, if available, in addition to the mailing address.

Prior to receiving a grant award, the entity must have a DUNS (Data Universal Numbering System) number. The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet Inc., or D&B, to uniquely identify business entities. A DUNS number is available from D&B by telephone at 866-705-5711, or at fedgov.dnb.com/webform.

2. **AUTHORIZED REPRESENTATIVE/APPLICATION CONTACT:** Print or type the authorized representative's contact information. If applicable, also note the name of the person to contact about this application if different from the authorized representative. The applicant contact should be knowledgeable about the application and available during business hours.
3. **GENERAL INFORMATION:** Include the population of the entire service area from the most recent decennial census as well as the American Community Survey. Note the number of connections within the service area. Identify whether the continuing authority owns its collection and/or wastewater treatment systems. Add the state Senate and House of Representative district numbers. Indicate whether the applicant has procured a consulting engineer and, if the applicant has, include procurement documentation with the application and contact information about the consulting engineer.
4. **CONSULTANT/ENGINEER:** Print or type the consulting engineer's contact information.
5. **PROJECT TYPE:** Check all project objectives that apply. At least one must be checked.
6. **ELIGIBILITY CRITERIA:** The Department will use the information included in this section as well as project type to determine the applicant's eligibility for the grant for the proposed project.

7. **DISADVANTAGED COMMUNITY ASSESSMENT:** The Department will use the information included in this section to determine if the applicant meets the Clean Water State Revolving Fund criteria as a disadvantaged community as defined by 10 CSR 20-4.040(4)(A). Please provide the most accurate information available. Provide the median household income based on the most recent decennial census. The applicant or their consultant can find median household income data online at <https://data.census.gov/cedsci/>.
8. **PROJECT DESCRIPTION:** Provide a brief project description and explanation of why it is necessary.
9. **ESTIMATED PROJECT COST:** Supply the cost estimate for the facility plan (if known), local match the applicant will provide, and the grant amount requested. The match requirement is 20% of the total project cost. Disadvantaged communities have a 10% match requirement. The grant amount must not exceed \$50,000.
10. **PERMIT INFORMATION:** List the Missouri State Operating Permit Number(s) for each of the facilities affected by this project.
11. **RESOLUTION OF GOVERNING BODY OF APPLICANT:** Complete the Resolution of Governing Body of Applicant and attach it to the application.
12. **CERTIFICATION:** The applicant's authorized representative must sign the application and attach any information that will enable the Department to evaluate the wastewater needs. Make a copy of the completed application for your records. The Department will return incomplete applications.
13. **PREPARER'S NAME AND SIGNATURE:** Include the information requested for the individual who prepared this application, if different from the authorized representative or applicant.

Application Submittal

Submit the completed application via email to fac@dnr.mo.gov (preferred) or mail to Missouri Department of Natural Resources, Financial Assistance Center, P.O. Box 176, Jefferson City, MO 65102-0176.

Grant timeframe

The Department shall only provide funding under this program as reimbursement of expenses for services provided *during the project's budget period*. Recipients should wait for notice to proceed from the Financial Assistance Center to initiate work under this grant in order to ensure all costs incurred are reimbursable.

For More Information

Missouri Department of Natural Resources
Water Protection Program
Financial Assistance Center
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-1300
fac@dnr.mo.gov
www.dnr.mo.gov/env/wpp/srf/index.html

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM V (A): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: E. Ray Walden, Jr., City Administrator
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM V (B): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Kim Steelman, Mayor
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM V (C): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Sally Burbridge, Economic Development
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM V (D): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Mark Nash, Public Works
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM V (E): REPORTS OF CITY OFFICIALS AND BOARDS AND COMMITTEES
2. SUBJECT: Aldermen Reports
3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P. M.

1. ITEM VI: CLOSED SESSION

2. SUBJECT: 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.

3. DISCUSSION:

BOARD OF ALDERMEN AGENDA
DECEMBER 28, 2021
6:00 P.M.

1. ITEM VII: ADJOURNMENT
2. SUBJECT: Adjournment of Meeting
3. DISCUSSION:
 - (a) Recommend Board Adjourn.
 - (b) Recognize motion and second.
 - (c) Roll vote:

Alderman Greg PARKER
Alderman Shawn BOLERJACK
Alderwoman Kala SISCO
Alderwoman Catherine DENT

-
-
- (d) Board Adjourned.