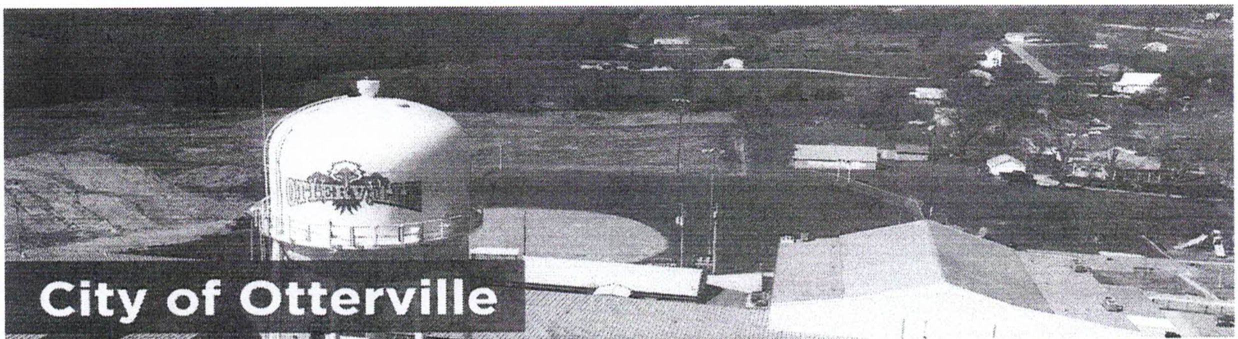
3



203 BB Highway PO Box 58 Otterville, MO 65348 660.366.4613 lsummers@ottervillemo.gov

Agenda

Posted 12/5/2022

3:30 pm

Board of Alderman
Regular Meeting
Where: City Hall
When: December 7, 2022 @ 6 p.m.

1. Call to order	Debbie Lake	
2. Roll call	Debbie Lake	roll call
3. Approve Agenda	Debbie Lake	vote
4. Approval of minutes from last meeting	Debbie Lake	vote
5. Approval of Monthly bills	Debbie Lake	vote
6. Financial Report	Leanna	info
7. Mayors Comments	Debbie	info
8. Special Guest		
9. Citizen Concerns		
a. Charlotte Morrison	Charlotte	Info
10. Old Business		
a. Side by side	Debbie	vote
11. New Business		
a. 2023 Budget	Debbie Lake	roll call
b. ARPA Grant update	Debbie Lake	info
c. Communication Project EMA	Debbie Lake	info

d. Marijuana Ordinance — Debbie Lake — info

e. Transfer USDA payment — Debbie Lake — Vote

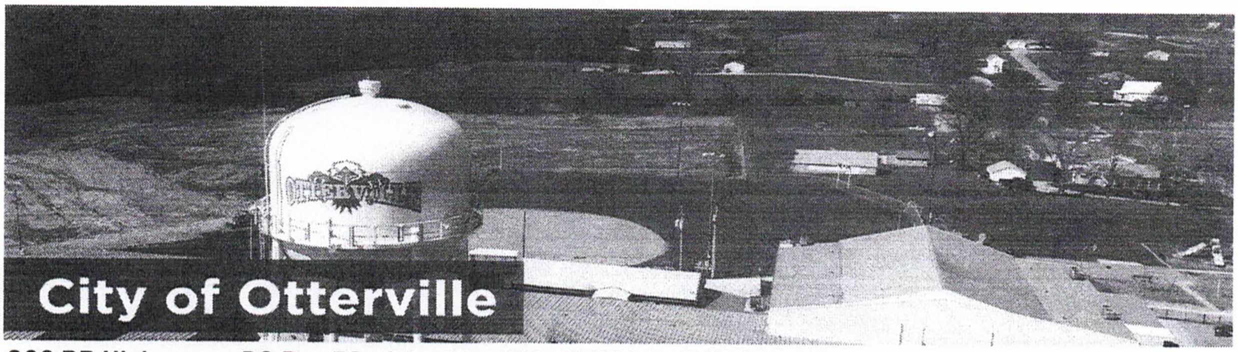
f. Well House Instillation — Debbie Lake — Vote

12. Meeting Adjourned — Debbie Lake — roll call

The tentative agenda of the meeting also includes a vote to close part of this meeting. Pursuant to Section 610.021 (1)(3)

(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interests or acting on its behalf or with its authority, including any insurance company acting on behalf of a public government body as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section

(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees.



203 BB Highway PO Box 58 Otterville, MO 65348 660.366.4613 lsummers@ottervillemo.gov

Posted 12/2/2022

3:30 pm

Agenda
Board of Alderman
OCBS Meeting
Where: City Hall
When: Immediately following City Council Meeting
December 7, 2022

1. Call to order	John Meyer	
2. Roll call	John Meyer	roll call
3. Approve Agenda	John Meyer	vote
4. Approve Previous Meeting Minutes	John Meyer	vote
5. New Business		
a. Status of Newspaper	Debbie	info
6. Meeting Adjourned	John Meyer	roll call

6

City of Otterville
Unpaid Bills Detail
As of December 5, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Ag Coop Services Inc					
Bill	11/25/2022	6503121	12/05/2022		334.29
Total Ag Coop Services Inc					334.29
Brydon, Swearengen & England P.C.					
Bill	11/08/2022	82336...	11/18/2022	17	436.88
Total Brydon, Swearengen & England P.C.					436.88
Co Mo Connect					
Bill	11/23/2022	90883...	12/03/2022	2	116.26
Total Co Mo Connect					116.26
Engineering Surveys and Services					
Bill	11/04/2022	101795	11/14/2022	21	277.00
Bill	11/22/2022	101913	12/02/2022	3	579.00
Total Engineering Surveys and Services					856.00
GFL Environmental					
Bill	11/21/2022	AQ17...	12/01/2022	4	3,053.84
Total GFL Environmental					3,053.84
J.P. Cooke Co.					
Bill	11/19/2022	753676	11/29/2022	6	79.75
Total J.P. Cooke Co.					79.75
Lauber Municipal Law, LLC					
Bill	11/03/2022	1124.00	11/13/2022	22	1,048.00
Total Lauber Municipal Law, LLC					1,048.00
Liberty Utilities					
Bill	11/10/2022	46930...	11/20/2022	15	73.33
Total Liberty Utilities					73.33
Mid Mo Operations LLC					
Bill	11/27/2022	1044	12/07/2022		2,550.00
Total Mid Mo Operations LLC					2,550.00
Mike Summers					
Bill	12/05/2022	22-002	12/15/2022		74.75
Total Mike Summers					74.75
Missouri Municiapl League					
Bill	11/22/2022	2354	12/02/2022	3	30.00
Total Missouri Municiapl League					30.00
Missouri State Auditor					
Bill	12/05/2022	17-97....	12/15/2022		1,200.00
Total Missouri State Auditor					1,200.00
MOPERM					
Bill	*11/30/2022*	*144490*	*12/10/2022*		12,286.00
Total MOPERM					12,286.00
MRWA					
Bill	11/03/2022	9372	11/13/2022	22	65.00
Bill	11/30/2022	402724	12/10/2022		260.00
Total MRWA					325.00

City of Otterville
Check Detail
November 1 through December 5, 2022

Type	Num	Date	Name	Account	Class	Clr	Original Amount
Deposit		11/30/2022		Meter Deposit			
TOTAL							0.00
Liability C...	ach	11/09/2022	US Treasury	General Che...		X	-1,406.62
				Federal With...			413.00
				Social Security			402.65
				Social Security			402.65
				Medicare Tax			94.16
				Medicare Tax			94.16
TOTAL							1,406.62
Liability C...	ACH	11/01/2022	MO Division of Security	General Che...		X	-66.94
				Payroll Tax	General F...		-0.34
				SUTA			67.28
TOTAL							66.94
Check	dup	11/10/2022	City of Otterville	General Che...		X	-93.77
				General	General F...		93.77
TOTAL							93.77
Check	1006	11/03/2022	City of Otterville	Meter Deposit		X	-111.41
				Deposit Refund			55.70
				Deposit Refund			55.71
TOTAL							111.41
Check	1007	11/03/2022	Kylie Crank	Meter Deposit		X	-88.59
				Deposit Refund			44.29
				Deposit Refund			44.30
TOTAL							88.59
Paycheck	5721	11/02/2022	David John Schmidt	General Che...		X	-346.50
				Salary	General F...		346.50
TOTAL							346.50
Paycheck	5722	11/02/2022	Leanna M Summers	General Che...		X	-1,360.00
				Salary	General F...		453.22
				Salary	Sewer Fu...		453.22
				Salary	Water Fund		453.56
TOTAL							1,360.00

City of Otterville
Check Detail
November 1 through December 5, 2022

Type	Num	Date	Name	Account	Class	Clr	Original Amount
Paycheck	**5723**	**11/02/2022**	**Micheal J Goyette**	**General Che...**		**X**	**-1,600.00**
				Salary	General F...		630.00
				Salary	Sewer Fu...		780.00
				Salary	Water Fund		190.00
TOTAL							1,600.00
Paycheck	**5742**	**11/30/2022**	**David John Schmidt**	**General Che...**			**-582.59**
				Salary	General F...		650.34
				Federal With...			-15.00
				Payroll Tax	General F...		40.32
				Social Security			-40.32
				Social Security			-40.32
				Payroll Tax	General F...		9.43
				Medicare Tax			-9.43
				Medicare Tax			-9.43
				State Withold...			-3.00
TOTAL							582.59
Paycheck	**5743**	**11/16/2022**	**David John Schmidt**	**General Che...**		**X**	**-276.86**
				Salary	General F...		328.50
				Payroll Tax	General F...		41.85
				Social Security			-41.85
				Social Security			-41.85
				Payroll Tax	General F...		9.79
				Medicare Tax			-9.79
				Medicare Tax			-9.79
TOTAL							276.86
Paycheck	**5744**	**11/16/2022**	**Leanna M Summers**	**General Che...**		**X**	**-1,016.92**
				Salary	General F...		408.00
				Salary	Sewer Fu...		408.00
				Salary	Water Fund		408.00
				Payroll Expen...	General F...		136.00
				Federal With...			-96.00
				Payroll Tax	General F...		67.46
				Payroll Tax	Sewer Fu...		50.59
				Payroll Tax	Water Fund		50.59
				Social Security			-168.64
				Social Security			-168.64
				Payroll Tax	General F...		15.78
				Payroll Tax	Sewer Fu...		11.83
				Payroll Tax	Water Fund		11.83
				Medicare Tax			-39.44
				Medicare Tax			-39.44
				Payroll Expen...	General F...		2.33
				Payroll Expen...	Sewer Fu...		1.75
				Payroll Expen...	Water Fund		1.75
				Payroll Liabilit...			-5.83
				State Withold...			-39.00
				Payroll Tax	General F...		0.11
				Payroll Tax	Sewer Fu...		0.08
				Payroll Tax	Water Fund		0.08
				SUTA			-0.27
TOTAL							1,016.92

City of Otterville
Check Detail
November 1 through December 5, 2022

Type	Num	Date	Name	Account	Class	Clr	Original Amount
Paycheck	**5745**	**11/16/2022**	**Micheal J Goyette**	**General Che...**		**X**	**-1,171.50**
				Salary	General F...		555.00
				Salary	Sewer Fu...		545.00
				Salary	Water Fund		130.00
				Payroll Expen...	General F...		160.00
				Payroll Expen...	General F...		199.50
				Federal With...			-123.00
				Payroll Tax	General F...		113.78
				Payroll Tax	Sewer Fu...		67.80
				Payroll Tax	Water Fund		16.17
				Social Security			-197.75
				Social Security			-197.75
				Payroll Tax	General F...		26.61
				Payroll Tax	Sewer Fu...		15.86
				Payroll Tax	Water Fund		3.78
				Medicare Tax			-46.25
				Medicare Tax			-46.25
				State Withold...			-51.00
TOTAL							1,171.50
Bill Pmt -C...	**5746**	**11/03/2022**	**Matt Castle**	**General Che...**		**X**	**-225.00**
Bill	Dod...	10/26/2022		Salary	General F...		112.50
				Repairs & Ma...	General F...		112.50
TOTAL							225.00
Bill Pmt -C...	**5747**	**11/04/2022**	**Ameren**	**General Che...**		**X**	**-1,846.24**
Bill	028...	10/12/2022		Utilities	General F...		1,015.09
Bill	574...	10/24/2022		Utilities	General F...		9.88
				Utilities	Sewer Fu...		9.88
				Utilities	Water Fund		9.90
Bill	674...	10/24/2022		Utilities	Water Fund		215.67
Bill	493...	10/24/2022		Utilities	General F...		12.41
Bill	388...	10/27/2022		Sewer Fund	Sewer Fu...		573.41
TOTAL							1,846.24
Bill Pmt -C...	**5748**	**11/04/2022**	**KD Business Services L...**	**General Che...**		**X**	**-90.00**
Bill	1790	11/03/2022		Continued Ed...	General F...		90.00
TOTAL							90.00
Paycheck	**5749**	**11/30/2022**	**Leanna M Summers**	**General Che...**			**-1,120.96**
				Salary	General F...		317.22
				Salary	Sewer Fu...		317.22
				Salary	Water Fund		317.56
				Payroll Expen...	General F...		408.00
				Federal With...			-96.00
				Payroll Tax	General F...		44.96
				Payroll Tax	Sewer Fu...		19.67
				Payroll Tax	Water Fund		19.69
				Social Security			-84.32
				Social Security			-84.32
				Payroll Tax	General F...		10.52
				Payroll Tax	Sewer Fu...		4.60
				Payroll Tax	Water Fund		4.60
				Medicare Tax			-19.72
				Medicare Tax			-19.72

City of Otterville
Check Detail
November 1 through December 5, 2022

Type	Num	Date	Name	Account	Class	Clr	Original Amount
				State Withold...			-39.00
				Payroll Tax	General F...		0.07
				Payroll Tax	Sewer Fu...		0.03
				Payroll Tax	Water Fund		0.03
				SUTA			-0.13
TOTAL							1,120.96
Paycheck	**5750**	**11/30/2022**	**Micheal J Goyette**	**General Che...**			**-1,302.60**
				Salary	General F...		460.00
				Salary	Sewer Fu...		690.00
				Salary	Water Fund		130.00
				Payroll Expen...	General F...		320.00
				Federal With...			-124.00
				Payroll Tax	General F...		48.36
				Payroll Tax	Sewer Fu...		42.78
				Payroll Tax	Water Fund		8.06
				Social Security			-99.20
				Social Security			-99.20
				Payroll Tax	General F...		11.30
				Payroll Tax	Sewer Fu...		10.01
				Payroll Tax	Water Fund		1.89
				Medicare Tax			-23.20
				Medicare Tax			-23.20
				State Withold...			-51.00
TOTAL							1,302.60
Bill Pmt -C...	**5751**	**11/23/2022**	**Ameren**	**General Che...**			**-1,674.24**
Bill	028...	11/23/2022		Utilities	General F...		950.00
Bill	574...	11/23/2022		Utilities	General F...		9.56
				Utilities	Sewer Fu...		9.56
				Utilities	Water Fund		9.56
Bill	388...	11/23/2022		Utilities	Sewer Fu...		407.46
Bill	674...	11/23/2022		Utilities	Water Fund		229.21
Bill	240...	11/23/2022		Utilities	General F...		22.87
				Utilities	Water Fund		22.88
Bill	493...	11/23/2022		Utilities	General F...		13.14
TOTAL							1,674.24

2:14 PM
12/05/22
Accrual Basis

City of Otterville
Balance Sheet
As of December 5, 2022

		Dec 5, 22
ASSETS		
Current Assets		
Checking/Savings		
Cash Drawer		250.00
General Checking		125,642.13
Meter Deposit		4,450.00
Water/Sewer ARPA		92,375.56
Well Pump		3,331.40
Total Checking/Savings		226,049.09
Accounts Receivable		
Accounts Receivable		200.00
Total Accounts Receivable		200.00
Other Current Assets		
General Savings Account		28,655.56
OCBS Construction		250.60
OCBS paper		2,203.06
Replacement & extension sewer		45,804.66
Street fund Savings		127,423.62
Water Tower Services		12,144.51
Total Other Current Assets		216,482.01
Total Current Assets		442,731.10
Other Assets		
CD 801411 Rate 1.4900%		18,939.75
CD 801413		58,073.72
Total Other Assets		77,013.47
TOTAL ASSETS		**519,744.57**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		25,410.48
Total Accounts Payable		25,410.48
Other Current Liabilities		
Payroll Liabilities		
Federal Witholding	454.00	
Medicare Tax	295.66	
Social Security	1,264.16	
State Witholding	139.50	
SUTA	-66.30	
Payroll Liabilities - Other	363.15	
Total Payroll Liabilities		2,450.17
Sewer/Water Meter Deposit		3,947.32
Total Other Current Liabilities		6,397.49
Total Current Liabilities		31,807.97
Total Liabilities		31,807.97

City of Otterville
Balance Sheet
As of December 5, 2022

	Dec 5, 22
Equity	
Opening Balance Equity	273,865.38
Retained Earnings	100,707.17
Net Income	113,364.05
Total Equity	487,936.60
TOTAL LIABILITIES & EQUITY	**519,744.57**

City of Otterville
Profit & Loss
November 1 through December 5, 2022

			Nov 1 - Dec 5, 22
Ordinary Income/Expense			
Income			
General			
ATV / UTV License		30.00	
Audit Surcharges		1,182.00	
Cigarette Tax		156.00	
Interest		53.27	
Late Fee		100.00	
Lease Payment		172.50	
Misc Tax		-0.36	
Property Tax		1,155.05	
Sales Tax		5,706.31	
Telecommunication Fee		459.12	
Trash services		3,322.05	
General - Other		-93.77	
Total General			12,242.17
Police			-99.99
Sewer			
Meter Deposits		275.00	
Sewer Connection Fee		43.60	
Sewer Use Income			
Sewer Equipment and Maint	2,841.09		
Sewer Use Income - Other	13,624.65		
Total Sewer Use Income		16,465.74	
Shut off Fees		50.00	
Total Sewer			16,834.34
Street			1,849.30
Water			
Meter Deposits		275.00	
Shut Off Fee		50.00	
Water sold		4,911.79	
Total Water			5,236.79
Total Income			36,062.61
Expense			
General Fund			
Audit Payment		1,104.00	
Computer Software & Maintnance		32.50	
Continued Education/Training		90.00	
Dues and Fees		97.00	
Equipment Lease		1,098.00	
Fuel		169.47	
Insurance Liability		4,095.33	
Late Fee		3.81	
Legal Fees		786.21	
Misc		233.77	
Misc Parts and Supplies		121.25	
Office Supplies		539.02	
Payroll Tax		779.97	
Postage		51.73	
Repairs & Maint		522.75	
Salary		4,148.78	
Trash Services		3,053.84	
Utilities		1,058.76	
Total General Fund			17,986.19
Payroll Expenses			1,229.33

City of Otterville
Profit & Loss
November 1 through December 5, 2022

	Nov 1 - Dec 5, 22
Sewer Fund	
Computer Software & Maintnance	32.49
Connection Fee	-8.00
Deposit Refund	99.99
Dues and Fees	97.00
Fuel	38.47
Insurance Liability	4,095.33
Legal Fees	349.33
Misc Parts and Supplies	121.25
Office Supplies	492.77
Postage	51.74
Salary	5,193.44
Testing	856.00
Utilities	480.21
Sewer Fund - Other	-6.00
Total Sewer Fund	11,894.02
Water Fund	
Computer Software & Maintnance	32.51
Deposit Refund	100.01
Dues and Fees	96.00
Fuel	38.48
Insurance Liability	4,095.34
Legal Fees	349.34
Misc Parts and Supplies	120.90
Office Supplies	492.80
Postage	51.73
Repairs & Maint	56.99
Salary	2,179.12
Sales Tax	-3.30
Utilities	324.86
Water Tower maint/replace	9.99
Total Water Fund	7,944.77
Total Expense	39,054.31
Net Ordinary Income	-2,991.70
Net Income	**-2,991.70**

City of Otterville
Payroll Summary
October 1 through December 5, 2022

	David John Schmidt			Leanna M Summers			Micheal J Goyette			TOTAL		
	Hours	Rate	Oct 1 - Dec 5, 22	Hours	Rate	Oct 1 - Dec 5, 22	Hours	Rate	Oct 1 - Dec 5, 22	Hours	Rate	Oct 1 - Dec 5, 22
Employee Wages, Taxes and Adjustments												
Gross Pay												
Holiday			0.00	32	17.00	544.00	24	20.00	480.00	56.00		1,024.00
Hourly - General			0.00	122.64	17.00	2,031.56	143	20.00	2,830.50	265.64		4,862.06
Hourly - Sewer		18.00	0.00	122.64	17.00	2,031.56	177.25	20.00	3,504.00	299.89		5,535.56
Hourly - Water			0.00	122.72	17.00	2,032.88	44.25	20.00	875.50	166.97		2,908.38
Hourly Police	119.98	18.00	2,159.64			0.00			0.00	119.98		2,159.64
Sick Time			0.00			0.00	10.5	19.00	199.50	10.50		199.50
Total Gross Pay	119.98		2,159.64	400		6,640.00	399		7,889.50	918.98		16,689.14
Adjusted Gross Pay	119.98		2,159.64	400		6,640.00	399		7,889.50	918.98		16,689.14
Taxes Withheld												
Federal Withholding			-19.00			-364.00			-484.00			-867.00
Medicare Employee			-31.31			-96.28			-114.40			-241.99
Social Security Employee			-133.90			-411.68			-489.15			-1,034.73
MO - Withholding			-4.00			-147.00			-199.00			-350.00
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			-188.21			-1,018.96			-1,286.55			-2,493.72
Net Pay	119.98		1,971.43	400		5,621.04	399		6,602.95	918.98		14,195.42
Employer Taxes and Contributions												
Federal Unemployment			0.00			21.19			0.00			21.19
Medicare Company			31.31			96.28			114.40			241.99
Social Security Company			133.90			411.68			489.15			1,034.73
MO - Unemployment			0.00			0.64			0.00			0.64
Total Employer Taxes and Contributions			165.21			529.79			603.55			1,298.55

Employee Name	Week of	Overtime Hours	Comptime Hours earned	Total Hours used		Note
Employee Name	Week of	Overtime Hours	Comptime Hours earned	Total Hours used		comp time cannot accure more than 80 hours
						comp time cannot accure more than 80 hours
Michael Goyette	10-11 thru 10-15-21		0			
	10-18 thru 10-22-21	0.25	0.375			
	10-25 thru 10-29-21		0	0.25		
	11-1 thru 11-5-21	1	1.5			
	11-8 thru 11-12-21	1	1			No overtime due to Veterans Day Holiday
	11-15 thru 11-19-21	.25	0.375			
	11-22 thru 11-26-21	0	0			
	11-29 thru 12-3-21			0.25		
	12-6 thru 12-10-21	0				
	12-13 thru 12-17-21	0				
	12-20 thru 12-24-21			2.25		
	12-26 thru 1-1-22	0				
	1-2 thru 1-8-22	0				
	1-9 thru 1-15-22	0				
	1-16 thru 1-22-22	0.5	0.75			
	1-24 thru 1-28-22	0				
	1-31 thru 2-4-22	0				
	2-6 thru 2-12-22	0				
	2-13 thru 2-19-22	0				
	2-20 thru 2-26-22	0				
	2-27 thru 3-5-22	0				
	3-6 thru 3-12-22	0				
	3-13 thru 3-19-22	0				
	3-20 thru 3-26-22			1.5		
	3-27 thru 4-2-22	1.75	2.625			
	4-3 thru 4-9-22	0.75	1.125			

Leanna Summers											comp time cannot accure more than 80 hours
		8/7 thru8/13/22		0		0					
		8/14 thru 8/20/22		0		0					
		8/21 thru 8/27/22		0.75		0.75					
		8/28 thru 9/3/22		0.75		0.75					
		9/4 thru9/10/22		0		0					
		9/11 thru 9/17/22		0		0					
		9/11 thru 9/17/22		0		0					
		09/18 thru09/20/22		3.5		3.5					
		10/02thru 10/08/22		2.5		2.5					
		10/09/ thru 10/15/22		0.09		0.09					
		10/16 thru 10/22/22		2.7		2.7					
		10/23 thru 10/29/22		4.00		4.00					
		September labor day		8.00		8.00					error from labor day hours
		10/30 thru 11/5/2022		2.24		2.24					
		11/6 thru 11/12/2022		4.9		4.9					
		11/13 thru 11/19/2022		1.01		1.01					
		11/20 thru 11/26/2022		0		0		8			thanksgiving leave
Totals						30.44		**8**	**22.44**	**Available**	

Otterville

Management Report 11/16/2022 - 12/07/2022

Number of accounts: 201

Sales $		Period Sales
$66.00	Commercial Sewer Connection Fee	6
$86.61	County tax	189
$32.77	Local tax	190
$211.52	MDU Sewer Equipment and Maintenance	1
$146.40	Sewer Connection Fee	183
$2485.36	Sewer equipment and maintenance	188
$17.94	State tax	12
$1188.00	Water Utility Audit Surcharge	198
$4543.72	Water	716980
$12660.24	Sewer	188
$3143.79	Trash	179
$24582.35	Total Charges	
$-143.37	Previous Balance	
$10092.40	Payments Received	
$0.00	Credits Issued	
$14346.58	**Balance Due**	

Monthly Water Loss

Amount of Gallons Pumped	827600

Accounted For Usage in Gallons:

Gallons of Water Sold:	716980
Flushing:	0
Leaks:	0
Fire Department Usage:	0
Unmetered Accounts:	0
Water / WW Plant Usage:	0
Meter Wear (System Specific):	0
Theft:	0
Tower Overflows:	0
Other:	0
Other:	0
Total Gallons Accounted For:	**716,980**
% of Water Loss:	**13.37%**
Amount of Water Lost:	**110,620**

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