

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen – Recessed Meeting
January 4, 2016
7:00 P.M.
City Hall Council Chambers

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. COMMENTS FROM CITIZENS
- IV. ACTION AGENDA
 - A. Finance – None.
 - B. Permits and Licensing – None
 - C. Legal –
 - 1. Calling a Municipal Election on April 5, 2016 for determining if a Sales Tax shall charged on the Sale of all Vehicles – Ordinance.
Bill No. _____ Ordinance No. _____
 - D. Purchasing – None
- V. OLD BUSINESS – None
- VI. NEW BUSINESS
 - A. Mayor
 - B. City Administrator
 - C. City Attorney
 - D. City Clerk
- VII. CLOSED MEETING*
- VIII. AS MAY ARISE
- IX. ADJOURN

*During the meeting, the Board of Aldermen may elect to go into closed session and hold a closed vote, and the purpose of such closed session and closed vote shall be, as provided for under Section 610.021 (1) of the Revised Statutes of Missouri for 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

BILL NO. _____

ORDINANCE NO. _____

A BILL TO CREATE AN ORDINANCE ENTITLED:

“AN ORDINANCE PROVIDING FOR SUBMISSION OF A PROPOSAL TO DISCONTINUE THE APPLICATION AND COLLECTION OF THE LOCAL SALES TAX ON THE TITLING OF MOTOR VEHICLES, TRAILERS, BOATS, AND OUTBOARD MOTORS THAT WERE PURCHASED FROM A SOURCE OTHER THAN A LICENSED MISSOURI DEALER TO THE QUALIFIED VOTERS OF THE CITY OF CENTRALIA, MISSOURI FOR THEIR APPROVAL AT THE GENERAL MUNICIPAL ELECTION CALLED AND TO BE HELD IN THE CITY OF CENTRALIA, MISSOURI ON APRIL 5, 2016.”

WHEREAS, the City of Centralia, Missouri has not previously approved and imposed a local use tax under Section 144.757, RSMo; and

WHEREAS, the City of Centralia, Missouri thus is required under the provisions of Section 32.087, RSMo to submit to the qualified voters of the City of Centralia, Missouri, the question of repealing the application of the local sales tax to the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer; and

WHEREAS, a fair and sound tax policy would require the same tax rate be charged on purchases made from businesses located outside Missouri as are charged by businesses in Centralia, Missouri, eliminating a competitive advantage of out-of-state businesses; and

WHEREAS, maintaining a local sales tax will continue the policy of eliminating an advantage out-of-state dealerships enjoy over local dealerships; and

WHEREAS, the City of Centralia, Missouri thus is required to submit the question to its voters no later than the general election in November 2016, under the provisions of Section 32.087, RSMo.

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

SECTION 1. Pursuant to the provisions of Section 32.087 RSMo, the Board of Aldermen of the City of Centralia, Missouri, has determined that it would be appropriate to submit the determination of the issue of whether to repeal application of the local sales tax to the titling of motor vehicles, trailers, boats, and outboard motors that are subject to state sales tax under Section 144.020, RSMo, and purchased from a source other than a licensed Missouri dealer to the voters.

SECTION 2. This proposition shall be submitted to the qualified voters of the City of Centralia, Missouri, for their approval, as required by the provisions of Section 32.087, RSMo, at the election hereby called and to be held in the City of Centralia, Missouri on the 5th day of April, 2016. The ballot of submission shall contain the following language:

Shall the City of Centralia, Missouri, discontinue applying and collecting the local sales tax on the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer?

Approval of this measure will result in a reduction of local revenue to provide for vital services for the City of Centralia, Missouri, and it will place Missouri dealers of motor vehicles, outboard motors, boats,

and trailers at a competitive disadvantage to non-Missouri dealers of motor vehicles, outboard motors, boats, and trailers.

YES NO

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

SECTION 3. If the ballot question set forth in Section 2 of this ordinance receives a majority of the votes cast in favor of the proposal, the local sales tax shall cease to apply to the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer. The effective date of the cessation shall be the first day of the second calendar quarter after the election. If a majority of the votes cast are opposed to the ballot question then the local sales tax shall continue to apply to the titling of motor vehicles, trailers, boats, and outboard motors that were purchased from a source other than a licensed Missouri dealer.

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

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

PASSED this 4th day of January, 2016.

Tim Grenke, Mayor

ATTEST:

Heather Russell, City Clerk

This ordinance approved by the Mayor this 4th day of January, 2016.

Tim Grenke, Mayor

ATTEST:

Heather Russell, City Clerk

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen
Public Works and Public Utilities Committee

Monday, January 4, 2016

Following the recessed meeting of the Board of Aldermen ~ 7:20 P. M.
City Hall Council Chambers

- I. ATTENDANCE
- II. COMMENTS FROM CITIZENS
- III. ELECTRIC DEPARTMENT
 - A. Activity Report
 - B. Generation
 - 1. Power Purchase Agreement update – legal
 - 2. Discussion on Utility Payment Policy
 - C. Distribution
 - D. Other
- IV. WATER AND SEWER DEPARTMENT
 - A. Activity Report
 - B. Water
 - 1. Air scour underdrain system
 - C. Sewer
 - D. Other
- V. PUBLIC WORKS
 - A. Activity Report
 - B. Streets
 - C. Sanitation
 - 1. Grant application/split hopper trial
 - D. Storm sewer
 - E. Other
- VI. OTHER
- VII. AS MAY ARISE
- VIII. ADJOURN

ELECTRIC DEPT.
DECEMBER 2015 ACTIVITY REPORT

1. Daily readings – 32
2. Daily locates – 24
3. Re-reads – 29 (19 didn't read, 10 high/low checks)
4. Disconnects – too cold, placed stickers on front doors (20), read 3 into landlord's name
5. Bore Project – contractor completed installation of steel casing and PVC conduit at three locations under railroad tracks
6. Tree Removal – 325 S Rollins, removed 2, trimmed 1
7. Cox St – trenched and installed 4" PVC conduit for future circuit to loop area near CHS
8. Tree Removal – Jaycee Park – removed 2, trimmed 1, East City Park – removed 1
9. Repaired lights – Methodist Church D-D light, Lakeview/Hawthorn
10. Repaired lights – Adams/Whitman, Lakeview/Porter
11. Final Test for Apprentice year 2 – Clayton Crump and Andrew Alton both passed test
12. Repaired lights – Allen/Switzler, Sneed/Collier
13. Line clearance – alley between Barr/Columbia from Bruton to Singleton
14. Straightened secondary pedestal at Cobblestone Lake Estates
15. 801 E Hulen St – trenched and installed conduit for underground service
16. Repaired street light – Allen/Switzler, replaced fixture @ NW corner of intersection
17. 637 N Howard Burton, trenched and installed conduit from pole to transformer, re-routed service drop to shop building, set transformer pad/transformer, stubbed out service pipes
18. Removed two trees @ East City Park
19. Cleaned out heater/AC on truck 34, full of sawdust and wood chips
20. Changed oil/filters on equipment – #75 mini excavator, #84 Bobcat
21. Repaired street light globe near Allen/Sneed
22. Cut down abandoned phone and cable lines hanging various poles around town
23. Trimmed trees – 321 W Switzler, 128 W Bruton
24. Cleaned around shop – organized outdoor inventory
25. Set up tables and chairs for Christmas lunch
26. Repaired Well 6 meter
27. Trimmed trees – 217 W Clark
28. Cleaned around shop – dumped waste oil @ Street Barn
29. Drained pole mount transformer for scrap
30. Repaired lights @ 525 W Southgate
31. Connected temporary service at 310 W Railroad
32. Tree removal along Route Jay Jay (JJ)for Centralia Special Road District
33. Built covers and installed over street light foundations at Rollins/Railroad
34. 637 Meadowlark Lane – disconnected/reconnected for electrician to make repair
35. 124 S Jefferson – disconnected/reconnected for electric upgrade

36. Dirt work – Barr St/Railroad St
37. Repaired lights – 231 S Hickman, 418 S Jefferson, 314 S Bradford, Street Barn
38. 124 Reed St – removed tree
39. 815 Lockport – pulled wire and connected new underground service, disconnected temp service
40. Chipper #88 – swapped blades, set gap, changed oil and filters
41. Truck #34 – changed oil and filters, repaired emergency rotator light
42. Rebuilt chipper box for truck 34
43. Removed broken limb near 740 N Jefferson

From: Matt Harline, City Administrator
To: Mayor and Board of Aldermen,
cc: City Clerk
Date: December 31, 2015
Re: Policy and City Code on the Regulation of Utility Accounts



In 2008 the Board adopted a policy that standardized practices for accepting payments, dealing with delinquent payments and other activities that involved utility accounts with the City of Centralia. In 2010 that policy was modified to add Section 8, Section 13 and 14 and Sections 17 – 20. This policy is referred to on a daily basis and covers literally thousands of transactions each month. Regular review is a sound idea.

Recently the City added the possibility of accepting payments electronically via the Internet. The payments are made directly into the City's bank accounts making it impossible to reject partial payments, which is technically in violation of Section 26-111 of the City Code. In addition, the City regularly receives partial payments mailed to the City without explanation. We cannot accept the payment and frequently spend time tracking down the customer to inform them that their payment cannot be accepted, and the payment has to be stored safely until the remaining balance is covered. Staff believes that this ordinance may have been developed in a time when accounts were kept on paper and tracking partial payments was very difficult. Our current software would have no trouble tracking partial payments.

Finally Section 13 of the City Policy allows for only one extension in the life of a utility customer. In practice, this is not followed to the letter. Some customers have had accounts for decades and the once in a lifetime deal seems to be overly harsh. While we do not want to grant extensions on a regular basis as it takes staff time and increases the chance of being left with an unpaid balance.

Staff would like to develop an ordinance and policy changes to allow for the collection of partial payments and even allow for an extension of up to one week without written permission when the payment exceeds 75% of the full balance owed on that particular account. Policies would have to specify how frequently this extension can be granted before service would be disconnected.

Staff would also like to recommend a change to the extension policy to allow one extension every two years, or possibly once per year so long as the amount owed does not exceed the amount of deposit held by the City.

BILL NO. 2511

RESOLUTION NO. R-10-03

A BILL TO CREATE A RESOLUTION ENTITLED:

“A RESOLUTION OF THE CITY OF CENTRALIA MISSOURI, ADOPTING AN AMENDED FORMAL WRITTEN POLICY CONCERNING REGULATION OF UTILITY ACCOUNTS.”

WHEREAS, the City of Centralia, Missouri allows the City Administrator to make and enforce rules and regulations governing the departments and agencies of the City of Centralia, subject to the approval of the Board of Aldermen or a committee thereof; and

WHEREAS, the City Administrator has recommended a set of rules and regulations governing administration of utility accounts for utility customers of the City of Centralia, Missouri, which sets forth in writing current and proposed policies for handling utility accounts; and

WHEREAS, at the direction of the Board of Aldermen, the City Administrator has recommended the rules and regulations be amended to include several new provisions to better address customers with potentially delinquent accounts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the City of Centralia, Missouri hereby adopts as City Policy the following amended rules and regulations concerning utility accounts:

CENTRALIA POLICY

NO. 21 (amended 3/10)

POLICY OF CITY OF CENTRALIA CONCERNING
RESIDENTIAL UTILITY ACCOUNTS AND SERVICE

In addition to other requirements and policies, it shall be the policy of the City of Centralia:

(1) All residential utility services shall be established as an account for a non-landlord property owner or other occupant, a business entity acting as a landlord and/or one or more persons acting as landlords or tenants. “Residential utility service” is utility service for residential purposes, whether the property is a house, apartment, duplex or other residential property.

(2) The financial obligation for making any required deposits and for paying outstanding utility bills shall be the responsibility of the business entity or person(s) for which the account was established. Utility bills shall be mailed or transmitted electronically only to the business entity or a person whose name is on the utility account. Payment will be accepted only from that entity or person, except as stated below.

(3) The amount of deposits shall be as set by City ordinance and shall be based on the credit and payment history of the business entity or person(s) for which the account is established. At the time a deposit is made, the customer shall designate in writing the firm or person or persons to whom any refund of the deposit shall be made.

(4) When a previous customer of the City wishes to establish or reestablish a utility account with the City and that customer has an unpaid balance from the previous account, the City Administrator or the City’s Administrator’s designated representative may require only the standard utility deposit if the unpaid balance was less than Fifty Dollars (\$50.00).

(5) When a customer is delinquent in the payment of utility bills and such delinquency triggers the need for a higher deposit or re-instituting a basic deposit (as set forth in the City Code), the City Administrator or the City

Administrator's designated representative may allow the amount of the new or increased deposit to be placed on the next utility bill rather than required at the time that utility service is reconnected. In making such allowance, the City Administrator may take into account such circumstances as account history or the likelihood that the customer would be moving before the next shut-off date.

(6) Unless otherwise approved by prearrangement with the City Administrator or the City Administrator's designated representative, a residential service shall be in the name of all persons age 18 or older who are occupants of a residential property. They all shall individually (or as a married couple) provide identification and credit references. Except for children age 18 or older of those persons whose name is on a utility account, it is the responsibility of all customers of a residential utility account to notify the City in writing if additional persons age 18 or older become occupants or if any person whose name is on the account ceases to be an occupant of such residential property. All persons named on an account shall be both collectively and individually responsible for outstanding bills and services received prior to the time they provide written notice to the City that they are to be removed from the account because they no longer occupy the residential property.

(7) When an account for a residential property is to be established in the name of a tenant or tenants, said tenants shall provide the City with a copy of the rental or lease agreement for the City to review at the time that service account is arranged, to verify the names of all the tenants who are renting the property. If the utility account is to be left in the name of a landlord, the landlord shall furnish the City with a copy of the rental or lease agreement to review, to verify the names of all persons age 18 or older who are the tenants. When a copy of the rental or lease agreement is required to be provided to the City, it is permissible to provide to the City only the parts of the rental or lease agreement at the beginning and end of the agreement where the names of all the tenants are shown or written.

(8) Unless previously arranged with the City Administrator or the City Administrator's designated representative, utility accounts in the name of a landlord or business entity shall be paid only by that landlord or business entity. Similarly, accounts in the name of a person or persons as tenants shall generally be paid by a person named on the utility account. When the City believes that an account is being paid by a third party in an effort to obtain utility service for a person or person who has an outstanding unpaid utility account balance and would not otherwise be allowed to establish or continue a City utility account, then the City may take action to recover that unpaid balance. Such action may include discontinuing service to any account where the person owing the unpaid balance is an occupant (other than as a temporary guest). The City may, however, allow for payment of a utility by a third party when it is clear that there is no intent to circumvent payment of past unpaid accounts.

(9) If a landlord responsible for a utility account repeatedly directs that an account for a residence be turned on or turned off without a change in the tenant of the location served by that utility account, the City may require a turn-on or turn-off fee in the same amount as required for customers who have been disconnected for non-payment.

(10) The City reserves the right to collect any and all outstanding and past due Centralia utility bills (whether residential or business related) from any person or persons named on a utility account before any new utility service is turned on for that person for a residential property. The City shall not allow any person or persons to receive utility service in the name of a third party in order to circumvent responsibility for payment of outstanding and past due City utility bills. The City reserves the right, with no more than five days notice, to discontinue utility service if a person age 18 or older who owes an outstanding Centralia utility bill becomes an occupant of that residential property, whether or not said person or persons is one of the names on the City utility account for that residential property. In such instances occupancy shall be deemed by the City to exist whenever a person or persons resides at a residential property for a period longer than thirty consecutive days or for more than sixty non-consecutive days in any 365-day period.

(11) The City Administrator or the City Clerk may require that customers with a history of "insufficient funds"

checks must pay utility bills with cash, money order, or some other pre-approved method of guaranteed payment.

(12) The City Administrator or the City Administrator's designated representative may allow a utility customer to delay payment of an outstanding utility bill for a fixed but limited period of time. Except under very unusual circumstance (such as a large, undetected water leak) this delay shall be allowed only once for each customer. In such circumstances, the City Administrator may also set forth a schedule of special payments to allow the customer to regain current status in as short a time as practical. The customer may be required to sign a letter of understanding that sets forth such schedule of special payments.

(13) The City Administrator or the City Administrator's designated representative may also allow a utility customer to delay payment if such customer is in the process of securing financial assistance from a reputable, qualified governmental or charitable agency. To grant the delay, the City must receive documentation from the granting agency that the customer has made application for or is in the process of applying for such assistance. Such documentation must include contact information so that the application may be independently verified by the City. Such documentation must be received before the City's disconnection day. It is the customer's responsibility to insure the City receives confirming documentation when assistance is granted. If assistance is eventually denied, either the customer or the granting agency shall immediately notify the City and the customer shall make full payment of the bill before the close of the next business day.

(14) The City Administrator or the City Administrator's designated representative may allow the amount of any penalty to be placed on a customer's next utility bill rather than required at the time that the regular utility payment is made. In making such allowance, the City Administrator may take into account such circumstances as account history or the likelihood that the customer would be moving before the next shut-off date. The City Administrator shall have the authority to waive a penalty or re-connection fees that arise in special circumstances, such as hospitalization of the customer or because of an error made by City personnel.

(15) The City Code precludes partial payment of a utility bill. However, a partial payment may be allowed when it is made by a charity or governmental agency on behalf of a customer, who shall then be required to pay the remainder of the bill in the same manner and with the same time requirements as if it were the original bill.

(16) In general, if a location receives water service, it shall be assumed to also receive sewer service and trash service. Vacant or unoccupied locations may receive electric service without a presumption of receiving other utility services.

(17) When a customer has utility service disconnected as a result of delinquency, the City Administrator may allow the amount of the re-connection fee to be placed on the next utility bill rather than required at the time that utility service is reconnected. In making such allowance, the City Administrator or the City Administrator's designated representative may take into account such circumstances as account history or the likelihood that the customer would be moving before the next shut-off date.

(18) The City Administrator or the City Administrator's designated representative shall have the authority to delay the date for disconnection of delinquent residential utility customers when the outside temperature in the Centralia area is predicted to be below 32 degrees Fahrenheit within the next forty-eight hours. Such delay shall be communicated to the customers who would otherwise be disconnected by affixing a written notice to the main entrance to the customer's residence. The notice shall specify a fixed date when the cold-weather rules will no longer apply and service will again be subject to disconnection. Should cold weather conditions extend longer than originally estimated, the City may further delay the disconnection and give additional notice in the same manner as the first. In the instance of such a delay, all disconnect and reconnect fees are charged from the time that City employees are dispatched with the written notice to the delinquent residential customers.

(19) The City Administrator or the City Administrator's designated representative shall also have the authority

to delay disconnection for residential customers when the outside temperature is sufficiently high for the State of Missouri to proclaim a heat emergency. Such a delay shall apply only to customers aged sixty-five years or older or to disabled customers who would be put at physical risk because of the high temperature. The delay shall be communicated to delinquent customers in the same manner as used during cold weather conditions.

PASSED AND APPROVED this 15th day of March, 2010.

Mayor

ATTEST:

City Clerk

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ACTIVITY REPORT
WATER DEPARTMENT
DECEMBER 2015

- Flushed sewer main at Hwy. 22 / N. Columbia to open blockage – grease
- Met with above restaurant about grease trap cleaning frequency schedule to be put in place
- Met with Flo Systems on filter air scour system and demonstration
- Spent six days breaking up lime build up in sand filters at Plant and following up with thorough backwash after each time
- Assisted Boone Electric with new meter base install after storm failure at Fountain Road lift station
- Checked for leak at 1232 Remington – leak on resident side
- Opened creek crossing at overland flow drive after heavy rains (twice)
- Rock work at NE lagoon
- Made contact with new owner of Tidball's trailer court about infiltration due to lack of caps on cleanouts – no response yet
- Assisted Road District with flushing out culvert with sewer machine
- Met with individual about Grace Body Shop property and sewer issues
- Assisted Ameren locate utilities at Methodist Church lift station to avoid conflicts
- Assisted Erwin Underground Boring avoid utilities with locates at MC Lift station
- Met Electric Department on Hulen to check pipe hit while installing underground service – abandoned
- Called to check for sewer blockage at 635 Meadowlark – ok
- Changed out old manhole lid at 905 Southland and put to grade
- Checked for leak at 526 S. Collier – ok
- Checked manholes and lagoons during heavy rains for infiltration
- Checked for leak at 1212 Remington – resident leak
- Added clay to overland flow berms to stop leaks
- Replaced old meter jar at old laundromat on Jefferson / Railroad
- Replaced broken meter lid at Extreme Mart
- Dirt work at Gano / S. Rollins, Booth / Elm, and Briarwood
- Met with Insituform and their sewer contractor at Chance's on sewer lining
- Found leak at 759 Doty and reported
- Call out to Bagley's on Hulen to check for leak – residents
- Call out to Water Plant for power outage and loss of power to Well 3
- Reset Well 3 after outage

- Met with Flynn Drilling on hammer noise in Well 3 with shut off
- Met with Nick Bryson on placement of water tap at 1011 Hampton
- Cleaned vehicles during rains and serviced equipment
- Read all utility meters for City Billing
- 13 meters did not read
- 23 notices handed out for nonpayment

STREET and SANITATION DEPARTMENT

December 2015 Activity Report

1. Daily trash collection
2. Weekly cardboard and bi-weekly curbside recycling
3. Had 3 double trash routes this month
4. Spent several days hauling off tree limbs and leaves from drop off site to the old landfill
5. Assembled and delivered 2 trash carts to city residents
6. Took out loaner dumpsters several times this month
7. Installed new cutting edge on the grader
8. Did 25 locates this month
9. Dug out and set 20ft of 10in plastic pipe for driveway for new house on Maple st. for Clarence Hoskins
10. Dug out and set 86ft of 12in plastic pipe for new house on Southland st. for Mr. Tawney
11. Had 4 new back tires put on dump truck #4
12. Bladed s. Columbia, Ivy, Randolph, and landfill roads
13. Maintenance on street sweeper, backhoe, trash trucks
14. Met with APAC about possible use of the old mixing table for portable asphalt plant
15. Repaired headlight on 1 ton truck
16. Repaired several signs
17. Looked at streets with Matt for priorities on paving and repairs
18. Repaired R/R sign on Jefferson that got knocked down
19. Hauled off 2 loads of plastic to City of Columbia recycling facility
20. Hauled off 2 loads of plastic to Ryan Ent. in Millersburg
21. Spent a couple days trimming tree limbs that were blocking signs
22. Laid out and painted 3 handicap parking spots and installed 3 no parking signs around the city square
23. Swept streets around town
24. Replaced leaking hydraulic hose on trash truck #89
25. Hauled off tree truck at the Jaycee Park for the Park Dept.
26. Spent several days digging out rusted out storm sewer and installed 160ft of 18in plastic pipe, and rebuilt 2 inlets on Bruton st.
27. Got called out once for flooding due to culverts stopped up from leaves
28. Spent several days working on drainage around
29. Sign work:
 - replaced post on stop sign at Poage/Pratt and put street name sign on top of it
 - reset stop sign at Poage/Lee and put street name on top of it

-reset stop sign at Poage/Stone and put street name on top of it

-put street name on top of stop signs at North/Howard Burton, and at Reed/Rodney Griffin

30. Replaced both batteries in trash truck #89
31. Cleaned out the back of the work truck
32. Cleaned up the shop and lot
33. Hauled 2 loads of recycling to City of Columbia recycling facility
34. Did some ditch cleaning on Head st, Walnut st, Jefferson st, Poage st, Pratt st
35. Had 4 new back tires installed on the street sweeper
36. Hauled 50 barricades to the city square for the Living Nativity, and then hauled back to shop afterwards
37. Spent 1 day cleaning inlets with the street sweeper
38. Took trash truck #13 to ITP twice this month for repairs (hyd. Cylinder leaking, and broken leaf springs)
39. Placed 3 dump truck loads of rip-rap in ditch along Jefferson st to control erosion
40. Spread materials on slick streets once this month
41. Repaired fuel leak on chainsaw
42. Went to city of Columbia landfill with Matt to look at a split-hopper truck to use for recycling

Tim Grenke
Mayor
mayor@centraliamo.org



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Fax: (573) 682 - 5956

City of Centralia

www.centraliamo.org

January 4, 2016

Executive Board
Mid-Missouri Solid Waste Management District "H"
701 East Broadway
PO Box 6015
Columbia, Missouri 65201

Dear Sirs and Madams:

The Board of Aldermen of the City of Centralia, meeting as the Public Works and Public Utilities Committee (a committee of the entire Board), did unanimously endorse the application project entitled, "Don't Cross the Streams – Split Hopper Recycling Truck," and directed Matt Harline the City Administrator of the City of Centralia to submit the grant for up to \$75,000 to the Mid-Missouri Solid Waste Management District. We made this endorsement by unanimous voice vote at our January 4, 2016 meeting. We are prepared to budget \$25,000 in matching funds in the FY 2017 budget which begins April 1, 2016.

Recent data collected this summer by intern Danielle Sims and by a citizen survey in the fall of 2015 indicate that a dual-stream recycling program, similar to the one in Columbia, Missouri might lead to higher participation in our curbside recycling program and great diversion of solid waste via increased recycling.

The elected officials indicate by this letter our community's support for the project.

Sincerely,

Tim Grenke,
Mayor

City of Centralia, Missouri

Grant Application

Large Project

January 8, 2016



**Don't Cross The Streams:
Split Hopper Recycling Truck**

Executive Summary: The City of Centralia hopes that by purchasing a split-hopper (two chamber) compacting truck for collecting recyclables, that the City can increase participation, increase waste diversion, reduce disposal costs and reduce personnel costs. We estimate that a used but serviceable truck could be purchased for \$80,000 based on viewing trucks currently available on line for purchase. With two-chamber compacting, or split-hopper truck the City could move to a dual stream system where fiber materials like newspaper, corrugated cardboard and mixed paper would go in one bag and plastic, glass and metal cans could go in another. Citizen survey data and recycling program participation data indicate that we could collect materials quicker and increase participation if we replace our current five or six stream source separated system with a dual stream (fibers and containers) system.

Background: The City of Centralia has collected recyclable materials at the curbside for over two decades as noted in the original District H Plan by Burns and McDonnell in 1993. The collection is laborious for both the resident participant and the City staff. Our current recycling trailer system is essentially the same as we have used since the inception of the program. A few years ago we began taking plastics to Ryan Enterprises in Millersburg, MO because they could accept plastics #1 - #7 without additional sorting, because they made a product out of the material right there in Mid-Missouri, and because at the time we could back haul gravel from the quarry practically across the street. Because our system is entirely customer sorted, each resident has to place each type of material in a separate container and set it by the curb every other week. Centralia accepts newsprint, clear glass, colored glass, bi-metal cans, aluminum cans and mixed plastics (#1 - #7). Each material is picked up and dumped into a two-yard container that is strapped to the back of a trailer that is pulled behind a City truck. See below. In addition to the curbside residential recycling program, the City runs a collection route for corrugated cardboard (OCC) for business customers as well.

Trailer picture here

Historically the City brought our materials to Civic Recycling who required source separation in order to accept the materials. We added the route to Millersburg a few years ago. Recently the City of Centralia has been taking materials to the City of Columbia and have found that the off-loading time is easier and the facility is slightly closer.

Participation in the current program is low. Participations rates were measured for two weeks this summer by summer intern Danielle Sims and her mother Heidi Sims. During the week of May 18 – 22 participation was 8.8% as measured by any recycling material set out in front of a household, divided by the number of households on the route. During the week of July 27 – 31 participation was 9.4%. However, by comparing the number of houses per street in each of the two weeks we know that at least 11.3% of households participated on one of the two weeks. The number of households per block was recorded and by comparing participation per block, it was clear that some households participated on one week but not both.

Surveys sent out in the October Newsletter along with the utility bill asked if people would be more likely to participate if we switched to a dual-stream system. The results have not yet been

compiled. However, a quick estimate of the costs to run a dual stream truck versus the current recycling trailer indicate that a quicker collection could drop costs by half.

Project Description: The City of Centralia proposes to purchase a used split-hopper truck and ask residents to put materials in separate containers for fibers and for containers. The City does not intend to supply residents with recycling bags or containers as the current system works without providing any containers. Use of the split hopper truck should vastly reduce collection costs. We estimate as much as ten hours for each collection week or approximately \$4,420.00.

The City would exclusively use the City of Columbia's Material Recovery Facility for processing. We already working with them. Even if we pay \$30/ton for containers and \$25/ton for fibers we would only expect to pay \$1,366 for the 40 tons per year total that we collect (46% containers by weight and the original 20 tons plus an additional 20 tons). If participation increases, we think the savings will be reduced, but that will be somewhat offset by a reduction in costs at the landfill. More importantly we can increase our current diversion amount. Currently we take an amount equivalent to 2% of our total waste stream out by the combined curbside recycling and our commercial cardboard recycling route. Although the actual diversion from residential waste is likely to be higher than 2% when commercial trash is factored out, our diversion is still not very good. During last year's citizen survey Recycling received a large number of "Don't Know" responses from citizens, indicating that many people did not know we had a program. We hope that by updates to the program and improved information campaigns (using our new Facebook page for instance) can increase recycling.

Conclusion: The City of Centralia hopes to increase participation and diversion by implementing a dual stream recycling program. We hope to double recycling (an additional 20 tons) in the first full year of operation. To implement a dual stream system we would need to purchase a split-hopper truck. The City proposes a simple hard match of 25% of total project costs for a \$75,000/\$25,000 MMSWMD/City of Centralia cost split. For this amount of money the City might even be able to purchase two trucks, one for a frontline and one for a backup truck.

We believe the increased efficiency of such a program will more than offset any additional material processing costs. In addition there will be some reduction in trash disposal costs.



MMSWMD FINAL Budget Document

| Budget Category | Grant Funds Provided | Match Provided* | TOTAL Cost |
|--|----------------------|--------------------|---------------------|
| PERSONNEL-labor, volunteers | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| PROFESSIONAL SERVICES-contractors, room/equip rental | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| EQUIPMENT-bins, carts, receptacles, containers, dumpsters, etc | | | |
| Split-hopper Recycling Truck | \$75,000.00 | \$25,000.00 | \$100,000.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| SUPPLIES-building materials, tools | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| OTHER-travel, insurance etc | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | \$75,000.00 | \$25,000.00 | \$100,000.00 |

*Match can be "hard" or "in-kind". Include an explanation of these costs in your narrative, including any changes from the Preliminary Application Budget. **You MUST include quotes for any grant-funded items over \$3,000, bid proposals for any items over \$5,000, and formal bids for items over \$25,000.** This budget may be amended by MMSWMD, with the agreement of the applicant, for budgetary or other reasons in the FAA if this application is funded.



MMSWMD Match Commitment Documentation

Applicant

City of Centralia

Certified Amount

\$25,000.00

The above applicant hereby certifies that the above amount, in the form of cash or other eligible matching fund, will obligate* as matching funds pursuant to 260.335, RSMo, and 10 CSR 80-9.010. These funds are obligated ** in order to enable the applicant to receive district grant funds from the Mid-Missouri Solid Waste Management District (MMSWMD) in the amount applied for as specified in the MMSWMD Application Budget Document here attached. The applicant hereby certifies that these funds are not obligated as matching funds for any other grant and that these matching funds have come from a source(s) other than MMSWMD district grant funds.

* Applicants may substitute available if they cannot legally obligate funds at this point.

** Applicants may substitute required if they cannot legally obligate funds at this point.

Name of Authorized Official

Matthew C. Harline

Title

City Administrator

Signature

Subscribed and sworn to before me on this

day of

Year

I am commissioned as a notary public within the county of

, State of Missouri

My commission expires:

(Signed and Sealed)

Notary Public



MMSWMD Projected Diversion Worksheet

| Material diverted/ recycled | Calculation of diversion | | | Method for measuring diversion |
|---|--------------------------|-------------------------|--|-----------------------------------|
| | 1. Tons/quarter | 2. # of quarters active | 3. Total projected diversion (1x2=3) | |
| Comingled plastic | 1.5 | 4 | 6 | SR |
| Aluminum | .5 | 4 | 2 | OTME |
| Steel cans | .75 | 4 | 3 | OTME |
| Glass | 1.25 | 4 | 5 | OTME |
| Mixed paper | 1 | 4 | 4 | SR |
| | | | | |
| | | | | |
| 4. Total projected diversion during project period | | | | 20 |
| 5. Total diversion for five (5) years following grant period (only complete for EQUIPMENT grants) | | | | 103.04 |

A. Enter the material you will divert. Refer to list provided.

1. Enter the tons of material you will divert in a quarter
2. Enter the number of quarters you will calculate active diversion
3. Calculate the diversion for each material and sum these tons in #4. Calculate #5 if purchasing equipment.

B. List method of measurement

- SR = scale receipts of material processed
- OTME = one time accurate measure by scale
- VE = volume based estimate (% of the container that is full multiplied by the volume to weight conversion, without empirical scale weight)
- OTHER = other method (explain)

Materials Diverted can include:

- a. glass
- b. paper and fiber
- c. aluminum and steel
- d. yard waste
- e. #1 & #2 plastic
- f. tires
- g. HHW
- h. other plastics
- i. E-waste
- j. low market value materials (compost)

The following are guidelines for grading the **Cost/Benefit Ratio of Criterion #2 of the Grant Scoring Criteria** where a maximum of 4 points can be awarded. Grant amount/projected diversion must be greater than:

- a. \$10/ton for yard waste projects
- b. \$50/ton for standard fibers (OCC, newsprint, #8 paper, magazines or sorted white office paper, steel or aluminum)
- c. \$250/ton for #1 or #2 plastics, glass or tires
- d. \$500/ton for HHW, other plastics, e-waste or other low market value products

