

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen

Special Meeting

Monday, January 8, 2018

7:00 P. M.

City Hall Council Chambers

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. AS MAY ARISE
- IV. RECESS UNTIL AFTER THE PUBLIC WORKS AND PUBLIC UTILITIES COMMITTEE MEETING

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen

Public Works and Public Utilities Committee

Monday, January 8, 2018

Approximately 7:05 P. M.

(Immediately following Meeting of the Board of Aldermen)

City Hall Council Chambers

- I. ATTENDANCE
- II. COMMENTS FROM CITIZENS
- III. ELECTRIC DEPARTMENT
 - A. Activity Report
 - B. Generation
 - C. Distribution
 - D. Other
 - 1. Assistant Foreman Position
- IV. PUBLIC WORKS
 - A. Activity Report
 - B. Streets
 - C. Sanitation
 - D. Storm sewer
 - E. Other
- V. WATER AND SEWER DEPARTMENT
 - A. Activity Report
 - B. Water
 - C. Sewer
 - 1. Lagoon mowing
 - D. Other
 - 1. Lead Operator Position
- VI. OTHER
 - A. Regional MML Meeting Boonville – Wednesday, January 17
- VII. AS MAY ARISE
- VIII. ADJOURN

(over)

AGENDA
CITY OF CENTRALIA, MISSOURI
Board of Aldermen
Special Meeting

Monday, January 8, 2018

Approximately 7:30 P. M.

Resume immediately following 2018 Public Works and Public Utilities Committee
City Hall Council Chambers

- I. CALL TO ORDER
- II. ACTION AGENDA
 - A. Legal
 - 1. Calling a Special Meeting of the Board of Aldermen at 7:00 p.m. on Monday, January 15, 2018. (Motion)
- III. NEW BUSINESS
 - A. Seeking legislation by the Missouri General Assembly to allow the City of Centralia and similar cities to seek a Public Safety Sales Tax by majority vote.
- IV. CLOSED METING*
- V. AS MAY ARISE
- V. 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:

- 1. 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 as provided for under Section 610.021 (1) of the Revised Statutes of Missouri; and
- 2. For leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor; such closed session and closed vote shall be for as provided for under Section 610.021 (2); and
- 3. For preparation, including any discussions or work product, on behalf of the City of Centralia for negotiations with employee groups as provided for under Section 610.021 (9) of the Revised Statutes of Missouri.
- 4. For review of sealed proposals and related documents or any documents related to a negotiated; as provided for under Section 610.021 (12) of the Revised Statutes of Missouri.

Electric Department December 2017 Activity Report

- Cards- 32
- Locates- 21
- Disconnects- 28
- Rereads- 29
- Trimmed trees behind 310 North Columbia Street, north baseball field along East circuit and Norfolk and Southern Railroad, over concession stand for line clearance and trimmed for line clearance north of Highway 22 between Hickman and North Allen Streets.
- Disconnected 104 South Jefferson and 815 East Rodemeyer for structure fires and assisted Fire Department with fire.
- Installed new services at 715 Jason Court, 631 South Central and 805 Jason Court.
- Set temp electric at 926 Kelli Court.
- Installed underground on East Highway 22 for storage units.
- Repaired street lights at 620 South Porter, parking lot light at the Library, 310 North Columbia Street, Allen and Lakeview, replaced light at East Gano Chance and South Jefferson Street.
- Set new guy pole at South parking lot and South Howard Burton Street and transferred equipment.
- Removed ten poles on the east side of Reed Street after undergrounding project early this fall.

City of Centralia – Centralia, Missouri
D R A F T
Job Title: Assistant Line Foreman - Electric

Date: 1/5/2018

Status: Nonexempt

Department: Public Utilities

Amended:

Division: Electric

Written By: Matt Harline

Approved By: Board of Aldermen

Grade: M

Title of Immediate Supervisor: Line Foreman - Electric

Salary Range: \$16.95 - \$20.87

SUMMARY

Under the immediate direction of the Line Foreman, assists in the construction and maintenance of overhead & underground power lines and related electrical facilities and systems, and serves as on-site supervisor in the absence of the Line Foreman.

RESPONSIBILITIES AND DUTIES

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be re-defined pursuant to operational needs.

- 1.0 1.0 Assist in the maintenance of existing overhead & underground power lines to ensure uninterrupted service
 - 1.1 Inspects power lines, insulators, utility poles, connectors, guy wires, transformers and capacitors to determine maintenance needs.
 - 1.2 Determines priority of work and informs workers what work is to be performed.
 - 1.3 Oversees and participates in the repair or replacement of power lines, insulators, utility poles, connectors, guy wires, transformers and capacitors.
 - 1.4 Oversees and participates in the removal of unused and abandoned power lines.
 - 1.5 Determines appropriate locations for capacitors.
 - 1.6 Supervises, coordinates and participates in the maintenance of existing power lines and serves as on-site supervisor in the absence of the Line Foreman.
- 2.0 Participates in the construction of new power lines.
 - 2.1 Inserts stakes where power line is to be constructed to designate where utility poles are to be erected.
 - 2.2 Covers existing wires with rubber cover-up material to prevent electrical shock.
 - 2.3 Bores holes into ground and sets utility poles, using auger, utility pole handling and hydraulic tamper attachments on digger derrick.
 - 2.4 Climbs poles and operates aerial basket to reach a position where work can be performed on power lines.
 - 2.5 Attaches cross arms to utility poles.
 - 2.6 Strings new wires, using stringing trailer and stringing dolly.
 - 2.7 Secures wires to cross arm insulators and splices wires to adjoining sections of power lines to complete circuits, using various hand tools.
 - 2.8 Energizes new power lines.
 - 2.9 Serves as on-site supervisor and reports progress and costs of new power lines to Electric Committee in the absence of the Line Foreman.
- 3.0 Participates in the installation of new transformers.
 - 3.1 Transports new transformers to job sites and transports old transformers from job sites, using digger derrick.
 - 3.2 Disconnects defective transformers from power lines and utility poles.
 - 3.3 Grounds new transformers and attaches new transformers to utility poles.

- 3.4 Connects new transformers and check to see if customers are receiving power.
 - 3.5 Serves as on-site supervisor in the absence of the Line Forman.
- 4.0 Resolves customer questions and problems in the absence of the Line Forman.
- 4.1 Receives calls from customers concerning electric service, such as low voltage and power outages.
 - 4.2 Inspects problems to determine appropriate courses of action to resolve problems.
 - 4.3 Makes appropriate repairs.
- 5.0 Installs and maintains customer service drops.
- 5.1 Installs new service drops to initiate electrical service.
 - 5.2 Inspects existing service drops for defects.
 - 5.3 Repairs and replaces defective service drops.
 - 5.4 Checks to see if customer is receiving appropriate voltage, using voltmeter.
 - 5.5 Serves as on-site supervisor in the absence of the Line Forman.
- 6.0 Oversees and participates in the testing of electric meters.
- 6.1 Removes electric meters.
 - 6.2 Tests meters at fast load and light load, and tests for creep, using electric meter tester.
 - 6.3 Calibrates electric meters to ensure accuracy.
 - 6.4 Reinstalls meters that meet standards of accuracy.
 - 6.5 Replaces meters that do not meet standards of accuracy.
 - 6.6 Serves as on-site supervisor in the absence of the Line Forman.
- 7.0 Oversees and participates in the trimming of tree limbs and branches to allow proper power line clearance.
- 7.1 Operates aerial basket truck to position self where can cut limbs and branches.
 - 7.2 Cuts limbs and branches, using chainsaws and handsaws.
 - 7.3 Operates front-end loader to load limbs and branches into dump trucks.
- 8.0 Oversees and participates in the maintenance of street and security lighting systems.
- 9.0 Oversees and participates in the maintenance of substations under the supervision of the Line Foreman.
- 9.1 Operates repairs and replaces takeaway circuits and circuit breakers.
 - 9.2 Maintains records of circuit loads.
- 10.0 Participates in the maintenance of Electric Department building, grounds and equipment.
- 11.0 Performs related duties as needed or assigned for the Electric or other departments.

MINIMUM QUALIFICATIONS

- 1. Extensive work experience and/or training in the methods and procedures used in the operation, construction, and maintenance of electrical distribution systems.
- 2. Demonstrated ability to operate required equipment.
- 3. Excellent health and physical condition to permit often-strenuous work under varying weather conditions.
- 4. Possess a valid Missouri Driver's license and a good driving record and a Class B Commercial Driver's License (6 month waiver for new hires).
- 5. Possesses a valid Dept. of Labor certified Journeyman Lineman Certification

6. Demonstrated ability to understand and accurately follow oral and written instructions.
7. Above average written and oral communication skills.
8. Excellent work history and attendance record.

STREET and SANITATION DEPARTMENT
Monthly Activity Report for December 2017

1. Collected and bailed cardboard from businesses 3 days a week
2. Picked up recycling at city hall, schools, and Guard office several times this month
3. Swept streets around town
4. Stripped forms, cleaned up, and opened up street cuts
5. Hauled off leaves and brush from drop off site out to the old landfill area several times
6. Assisted Mr. England with brush burning at the brush site at the old landfill area
7. Did 25 locates this month
8. Hauled and spread and bladed 7 loads of rock on Campbell st.
9. Bladed Randolph, s. Columbia
10. Spent several days and moved storm sewer pipe and grates piled at the street barn out to the landfill area
11. Attended Insurance Committee meeting at city hall to try and figure out new insurance
12. Changed out the cutting edges on the grader
13. Piled rock at the street barn
14. Hauled off 2 loads of plastic and 1 load of recycling to City of Columbia recycling facility
15. Worked on sweeper (oil leak), took to Meyers Truck Service for repairs
16. Put up new street name signs at Ivy/Lakeview, Gano-Chance/Westwind, Lois/Country land
17. Removed the tailgate, loaded and hooked up the spreader, hooked up the snowplow, and got truck cleaned up and ready to go
18. Took dump truck with spreader out to landfill area and showed Aaron how to load and spread material
19. Watched and discussed confined space safety video at the street barn
20. Washed and waxed dump truck #104, work truck #91, and work truck #25
21. Called out to deliver barricades to plumber digging in city street on 12/8/17
22. Called out twice on 12/9/17 to check on the fire at the brush pit
23. Called out to check slick streets caused from putting out house fire on 12/10/17 (spread ice melt)
24. Cleaned and organized the shop
25. Serviced, and washed and waxed truck #10
26. Repaired street name sign at Jefferson/Railroad, and Clark/Hickman that were damaged from high winds
27. Checked and hauled some tree limbs in streets from high winds
28. Greased and washed loader and backhoe
29. Repaired electrical plug in one of the bays
30. Dug out and replaced old alley culvert on Southgate b/w Columbia and Fullenwider with 28ft of 12in metal culvert
31. Spent 1 day and decorated the plow truck and put into the tractor parade
32. Cut off old anchor sticking up at RV dump site so it does not get hit by mower

33. Cleaned up drywall and nails that were spilled on s. Jefferson
34. Spent several days pushing piles and leveling up at the brush pit after it was burned
35. Trimmed brush at corner of Lakeview/Adams to help with visibility
36. Met with contractor on Jason ct. to look at new driveway approach and sidewalk
37. Met with 5 Oaks on n. Allen to discuss drainage
38. Spent several days working with the Electric dept. trimming trees hanging over streets around town
39. Assisted the water dept. with water main repair by ballfield
40. Put up no outlet sign on s. Central just north of Campbell st. at the request of residents on the cul-de-sac
41. Attended insurance meeting at city hall for new insurance and fill out paperwork
42. Dug out and set 60ft of 15in plastic culvert in ditch on Booth beside 401 Orchard
43. Replaced both batteries in the loader
44. Plowed and spread material on streets on 12/24/17, on 12/26/17, and on 12/29/17
45. Went to Viking-Cives Midwest in Oak Grove and picked up dump truck with new snow plow, and then installed and hooked up spreader and got it ready to go
46. Replaced the spinner on one of the spreaders
47. Met with Don Jenkins with MECO and looked at possible storm sewer work in Mayes Meadows
48. Mixed up pile of sand and cinders at the old landfill

ACTIVITY REPORT
WATER DEPARTMENT
December 2017

- Thawed frozen meter at 711 Jason Ct.
- Thawed frozen meter at 1227 Remington – lid off
- Thawed frozen meter at 1235 Remington – lid off
- Thawed frozen meter at 119 S. Barr- lid off and meter jar broke
- Checked 11 meters that were froze on residents side
- Repaired leaking 12” water main at North Field hit during anchor installation – incorrect locate
- Made two water taps at end of Kelli Ct. for Lonnie Nichols
- Changed leaking key valve at 651 Tidball
- Met with Jeremy Sapp at lagoons on brush and tree clearing – completed
- Replaced electric line supply to lime pump at Water Plant
- Checked sewer at 802 E. Lakeview for blockage – ok
- Cleaned vehicles, changed oil and cleaned shop during bad weather
- Met with 609 Sappington on leak and making sure it was fixed at later date – completed
- Checked for leak at 708 N. Allen – sump pump draining into ditch from next house
- Met with 531 Miles on sewer issue and showed what they were responsible for
- Checked 323 Wilkens for sewer blockage – customer issue
- Dug trench at 926 Kelli to assist telephone company with line repair – bad locate by them, hit by us
- Interviews for job opening in department
- Met with Bartlett and West on sewer issues dealing with permit going forward
- Hauled 127 loads of lime to farmers fields
- Put blade on dump truck to assist street department and removed lime tank
- Retirement dinner for Randy Adams
- Read all utility meters for billing

City of Centralia – Centralia, Missouri
D R A F T
Job Title: Lead Equipment Operator Water & Sewer

Date: 1/5/18

Title of Immediate Supervisor: Foreman, Water and Sewer

Written By: Matt Harline

Approved By: Board of Aldermen

Status: Nonexempt

Department: Public Works

Division: Water and Sewer

Grade: H

Salary Range: \$14.21 - \$15.46

SUMMARY

Under the direction of the Foreman, Water and Sewer, reads, connects, disconnects, tests and repairs water meters; participates in the construction and maintenance of water distribution and sewage facilities, including the operation of equipment used in the construction and maintenance of water distribution and sewage facilities; serving as on-site supervisor when the Foreman or Assistant Foreman is not available.

RESPONSIBILITIES AND DUTIES

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be re-defined pursuant to operational needs.

1.0 Reads residential and commercial water meters.

- 1.1 Obtains water meter cards, indicating meters to be connected and disconnected, from City Hall.
- 1.2 Records addresses and meter numbers of meters to be connected and disconnected.
- 1.3 Reads meters, records readings on meter reading cards and turns cards in to City Hall.
- 1.4 Takes monthly meter readings to determine water usage of city facilities.
- 1.5 Pump water out of water meter pits, using portable pump.

2.0 Connects water meters in initiate water service.

- 2.1 Removes plugs from customer side of water service lines.
- 2.2 Installs water meters.
- 2.3 Tightens unions on water meters, using wrenches.
- 2.4 Opens valves on water main side of service lines.
- 2.5 Approves water meter installation in the absence of the Foreman or Asst. Forman.

3.0 Disconnects water meters to discontinue water service.

- 3.1 Closes valves on water main side of water service lines.
- 3.2 Loosens unions on water meters.
- 3.3 Removes water meters.
- 3.4 Installs plugs in customer side of service line.
- 3.5 Works with citizens and City staff to insure best outcomes.

4.0 Tests water meters to ensure accuracy, and repairs defective water meters.

- 4.1 Test water meters, using one hundred-gallon and ten-gallon water meter testers, to determine accuracy of meters.
- 4.2 Repair water meters by replacing defective parts.
- 4.3 Cleans water meters and water parts, using cleaning acid and water.
- 4.4 Reassembles water meters.

5.0 Participates in the inspection and maintenance of wastewater lift stations.

- 5.1 Inspects electric motors, pumps and air compressors to see if operating properly.
- 5.2 Inspects and replaces bearing packing.
- 5.3 Cleans pump impellers.
- 5.4 Tightens bolts on packing glands to reduce leaking of bearings.
- 5.5 Applies odor controlling chemicals to wet wells.
- 5.6 Drains water out of air compressor air tanks.
- 5.7 Lubricates moving parts.
- 5.8 Participates in the replacement of defective pumps.
- 5.9 Pump sewage out of wet wells, using trash pumps.
- 5.10 Acts as on-site supervisor in the absence of the Foreman or Asst. Foreman.

6.0 Operates equipment used in the construction and maintenance of water distribution and sewage facilities.

- 6.1 Operates backhoe to excavate and backfill.
- 6.2 Operates sewer machine to clear sewer line blockages.
- 6.3 Operates front-end loader and loader portion of backhoe to load materials into dump trucks.
- 6.4 Operates tank truck to transport water for use in sewer machine.
- 6.5 Operates air compressor to supply compressed air to jack hammer.
- 6.6 Operates power tamper to compact dirt and gravel.
- 6.7 Operates dump truck to transport and dump gravel and other materials.
- 6.8 Acts as on-site supervisor in the absence of the Foreman or Asst. Foreman.

7.0 Participates in the installation of residential and commercial water service taps.

- 7.1 Attaches tapping machine to water mains.
- 7.2 Drills holes into water mains, using drill bit and ratchet.
- 7.3 Threads holes in water mains.
- 7.4 Attaches corporations to water mains.
- 7.5 Runs water lines from taps to meter jars.
- 7.6 Turns corporation valve on to start flow of water.
- 7.7 Approves service installation in the absence of the Foreman or Asst. Foreman.

8.0 Participates in the inspection and maintenance of water and sewer lines.

- 8.1 Digs to locate leaks and to allow the repair of water and sewer lines, using backhoe and shovels.
- 8.2 Replaces defective portions of service lines.
- 8.3 Thaws frozen service lines, using water line thawing machine.
- 8.4 Repairs leaks in service lines.
- 8.5 Repair leaks in water meter/service line connections, by replacing defective washers and curb stops.
- 8.6 Backfill trenches and holes, using backhoe and shovels.
- 8.7 Operates jackhammer to break up concrete and asphalt to locate manhole covers, water mains and water valve covers.
- 8.8 Compacts dirt and gravel, using power tamper.
- 8.9 Flushes rust and sediment out of fire hydrants.

9.0 Participates in the construction of new water and sewer lines.

- 9.1 Digs to produce flat surfaces in bottom of trenches, using shovels.
- 9.2 Joins sections of pipe.
- 9.3 Installs fire hydrants and valves.
- 9.4 Acts as on-site supervisor in the absence of the Foreman or Asst. Foreman.

10.0 Assists in the maintenance of water treatment plant.

- 10.1 Changes oil in primary and secondary basin motors.

- 10.2 Installs manhole rings on top of manholes.
- 10.3 Fill around manhole rings with asphalt, using shovels.
- 10.4 Compacts asphalt, using power tamper.

- 11.0 Assists in the maintenance of water treatment plant.
 - 11.1 Changes oil in primary and secondary basin motors.
 - 11.2 Lubricates moving parts as needed.
 - 11.3 Scrapes line sludge off walls and floor of primary and secondary basins.

- 12.0 Assists in the maintenance and treatment of sewage treatment lagoon.
 - 12.1 Adds chemicals to lagoon water as requested by Water Plant Operator or Foreman, Water and Sewer.
 - 12.2 Cuts brush around lagoon, using chain saw.
 - 12.3 Obtains water samples as requested by Water Plant Operator or Foreman, Water and Sewer.
 - 12.4 Maintains sewage treatment lagoon berm.

- 13.0 Performs various activities for other departments.

- 14.0 Performs related duties as needed or assigned.

MINIMUM QUALIFICATIONS

1. Demonstrated ability to operate or learn to operate required equipment. One year of experience in Water, Wastewater operations in public or private water supply systems.
2. Excellent health and physical condition to often permit strenuous work under varying weather conditions.
3. Possesses at least one of the following licenses: Valid Missouri Level DS-I in Water Distribution; Valid Missouri Level D in Water Treatment; or Valid Missouri Level D in Wastewater Treatment.
4. Possess a valid Missouri Driver's license and a good driving record and a Class B Commercial Driver's License (6 month waiver for new hires).
5. Demonstrated ability to understand and accurately follow oral and written instructions.
6. Above average written and oral communication skills.
7. Excellent work history and attendance record.