City of Meta
Monthly Meeting
March 10, 2021 6:30 PM
City Hall

CALL TO ORDER: Mayor Harold Libbert

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Alderman Helton
Alderman Sherrell
Alderman Wankum
Alderman Hoffman

AGENDA:

Approval of Minutes
- Regular Monthly Meeting January 13, 2021

Financial Report

Water/Trash Report
- Monthly Water/Trash Report

Chief Water Operator Report
- IOC & VOC Samples
- Pitot Gauge Location—Missing

City Maintenance Report/Issues
- Poles @ Ballpark
- Nuisance Property Clean-up Update

Old Business
- Old School Monument
- Schroeder Ballpark Batting Cage

New Business
- City Clerk's Report
  - Letter to Customers
- Attorney Report
- Open Discussion (3-Minutes per topic)

Next Meeting – April 14, 2021 starting at 6:30 p.m.

MOTION TO ADJOURN

CLOSED SESSION

The board of Aldermen may go into closed session for the purpose of discussing and/or acting upon the following matters:

1. RSMO.610.021 (1) "Relating to legal actions, causes of action or litigation involving a public governmental body." RSMO.0610.021 (13) "Relating to hiring, firing, disciplining or promoting of personnel of a public governmental body."

City of Meta
Town Board Minutes
February 10, 2021 6:30 P.M.
City Hall
101 S Locust St.
Meta, Missouri

CALL TO ORDER: Mayor Harold Libbert called the meeting to order at 6:30 PM on February 10, 2021.

PLEDGE OF ALLEGIANCE: All Participated

ROLL CALL:
Alderman Otto Wankum - Present
Alderman Steven Sherrell – Present
Alderman Ivie Helton – Present
Alderman Lawrence Hoffman – Present

OTHERS PRESENT:
Deidra Buechter
Gary Davis
Mary Plassmeyer
Blake Wilbers
Nathan Nickolaus
Neal Johnson

APROVAL OF MINUTES: Alderman Sherrell moved to approve the Meeting Minutes from January 13, 2021 regular meeting and closed meeting minutes from January 13, 2021. Alderman Hoffman 2nd. Motion carried unanimously.

FINANCIAL REPORT: Treasurer Plassmeyer presented the monthly financial report as follows:

- As of November 30, 2020
  - Super Now Account #0028 (Operating Fund)
    - Balance as of 12/31/2020 $313,983.55
    - Deposits $42,217.16
    - Debits $29,153.67
    - Balance as of 1/29/21 $27,047.04
  - Escrow Account #0095
    - Balance as of 1/29/21 $910.00
  - Money Market Account #4411
    - Balance as of 11/30/20 $140,091.47
    - Monthly Interest Earned $22.26
    - Balance as of 1/29/21 $140,113.73
  - Certificate of Deposit #15411 (2.50%/annum) 54-month CD
    - Balance as of 1/29/21 $52,886.55
  - Certificate of Deposit #15640 (1.50%/annum)
    - 15-month CD Maturity Date: 04/29/2021
    - Balance as of 1/29/21 $124,095.34

Total MAB Statement as of 1/29/21 $645,052.66

$30,780.99 in expenses were paid; all of which were approved and signed by alderman at the last meeting Alderman Wankum moved to approve the financial report. Alderman Sherrell 2nd. Motion carried unanimously.

WATER AND TRASH REPORT: Water/Trash report presented by City Clerk Buechter. A total of 578,352 gallons of water were pumped during January, with

- 263,523 gallons sold
- 0 gallons flushed
- 263,823 gallons of water lost
- 54.38%

- 0 gallons leaks
- 300 gallons fire department

The ending report for December was as follows:

- $2844.98 in water—Sold 326,885
- $1,110.40 trash service
- $50.00 in late fees
- $105.09 sales tax
- $ 0 Reconnect Fees
- $4,110.47 Total Charges
- $1,430.07 previous balance
- $4,506.95 payments
- $1033.59 Balance Due

Alderman Helton inquired why water loss was so high.

- Clerk/Chief Water Operator Buechter said, "It seems we have a leak somewhere but we have not been able to find it.
- "I don't know where else to look," said Wankum.
- "I don't know how it can be 54 percent one month and seven percent another month. You'd think there'd be some kind of consistency." Said Alderman Helton
- Mayor Libbert suggested keeping tabs on it for a month or two and see where the numbers go from here.

CHIEF WATER OPERATOR REPORT:

Bartlett and West gave a presentation on completion of the chlorination system, and informed board members on the final placement of the two new samples stations. Bartlett & West Engineer Gary Davis told Meta aldermen that everything is moving along smoothly with the city's chlorination compliance project.

- "We feel like you guys are in a really good place with that, and I believe the chlorine is spread throughout the system," said Engineer Gary Davis.
- The final piece of the checklist was to measure chlorine residuals with a test kit, which has been done.
- "The way I see it, once I get all of these documents sent to DNR, you guys will have completed the BCA," said Engineer Gary Davis.
- DNR requires a 12-month compliance period under the terms of the BCA, during which DNR will not commence formal litigation for past violations unless the city fails to maintain a good-faith effort.
- Engineer Gary Davis said DNR will not send a letter stating that fact but the ongoing requirements will remain in place.
- Bartlett & West took samples for about a week to make sure everything was going well but then turned it over to Buechter.
- Engineer Gary Davis submitted a certificate of substantial completion, meaning the city agrees the project is completing its function, effective Jan. 22, which is when the one-year warranty began.
- Alderman Wankum said, "I, for one, think the project went smooth as hell," he said. "I can't think of any hiccup, except for a few rocks in our way. I was there for a lot of it and I think it went really well."
- "We appreciate the hard work your whole team put in for us." said Alderman Ivie Helton.

- Interim Chief Water Operator Deidra Buechter told aldermen that she would continue to serve in this part-time capacity but needs more money. Buechter requested an increase from $350/month to $450 per month.
- Chief Water Operator Buechter said she has tracked her hours for the previous month as she worked on updating the inspection and compliance notebook for the Missouri Department of Natural Resources (DNR), correspondence with DNR and Bartlett & West, and a customer without water over the previous weekend, all of which totaled 38 hours and 45 minutes.
- "I think you're a little steep when I furnished all the equipment besides this last one," said Mayor Harold Libbert, who last served as the chief water operator. "I never got that much when I furnished all the equipment and repaired the lines. I don't think it's fair. If you want to bid it back out, let's bid it back out."
- Buechter countered that when all of Mayor/Previous Chief Water Operator Libbert's hours were calculated — without equipment costs — the average paid to Mayor/Previous Chief Water Operator Libbert was $541 per month.

- Alderman Ivie Helton said that $450 per month at the number of hours Buechter worked comes out to $11.68 per hour. "That's not very much," she added. "You make more than that in your city clerk job."
- Libbert asked if Buechter was on the clock during the recent repair of the six-inch water main.
- "Probably," she replied.
- "Why weren't you up here doing paperwork instead of standing on the highway?" Mayor Libbert asked.
- "I was there for help and I knew the paperwork had to be filled out and sent to DNR, and I knew you weren't going to do it," Buechter said.
- "But you don't want to do this forever?" asked Alderman Wankum.
- Buechter told alderman she didn't want to do this forever.
- Alderman Helton said she appreciates the fact that Buechter tracked her hours because until now, it had been an unknown element of servicing the city's water system. "We didn't know what to expect," she said. "We were blind to begin with and we didn't know if it would be a four-hour gig or something else."
- Buechter said that about six hours was spent updating the DNR book, a project former city clerk Linda Bode began. When DNR inspects the city every five years, it is expected that this book is up-to-date. "In the past, when that inspection happened to her, she did not know that," said Buechter, adding that DNR insists the required information is quickly and easily accessible. "She didn't want to leave that burden for whoever took her place. There are things that have to be updated monthly." DNR asks for 10 years of operational records, along with 12 months of daily water-meter readings. Of 37 sections in the book, Buechter said she has updated through part of Section 8.
- "There's a lot more record-keeping now than 10 or 15 years ago," said Alderman Steve Sherrell.
- "Nobody likes to keep records but it needs to be done," Alderman Wankum said.
- Buechter told aldermen she understands how costly it would be to have another person come to town to perform daily functions and agreed it was in the best interest of the city that she continues.
- "I don't feel like anyone is trying to pressure me into doing it," she said.
- "We appreciate you stepping up," Helton replied.
    - Alderman Helton moved to pay Buechter a $450.00 lump sum each month. Alderman Wankum 2nd. Motion carried unanimously.
- "Even if she only works the hours she put in last month, that's less than $12 per hour for a job she's well qualified for and is less than the city clerk's job," said Helton. "The fact she's willing to step in and do it, I don't have a problem with it at all."
- Mayor Libbert said it takes a lot more work to maintain the city's mains than people realize. "If something breaks tonight, you have to fix it," he said.
- In the event of a main break, Buechter said she does have people lined up to handle repairs since she doesn't own equipment.
- "Well, being an operator doesn't require you to own equipment. You can hire people to do that." said Alderman Wankum.
- Mayor Libbert asked if Buechter would install and replace meters and fix broken lines.
- Alderman Hoffman said she can do as much as she is comfortable with. "If she doesn't want to or can't change out a meter, she has the option to contact Ruben to do that. Her job is to take water samples, do the paperwork and contact someone to do the repairs as needed."
- Mayor Libbert didn't think that was fair since he had to do the repairs.
- Alderman Hoffman replied to Mayor Libbert saying, "We messed around with this hole out here for six or seven days and gave you however much, and we still wound up paying someone else to finish it," he said. "If we had just grabbed the bull by the horns and hired them in the first place, we would have saved money."
- Mayor Libbert disagreed, noting there would still have been a cost for equipment use.
- "But if we had just hired them, we wouldn't have had all your time down there messing with it," Alderman Hoffman said.
- Mayor Libbert replied that he had a lot of equipment but not much time invested in that project.
- "It doesn't make much difference. We need someone to do it and get it done."
- City Attorney Nathan Nickolaus suggested contracting with two excavating companies recommended by Buechter for help in an emergency. "It doesn't cost you anything to have them on standby," said Nickolaus. "Call whoever is available and the cheapest."
    - Alderman Helton moved to hire Water Operator Ruben Wieberg of Wieberg Excavating on an as-needed basis to serve as backup water operator and for any work/construction to the City's Water System. And Matthew

Kliethermes of Matthew Kliethermes Excavating, to serve as a back-up equipment operator in the event of an emergency. Alderman Sherrell 2nd. Motion carried unanimously.

- Wieberg's and Kliethermes' proposals for charges are attached.
- Buechter said Wieberg is willing to sign a contract to serve as the backup water operator, with the understanding that he would only be involved upon request by Buechter.
- Aldermen agreed that having Kliethermes serve as a backup to Wieberg is a bonus, and agreed to have both help out when necessary.

Buechter shared her updated with the Board on the Emergency Operations Plan. She is still working on it, but inquired how the City would proceed with finding an emergency water supplier if the need arises. Mayor Libbert said that the City has a contract with Opies to truck in potable drinking water if the need arises. Buechter will look into this to see if the contract is still valid as no one else on the board or any of the City staff was aware of such contract.

CITY MAITENANCE REPORT/ISSUES:

- Poles @ Ballpark
  - Alderman agreed to have braces welded to the existing poles for support.

OLD BUSINESS:

- Old School Monument
  - No Action taken—Alderman Wankum and Office Staff to draw up an idea for the park area at the new maintenance building
- Schroeder Ballpark Batting Cage
  - Aldermen are still evaluating the park for the best location of a batting cage. Alderman Wankum said he looked at other cages and said an area of 80 feet long and 14 feet wide would be needed to give players plenty of room to work. However, the question is where to put the cage.
  - Option one is to place it to the south of the playground.
    - The second possibility is to put it to the west near the large pavilion, and the final choice would be to put it east of the volleyball court.
  - Alderman Wankum said that placing the cage on the right-field side of the field would not work because people sit there to watch games. Placing it on the left-field side won't work because there's not enough room between the field and the rock bluff. Water and fiber-optic lines will need to be located and avoided as well. To store equipment, he suggested using the concession stand, as opposed to a prefabricated building, which could be an option if the cage is placed farther away. He said that because the Schroeder family is willing to donate half the funds to purchase the batting cage, he doesn't see a negative except for limited usable space.
- City Logo Ideas
  - Alderman Helton suggested using the attached idea presented at last month's meeting with some minor adjustments. See Attachment
- Approval of Ballpark Rental agreement
  - Alderman decided to replace the park rental agreement see attachment.

NEW BUSINESS:

- **City Clerk Report**
  - Clerk Buechter provided a pump inspection agreement from Flynn Drilling to inspect the well. The contract is good for three years at a locked in price. Alderman Helton moved to sign an agreement with Flynn drilling for the inspection of the City's well at $300/year for 3-years. Alderman Wankum 2nd. Motion carried unanimously.
    - Mayor Harold Libbert entertained a motion to adopt resolution 2021-03
      - Alderman Helton moves to adopt resolution 2021-03
      - Alderman Wankum 2nd
      - Motion carried unanimously
  - Clerk Buechter reported that Dollar General's legal department sent a letter indicating the city had not answered all of her concerns. Nickolaus will reach out to clarify the situation regarding the annexation of the business.

- **Attorney Report**
  - City Attorney Nathan Nickolaus told the board to consider putting a use tax measure on the ballot because there's a good change state legislation will be passed this year allowing municipalities to collect their share of

state use tax funds. These are collected on purchases made online but for Meta to benefit, a use tax would have to be approved by voters.
    - "It's really good for local businesses because they can compete with online sales, and it's good for the city because you're not getting that tax right now. To pass it will require you to get out there and explain it to everyone. There is also talk about eliminating the April election and moving all elections to November. I'm personally against it. The legislature believes you are slipping things through on the taxpayers without their knowledge. Holding all elections in November would be difficult. We would be way down on the ballot," said Nickolaus.
    - "The spring election is supposed to be for your local stuff," said Alderman Sherrell.
- Alderman Sherrell moved to close the open meeting and enter into a closed meeting at 8:33 PM. Alderman Helton 2nd. Motion carried unanimously.

No decisions were made in closed session.

NEXT MEETING: The next meeting is March 10, 2021 starting at 6:30 p.m.

- **MOTION TO ADJOURN**
    - Alderman Helton moved to adjourn the meeting at 9:15 PM. Alderman Sherrell 2nd. Motion carried unanimously.

Approved by:

_____
Harold Libbert, Mayor

Prepared by:

_____
Deidra Buechter, City Clerk

(SEAL)

MID AMERICA BANK
SUMMARY OF ACCOUNTS
As of February 26, 2021

Super Now Account #0028 (Operating Fund)	
Balance as of 01/29/21	$327,047.04
Deposits	$15,706.37
Debits	$49,034.48
Balance as of 02/26/21	**$293,718.93**
Escrow Account #0095	
Balance as of 02/26/21	**$910.00**
Money Market Account #4411	
Balance as of 01/29/20	$140,113.73
Monthly Interest Earned	$21.50
Balance as of 02/26/21	**$140,135.23**
Certificate of Deposit #15411 (2.50%/annum) **54-month CD** Maturity Date: 03/13/2023	$52,886.55
Certificate of Deposit #15640 (1.50%/annum) **15-month CD** Maturity Date: 04/29/2021	$124,095.34
Total MAB Statement as of 02/26/21	**$611,746.05**

City of Meta
Account QuickReport
As of February 28, 2021

	Num	Name	Date	Memo	Split	Type	Amount
Checking 3000028							
	15012	Ameren Missouri	02/09/2021	PO 000057	2000 · Accounts Payable	Bill Pmt -Check	-549.83
	15013	AT & T	02/09/2021	PO 000055	2000 · Accounts Payable	Bill Pmt -Check	-108.36
	15014	Badger Meter	02/09/2021	PO 000068	2000 · Accounts Payable	Bill Pmt -Check	-106.80
	15015	Bert Doerhoff CPA, PC	02/09/2021	PO 000155	2000 · Accounts Payable	Bill Pmt -Check	-425.00
	15016	CNA Surety	02/09/2021	PO 000094	2000 · Accounts Payable	Bill Pmt -Check	-100.00
	15017	Lauber Municipal Law, LLC.	02/09/2021	PO 000156	2000 · Accounts Payable	Bill Pmt -Check	-560.00
	15018	MFA Exchange-Meta	02/09/2021	PO 000064	2000 · Accounts Payable	Bill Pmt -Check	-54.99
	15019	Otto Wankum	02/09/2021	PO 000151	2000 · Accounts Payable	Bill Pmt -Check	-53.98
	15020	Warden Publishing Co.	02/09/2021	PO 000062	2000 · Accounts Payable	Bill Pmt -Check	-152.00
	15021	Wright Express FSC	02/09/2021	PO 000056	2000 · Accounts Payable	Bill Pmt -Check	-20.04
	15022	Bert Doerhoff CPA, PC	02/09/2021	PO 000152	2000 · Accounts Payable	Bill Pmt -Check	-130.00
	15023	Bartlett & West	02/10/2021	PO 000072	2000 · Accounts Payable	Bill Pmt -Check	-38,516.00
	15024	Ameren Missouri	02/18/2021		2000 · Accounts Payable	Bill Pmt -Check	-416.54
	15025	Card Service Center	02/18/2021	PO 000061	2000 · Accounts Payable	Bill Pmt -Check	-475.97
	15026	Osage County Recorder	02/18/2021	Lien Filing Fee-Danica Poston Violation of Ordinan	2000 · Accounts Payable	Bill Pmt -Check	-24.00
	15027	Diamond R Equipment	02/25/2021	PO 000154	2000 · Accounts Payable	Bill Pmt -Check	-1,575.00
	15028	Deidra J Buechler	02/28/2021		-SPLIT-	Paycheck	-1,186.26
	15029	Harold Libbert (Mayor)	02/28/2021		-SPLIT-	Paycheck	-138.53
	15030	Ivie D Helton	02/28/2021		-SPLIT-	Paycheck	-78.49
	15031	Kenneth N Loethen	02/28/2021		-SPLIT-	Paycheck	-488.15
	15032	Lawrence P Hoffman	02/28/2021		-SPLIT-	Paycheck	-78.49
	15033	Mary K Plassmeyer	02/28/2021		-SPLIT-	Paycheck	-454.85
	15034	Mitchell E. Stumpe	02/28/2021		-SPLIT-	Paycheck	-419.36
	15035	Otto J Wankum	02/28/2021		-SPLIT-	Paycheck	-78.49
	15036	Steven S Sherrell	02/28/2021		-SPLIT-	Paycheck	-78.49
	15037	Republic Services	02/26/2021		2000 · Accounts Payable	Bill Pmt -Check	-1,124.28
	ACH	Internal Revenue Service	02/02/2021	43-1134632	-SPLIT-	Liability Check	-535.48
	ACH	RICOH	02/09/2021	PO 000106	19180 · Office-Equipment/Supplies	Check	-132.85
	ACH	Internal Revenue Service	02/09/2021	43-1134632	-SPLIT-	Liability Check	-94.54
Total Checking 3000028							-48,156.77
TOTAL							-48,156.77

City of Meta
Net Fund Balances

	Operating Fund	Water Fund	Park Fund	Motor Fuel Tax Fund	Improve. Fund	Water Tower Fund	Deposit Escrow	Sewer Fund	Total	Money Market	CD #15597	CD #15411	Available Cash
Fund Balance @ 6/30/20	248,048.44	193,209.39	37,696.14	17,240.36	126,754.87	42,678.10	910.00	8,884.75	675,422.05	139,950.31	122,703.39	52,229.84	360,538.51
July Increase/(Decrease)	(111,397.82)	595.96	(3,876.51)	35,539.41	49,250.00	25,400.00	-	-	(4,488.96)	23.77	458.88		
Fund Balance @ 7/31/20	136,650.62	193,805.35	33,819.63	52,779.77	176,004.87	68,078.10	910.00	8,884.75	670,933.09	139,974.08	123,162.27	52,229.84	355,566.90
Aug Increase/(Decrease)	1,942.21	(750.01)	57.57	602.76	-	-	-	-	1,852.53	23.78	-	-	
Fund Balance @ 8/31/20	138,592.83	193,055.34	33,877.20	53,382.53	176,004.87	68,078.10	910.00	8,884.75	672,785.62	139,997.86	123,162.27	52,229.84	357,395.65
Sept Increase/(Decrease)	5,676.07	2,577.45	742.85	617.21	-	-	-	-	9,613.58	23.01	-	329.12	
Fund Balance @ 9/30/20	144,268.90	195,632.79	34,620.05	53,999.74	176,004.87	68,078.10	910.00	8,884.75	682,399.20	140,020.87	123,162.27	52,558.96	366,657.10
Oct Increase/(Decrease)	10,241.84	(1,585.74)	1,549.52	606.70	(90,199.11)	-	-	-	(79,386.79)	23.02	465.65	-	
Fund Balance @10/31/20	154,510.74	194,047.05	36,169.57	54,606.44	85,805.76	68,078.10	910.00	8,884.75	603,012.41	140,043.89	123,627.92	52,558.96	286,781.64
Nov Increase/(Decrease)	5,289.07	(317.31)	5.00	576.59	-	-	-	-	5,553.35	23.79	-	-	
Fund Balance @11/30/20	159,799.81	193,705.15	36,174.57	55,183.03	85,805.76	68,078.10	910.00	8,884.75	608,541.17	140,067.68	123,627.92	52,558.96	292,286.61
Dec Increase/(Decrease)	17,243.54	2,232.39	641.33	604.24	-	-	-	-	20,721.50	23.79	-	327.59	
Fund Balance @12/31/20	177,043.35	195,937.54	36,815.90	55,787.27	85,805.76	68,078.10	910.00	8,884.75	629,262.67	140,091.47	123,627.92	52,886.55	312,656.73
Jan Increase/(Decrease)	23,916.18	(14,279.97)	731.06	573.29	-	-	-	-	10,940.56	22.26	467.42	-	
Fund Balance @1/31/21	200,959.53	181,657.57	37,546.96	56,360.56	85,805.76	68,078.10	910.00	8,884.75	640,203.23	140,113.73	124,095.34	52,886.55	323,107.61
Feb Increase/(Decrease)	3,094.73	1,197.02	732.27	593.79	(38,516.00)	-	-	-	(32,898.19)	21.50			
Fund Balance @2/28/21	204,054.26	182,854.59	38,279.23	56,954.35	47,289.76	68,078.10	910.00	8,884.75	607,305.04	140,135.23	124,095.34	52,886.55	290,187.92
Mar Increase/(Decrease)									-				
Fund Balance @3/31/21	204,054.26	182,854.59	38,279.23	56,954.35	47,289.76	68,078.10	910.00	8,884.75	607,305.04	140,135.23	124,095.34	52,886.55	290,187.92
April Increase/(Decrease)									-				
Fund Balance @4/30/21	204,054.26	182,854.59	38,279.23	56,954.35	47,289.76	68,078.10	910.00	8,884.75	607,305.04	140,135.23	124,095.34	52,886.55	290,187.92
May Increase/(Decrease)									-				
Fund Balance @5/31/21	204,054.26	182,854.59	38,279.23	56,954.35	47,289.76	68,078.10	910.00	8,884.75	607,305.04	140,135.23	124,095.34	52,886.55	290,187.92
June Increase/(Decrease)									-				
Fund Balance @6/30/21	204,054.26	182,854.59	38,279.23	56,954.35	47,289.76	68,078.10	910.00	8,884.75	607,305.04	140,135.23	124,095.34	52,886.55	290,187.92

* Increase/(Decrease) does not include Depreciation Expense

City of Meta
Profit & Loss Budget Performance - Operating Fund
February 2021

	Feb 21	Budget	Jul '20 - Feb...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
OPERATING FUND INCOME					
16010 · Property Taxes	190.74	1,541.67	19,526.80	12,333.32	18,500.00
16020 · Surtax	230.82	833.33	19,760.16	6,666.68	10,000.00
16025 · General Sales Tax	4,848.77	3,750.00	41,280.84	30,000.00	45,000.00
16030 · Public Utility Tax	4,987.65	5,750.00	58,252.19	46,000.00	69,000.00
16037 · Railroad & Utility Tax	0.00		1,180.95	0.00	0.00
16040 · City Licenses	0.00	58.33	925.00	466.68	700.00
16052 · Motor Vehicle Sales Tax	169.88	150.00	1,628.37	1,200.00	1,800.00
16056 · Property & Equipment Sales	0.00		784.00		
16070 · Interest	57.86	375.00	2,554.48	3,000.00	4,500.00
16074 · Refunds/Reimbursements	0.00	12.50	6,186.56	100.00	150.00
Total OPERATING FUND INCOME	10,485.72	12,470.83	152,079.35	99,766.68	149,650.00
19800 · Transfers In	0.00	1,187.50	0.00	9,500.00	14,250.00
Total Income	10,485.72	13,658.33	152,079.35	109,266.68	163,900.00
Gross Profit	10,485.72	13,658.33	152,079.35	109,266.68	163,900.00
Expense					
OPERATING FUND EXPENSE					
18510 · Accounting	555.00	1,166.67	9,770.00	9,333.36	14,000.00
18511 · Legal Fees	560.00	916.66	7,685.50	7,333.36	11,000.00
18512 · Training	0.00	83.33	0.00	666.68	1,000.00
18545 · Fireworks Expense	0.00	333.33	4,000.00	2,666.68	4,000.00
18540 · Advertising	152.00	166.66	1,180.82	1,333.36	2,000.00
18740 · Election Costs	0.00	166.67	0.00	1,333.36	2,000.00
18800 · Dues & Subscriptions	0.00	83.33	1,024.20	666.68	1,000.00
18890 · Safe Deposit Box Fee	0.00	8.33	70.00	66.68	100.00
19040 · Insurance Premiums	0.00	833.33	5,849.00	6,666.68	10,000.00
19041 · Insurance Bonds	100.00	20.83	225.00	166.68	250.00
19080 · Contract Services	0.00	416.67	327.80	3,333.36	5,000.00
19090 · Elected Officials' Salary	490.00	500.00	3,920.00	4,000.00	6,000.00
19091 · Maintenance Employee Salary	986.06	833.33	9,239.66	6,666.68	10,000.00
19095 · City Clerk Salary	953.54	916.67	5,993.93	7,333.36	11,000.00
19097 · Treasurer Salary	468.35	666.67	5,052.82	5,333.36	8,000.00
19110 · Electric	823.57	750.00	5,133.48	6,000.00	9,000.00
19115 · Fuel	20.04	83.33	397.27	666.68	1,000.00
19150 · Maintenance-Equipment/Supplies	1,751.53	1,500.00	13,274.18	12,000.00	18,000.00
19170 · Payroll Taxes	221.73	291.67	1,851.76	2,333.36	3,500.00
19180 · Office-Equipment/Supplies	200.81	500.00	* 8,797.59	4,000.00	6,000.00
19182 · Postage Cost	0.00	25.00	145.90	200.00	300.00
19280 · Postal Box Fees	0.00	8.33	56.00	66.68	100.00
19300 · Maintenance-Repairs	0.00	166.67	1,141.41	1,333.36	2,000.00
19410 · Telephone	108.36	100.00	819.79	800.00	1,200.00
19420 · Mileage Reimbursement	0.00	16.67	0.00	133.36	200.00
Total OPERATING FUND EXPENSE	7,390.99	10,554.15	85,956.11	84,433.72	126,650.00
Total Expense	7,390.99	10,554.15	85,956.11	84,433.72	126,650.00
Net Ordinary Income	3,094.73	3,104.18	66,123.24	24,832.96	37,250.00
Other Income/Expense					
Other Expense					
19850 · Transfers Out of Operating Fund	0.00	9,137.50	109,650.00	73,100.00	109,650.00
Total Other Expense	0.00	9,137.50	109,650.00	73,100.00	109,650.00
Net Other Income	0.00	-9,137.50	-109,650.00	-73,100.00	-109,650.00
Net Income	**3,094.73**	**-6,033.32**	**-43,526.76**	**-48,267.04**	**-72,400.00**

* $5,844.46 CARES Act
audio visual equipment to broadcast board meetings

City of Meta
Profit & Loss Budget Performance - Water Fund
February 2021

	Feb 21	Budget	Jul '20 - Feb 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
WATERWORKS FUND INCOME					
26060 · Water Income	2,343.29	2,916.67	21,953.97	23,333.36	35,000.00
26065 · Trash Collection Fee	1,110.40	1,000.00	8,708.99	8,000.00	12,000.00
26079 · Water Bill Late Fees	70.00		790.00		
26082 · Service Connection Fee	0.00		60.00		
Total WATERWORKS FUND INCOME	3,523.69	3,916.67	31,512.96	31,333.36	47,000.00
Total Income	3,523.69	3,916.67	31,512.96	31,333.36	47,000.00
Gross Profit	3,523.69	3,916.67	31,512.96	31,333.36	47,000.00
Expense					
WATERWORKS FUND EXPENSE					
28511 · Legal	0.00	25.00	0.00	200.00	300.00
28512 · Training/Water	0.00	8.33	70.12	66.68	100.00
28800 · Dues & Subscriptions	106.80	83.33	1,354.82	666.68	1,000.00
29080 · Contract Services	0.00	1,472.91	15,450.21	11,783.36	17,675.00
29091 · Maintenance Employee Salary	12.87	250.00	638.14	2,000.00	3,000.00
29095 · City Clerk Salary	516.15	250.00	3,696.64	2,000.00	3,000.00
29097 · Treasurer Salary	43.68	125.00	617.35	1,000.00	1,500.00
29105 · DNR Water Test Costs	0.00	35.41	417.48	283.36	425.00
29110 · Electric	114.63	166.67	2,009.72	1,333.36	2,000.00
29111 · Trash Costs	1,124.28	1,083.33	9,775.04	8,666.68	13,000.00
29140 · Pump & Well Costs	0.00	41.67	0.00	333.36	500.00
29150 · Maintenance-Equipment/Supplies	286.32	291.66	* 6,291.63	2,333.36	3,500.00
29170 · Payroll Taxes	43.81	41.67	378.83	333.36	500.00
29180 · Office-Equipment/Supplies	46.45	8.33	106.45	66.68	100.00
29182 · Postage Cost	31.68	41.67	156.68	333.36	500.00
29300 · Maintenance-Repairs	0.00	208.33	904.65	1,666.68	2,500.00
29410 · Telephone Pump House	0.00		0.00	0.00	0.00
29420 · Mileage Reimbursement	0.00	8.33	0.00	66.68	100.00
Total WATERWORKS FUND EXPENSE	2,326.67	4,141.64	41,867.76	33,133.60	49,700.00
Total Expense	2,326.67	4,141.64	41,867.76	33,133.60	49,700.00
Net Ordinary Income	1,197.02	-224.97	-10,354.80	-1,800.24	-2,700.00
Other Income/Expense					
Other Income					
29800 · Transfers into Water Fund	0.00		0.00	0.00	0.00
Total Other Income	0.00		0.00	0.00	0.00
Other Expense					
29850 · Transfer Out of Water Fund	0.00		0.00	0.00	0.00
Total Other Expense	0.00		0.00	0.00	0.00
Net Other Income	0.00		0.00	0.00	0.00
Net Income	**1,197.02**	**-224.97**	**-10,354.80**	**-1,800.24**	**-2,700.00**

* 3,111.36 - gravel for December water main break at railroad tracks.

City of Meta
Profit & Loss Budget Performance - Park Fund
February 2021

	Feb 21	Budget	Jul '20 - Feb...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
PARK FUND INCOME					
96073 · Ballpark Income	0.00	20.83	265.00	166.68	250.00
96082 · Cingular Tower/Parks	760.44	625.00	6,083.52	5,000.00	7,500.00
Total PARK FUND INCOME	760.44	645.83	6,348.52	5,166.68	7,750.00
Total Income	760.44	645.83	6,348.52	5,166.68	7,750.00
Gross Profit	760.44	645.83	6,348.52	5,166.68	7,750.00
Expense					
PARK FUND EXPENSE					
99091 · Maintenance Employee Salary	0.00	83.33	185.54	666.68	1,000.00
99110 · Electric	28.17	50.00	244.50	400.00	600.00
99150 · Maintenance - Equip/Supplies	0.00	58.33	230.76	466.68	700.00
99170 · Payroll Taxes	0.00	8.33	20.63	66.68	100.00
99305 · Park Repairs	0.00	500.00	5,000.00	4,000.00	6,000.00
99312 · Park Improvements/Projects	0.00	166.67	0.00	1,333.36	2,000.00
Total PARK FUND EXPENSE	28.17	866.66	5,681.43	6,933.40	10,400.00
Total Expense	28.17	866.66	5,681.43	6,933.40	10,400.00
Net Ordinary Income	732.27	-220.83	667.09	-1,766.72	-2,650.00
Other Income/Expense					
Other Expense					
99155 · Depreciation - Park Fund	73.31		586.48		
Total Other Expense	73.31		586.48		
Net Other Income	-73.31	0.00	-586.48	0.00	0.00
Net Income	**658.96**	**-220.83**	**80.61**	**-1,766.72**	**-2,650.00**

City of Meta
Profit & Loss Budget Performance - Water Tower Fund
February 2021

	Feb 21	Budget	Jul '20 - Feb...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Expense					
WATER TOWER FUND EXPENSE					
89300 · Maintenance-Repairs	0.00	2,116.67	0.00	16,933.36	25,400.00
Total WATER TOWER FUND EXPENSE	0.00	2,116.67	0.00	16,933.36	25,400.00
Total Expense	0.00	2,116.67	0.00	16,933.36	25,400.00
Net Ordinary Income	0.00	-2,116.67	0.00	-16,933.36	-25,400.00
Other Income/Expense					
Other Income					
89800 · Transfer into Water Tower Fund	0.00	2,116.67	25,400.00	16,933.36	25,400.00
Total Other Income	0.00	2,116.67	25,400.00	16,933.36	25,400.00
Net Other Income	0.00	2,116.67	25,400.00	16,933.36	25,400.00
Net Income	**0.00**	**0.00**	**25,400.00**	**0.00**	**0.00**

City of Meta
Profit & Loss Budget Performance - Capital Improvement Fund
February 2021

	Feb 21	Budget	Jul '20 - Feb...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Expense					
CAPITAL IMPROVEMENT FUND EXP					
59150 · Maintenance-Equipment/Supplies	0.00	1,250.00	0.00	10,000.00	15,000.00
59300 · Maintenance-Repairs	0.00	4,166.67	0.00	33,333.36	50,000.00
59080 · Contract Labor	38,516.00	3,416.66	38,516.00	27,333.36	41,000.00
59400 · Capital Outlay	0.00	7,516.66	90,199.11	60,133.36	90,200.00
Total CAPITAL IMPROVEMENT FUND EXP	38,516.00	16,349.99	128,715.11	130,800.08	196,200.00
Total Expense	38,516.00	16,349.99	128,715.11	130,800.08	196,200.00
Net Ordinary Income	-38,516.00	-16,349.99	-128,715.11	-130,800.08	-196,200.00
Other Income/Expense					
Other Income					
59800 · Transfer into Cap Improve	0.00	2,916.67	49,250.00	23,333.36	35,000.00
Total Other Income	0.00	2,916.67	49,250.00	23,333.36	35,000.00
Other Expense					
59155 · Depreciation - Capital Improve	386.87		5,263.60		
59850 · Transfer Out of Cap. Impr. Fund	0.00	1,187.50	0.00	9,500.00	14,250.00
Total Other Expense	386.87	1,187.50	5,263.60	9,500.00	14,250.00
Net Other Income	-386.87	1,729.17	43,986.40	13,833.36	20,750.00
Net Income	**-38,902.87**	**-14,620.82**	**-84,728.71**	**-116,966.72**	**-175,450.00**

City of Meta
Profit & Loss Budget Performance - Motor Fuel Fund
February 2021

	Feb 21	Budget	Jul '20 - Feb...	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
MOTOR FUEL FUND INCOME					
46050 · Motor Fuel Tax	498.29	416.67	3,962.45	3,333.36	5,000.00
46051 · Motor Vehicle Fee Increase	95.50	75.00	751.54	600.00	900.00
Total MOTOR FUEL FUND INCOME	593.79	491.67	4,713.99	3,933.36	5,900.00
Total Income	593.79	491.67	4,713.99	3,933.36	5,900.00
Gross Profit	593.79	491.67	4,713.99	3,933.36	5,900.00
Expense					
MOTOR FUEL FUND EXPENSE					
49310 · Street Improvements/Signs	0.00	3,333.33	0.00	26,666.68	40,000.00
Total MOTOR FUEL FUND EXPENSE	0.00	3,333.33	0.00	26,666.68	40,000.00
Total Expense	0.00	3,333.33	0.00	26,666.68	40,000.00
Net Ordinary Income	593.79	-2,841.66	4,713.99	-22,733.32	-34,100.00
Other Income/Expense					
Other Income					
49800 · Transfers into Motor Fuel Fund	0.00	2,916.67	35,000.00	23,333.36	35,000.00
Total Other Income	0.00	2,916.67	35,000.00	23,333.36	35,000.00
Net Other Income	0.00	2,916.67	35,000.00	23,333.36	35,000.00
Net Income	**593.79**	**75.01**	**39,713.99**	**600.04**	**900.00**

Meta

Management Report

Usage for 01/2021

No. of Accts: 114

Sales $		Period Sales
$ 2,844.98	Water	263523
$ 1,110.40	Trash	81
$ 88.26	Tax	
$ 70.00	Late Fee	7
$ -	Connection Fee	
$ -	Reconnect Fee	
$ 4,113.64	Total Current Charges	
$ 1,033.59	Previous Balance	
$ 5,147.23	Total Due	
$ 3,837.67	Payments Received	
$ 1,309.56	**Balance Due**	

City of Meta Master Meter Daily Reading

Read_Time	Read	Read_Unit	Flow	Billing_Address_Line1
2/1/2021 23:59	28406682	GAL	18073	Well House-Mast Meter
2/2/2021 23:59	28427847	GAL	21165	Well House-Mast Meter
2/3/2021 23:59	28447924	GAL	20077	Well House-Mast Meter
2/4/2021 23:59	28470631	GAL	22707	Well House-Mast Meter
2/5/2021 23:59	28488168	GAL	17537	Well House-Mast Meter
2/6/2021 23:59	28507703	GAL	19535	Well House-Mast Meter
2/7/2021 23:59	28525797	GAL	18094	Well House-Mast Meter
2/8/2021 23:59	28575036	GAL	49239	Well House-Mast Meter
2/9/2021 23:59	28644569	GAL	69533	Well House-Mast Meter
2/10/2021 23:59	28666499	GAL	21930	Well House-Mast Meter
2/11/2021 23:59	28686040	GAL	19541	Well House-Mast Meter
2/12/2021 23:59	28706401	GAL	20361	Well House-Mast Meter
2/13/2021 23:59	28728455	GAL	22054	Well House-Mast Meter
2/14/2021 23:59	28750350	GAL	21895	Well House-Mast Meter
2/15/2021 23:59	28774415	GAL	24065	Well House-Mast Meter
2/16/2021 23:59	28803870	GAL	29455	Well House-Mast Meter
2/17/2021 23:59	28829250	GAL	25380	Well House-Mast Meter
2/18/2021 23:59	28859804	GAL	30554	Well House-Mast Meter
2/19/2021 23:59	28884387	GAL	24583	Well House-Mast Meter
2/20/2021 23:59	28908925	GAL	24538	Well House-Mast Meter
2/21/2021 23:59	28943494	GAL	34569	Well House-Mast Meter
2/22/2021 23:59	28989805	GAL	46311	Well House-Mast Meter
2/23/2021 23:59	29025298	GAL	35493	Well House-Mast Meter
2/24/2021 23:59	29053282	GAL	27984	Well House-Mast Meter
2/25/2021 23:59	29082964	GAL	29682	Well House-Mast Meter
2/26/2021 23:59	29109876	GAL	26912	Well House-Mast Meter
2/27/2021 23:59	29133045	GAL	23169	Well House-Mast Meter
2/28/2021 23:59	29157963	GAL	24918	Well House-Mast Meter
TOTAL PUMPED			**769354**	
TOTAL SOLD			**430230**	
TOTAL LOST			**33124**	

Monthly Water Loss

Amount of Gallons Pumped	769354

Accounted For Usage in Gallons:

Gallons of Water Sold:	430230
Flushing:	1000
Leaks:	280000
Fire Department Usage:	2000
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:	**713,230**
% of Water Loss:	**7.29%**
Amount of Water Lost:	**56,124**

Click Here To Close Window!

Print This Window!

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Advanced Metering Analytics

At a Glance | Monitor | Analytics | Assets | Users

1 meter Search [redacted] X

Clear | Filters | Actions

Tags
- Continuous Flow Expected

Accounts
- Billing City
- Billing State
- Billing ZIP
- EyeOnWater
- Status

Locations
- City
- Geocode Status
- Location Name
- State
- ZIP

Meters
- Battery Level
- Cellular Technology
- Compound
- Endpoint Connector
- Endpoint Status
- Endpoint Type
- Firmware Version
- Fluid Type
- Has Endpoint
- Has Valve
- Manufacturer
- Read Method
- Resolution
- Sensors
- Signal Strength
- Size

Meter Reads
- Last Communication
- Last Read Age

Sensors
- Endpoint Temperature

High/Low Consumption
- Change from This Month Last Year
- Change from Last Month

Total 367 Gallons

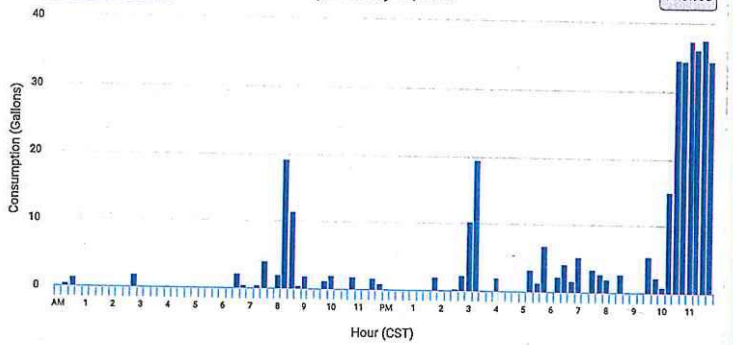
Minute | Hour | Day | Week | Month | Year | Today

Gallons | Overlays

Print/Download

Monday, February 15, 2021

Close



121 - Kathy Robertson

Cards

Sort By: Relevance

Backflow detected: 3 Gallons in the last 30 days

Add Note | Tags | Set Alert | More

Feb 4-10	Feb 11-17
594 Gallons	6,634 Gallons

Account ID: ME-121
Account Name: 12[redacted]
Service Agreement: Start: May 30, 2019
Status: Active
Class Code:
Service Address: [redacted]
Meter ID: 190863648

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At a Glance | Monitor | Analytics | Assets | Users

1 meter Search [redacted]

Clear | Filters | Actions

Tags
- Continuous Flow Expected

Accounts
- Billing City
- Billing State
- Billing ZIP
- EyeOnWater
- Status

Locations
- City
- Geocode Status
- Location Name
- State
- ZIP

Meters
- Battery Level
- Cellular Technology
- Compound
- Endpoint Connector
- Endpoint Status
- Endpoint Type
- Firmware Version
- Fluid Type
- Has Endpoint
- Has Valve
- Manufacturer
- Read Method
- Resolution
- Sensors
- Signal Strength
- Size

Meter Reads
- Last Communication
- Last Read Age

Sensors
- Endpoint Temperature

High/Low Consumption
- Change from This Month Last Year
- Change from Last Month

Total 3,625 Gallons

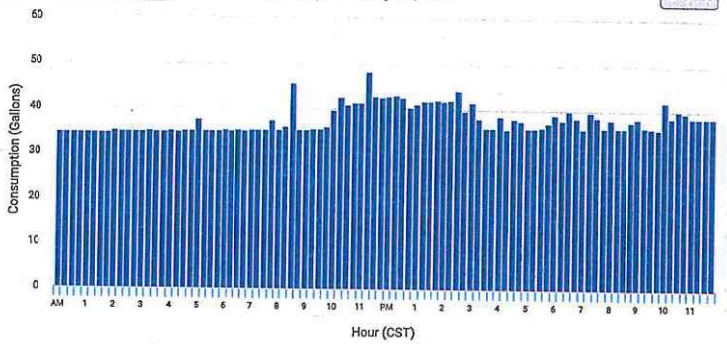
Minute | Hour | Day | Week | Month | Year | Today

Gallons | Overlays

Print/Download

Tuesday, February 16, 2021

Close



121 - Kathy Robertson

Cards

Sort By: Relevance

Backflow detected: 3 Gallons in the last 30 days

Add Note | Tags | Set Alert | More

Feb 4-10	Feb 11-17
594 Gallons	6,634 Gallons

Account ID: ME-121
Account Name: 12[redacted]
Service Agreement: Start: May 30, 2019
Status: Active
Class Code:
Service Address: [redacted]
Meter ID: 190863648

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At a Glance | Monitor | Analytics | Assets | Users

1 meter | Search [redacted]

Clear | Filters | Actions

Tags
- Continuous Flow Expected

Accounts
- Billing City
- Billing State
- Billing ZIP
- EyeOnWater
- Status

Locations
- City
- Geocode Status
- Location Name
- State
- ZIP

Meters
- Battery Level
- Cellular Technology
- Compound
- Endpoint Connector
- Endpoint Status
- Endpoint Type
- Firmware Version
- Fluid Type
- Has Endpoint
- Has Valve
- Manufacturer
- Read Method
- Resolution
- Sensors
- Signal Strength
- Size

Meter Reads
- Last Communication
- Last Read Age

Sensors
- Endpoint Temperature

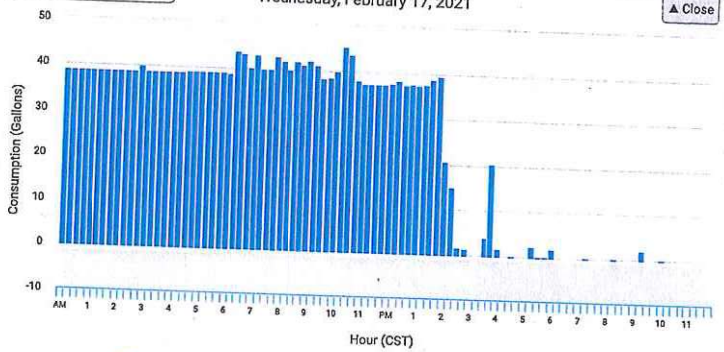
High/Low Consumption
- Change from This Month Last Year
- Change from Last Month

Total 2,277 Gallons

Minute | Hour | Day | Week | Month | Year | Today

Gallons | Overlays | Print/Download

Wednesday, February 17, 2021 | Close



121 - Kathy Robertson (Forward flow) 121 - Kathy Robertson (Backflow)

Cards

Sort By: Relevance

⚠ Backflow detected: 3 Gallons in the last 30 days

Add Note | Tags | Set Alert | More

Feb 4-10	Feb 11-17
594 Gallons	6,634 Gallons

Account ID: ME-121
Account Name: [redacted]
Class Code:
Service Address: [redacted]
Meter ID: 190863648
Start: May 30, 2019
Status: Active

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At a Glance | Monitor | Analytics | Assets | Users

1 meter [redacted]

Clear | Filters | Actions

Tags
- Continuous Flow Expected

Accounts
- Billing City
- Billing State
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- EyeOnWater
- Status

Locations
- City
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- Resolution
- Sensors
- Signal Strength
- Size

Meter Reads
- Last Communication
- Last Read Age

Sensors
- Endpoint Temperature

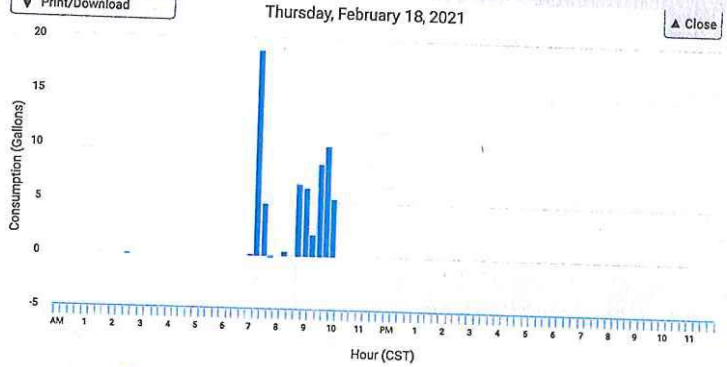
High/Low Consumption
- Change from This Month Last Year
- Change from Last Month

Total 63 Gallons

Minute | Hour | Day | Week | Month | Year | Today

Gallons | Overlays | Print/Download

Thursday, February 18, 2021 | Close



121 - Kathy Robertson (Forward flow) 121 - Kathy Robertson (Backflow)

Cards

Sort By: Relevance

⚠ Backflow detected: 3 Gallons in the last 30 days

Add Note | Tags | Set Alert | More

Feb 4-10	Feb 11-17
594 Gallons	6,634 Gallons

Account ID: ME-121
Account Name: [redacted]
Class Code:
Service Address: [redacted]
Meter ID: 190863648
Start: May 30, 2019
Status: Active

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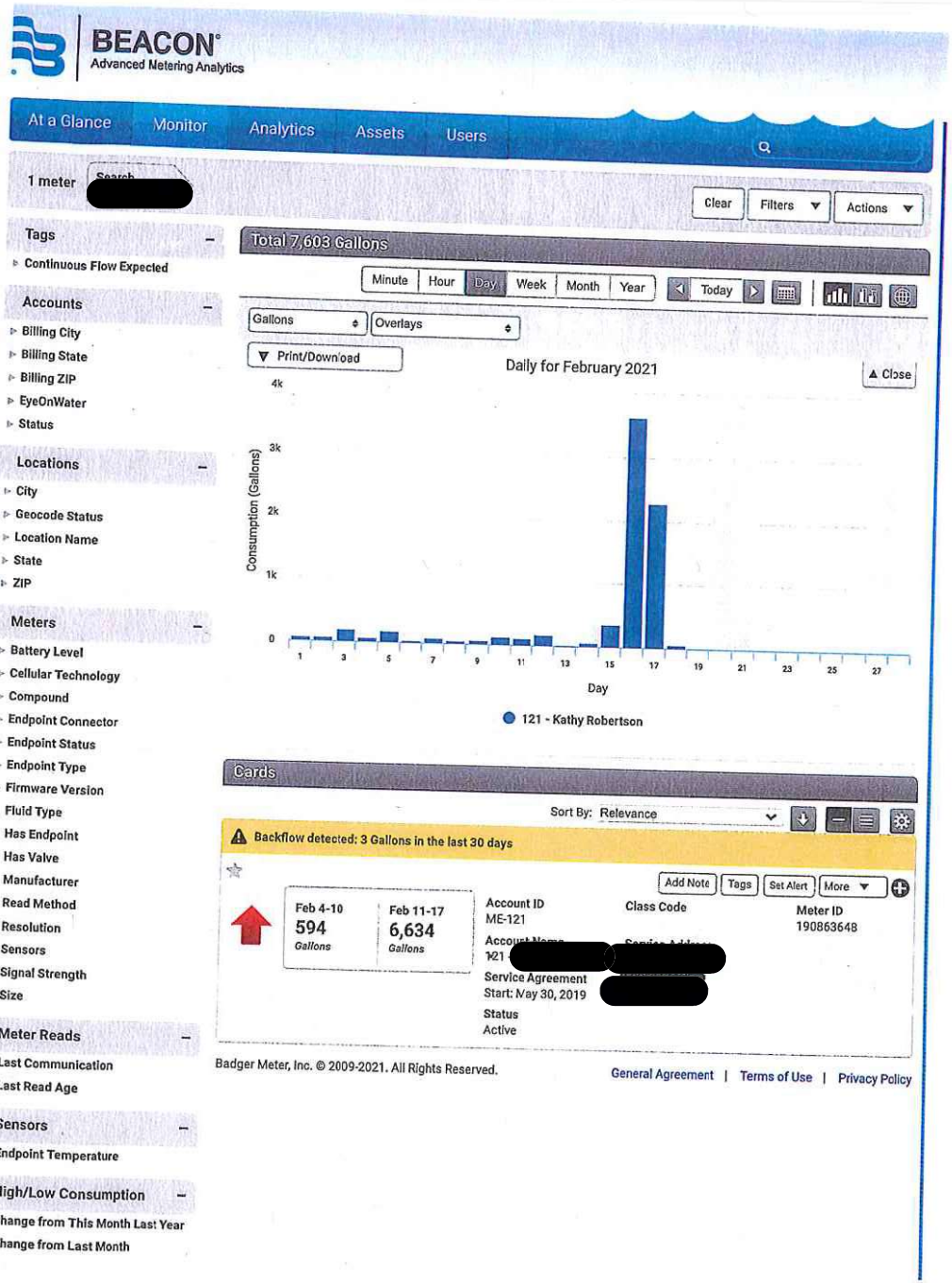
Exception_Start_Date	Exception_End_Date	Exception	Account_ID	Location_ID	Account_Full_Name
2/17/2021 3:30	2/17/2021 21:15	Encoder Leak	ME-121	[redacted]	



Bartlett & West

1719 Southridge Drive, Suite 100
Jefferson City, MO 65109
ph (573) 634-3181
www.bartlettwest.com

Engineer's Report – *for the City of Meta Monthly Board Meeting - March 10, 2021 (2nd Wednesday)*

To: Mayor and Board of Aldermen (City of Meta)
From: Blake Wilbers & Gary Davis (Bartlett & West)

Upcoming events and conferences

- The spring Missouri Rural Water Association Conference is cancelled, but the October 26th – 29th Conference is still scheduled at the Lake of the Ozarks.
- Missouri Municipal League – Annual Conference is scheduled for September 26th through the 29th in St. Louis.

Legislative and regulatory updates

- The BCA should be completed after December 10th, 2021, pending ongoing testing and reporting.
- Future regulatory and legislative changes pertaining to the City's drinking water system will be listed in this section of the monthly report.

Funding opportunities

- The next deadline for submitting a grant/loan application to DNR SRF for water system improvements is March 1st, 2022:
    - We are available to assist in filling out this application and any additional paperwork needed.
    - A bond election should be considered for August 2021 to provide bonding capacity for water system improvements in the future. The filing deadline for the August election is fast approaching; please let us know if you need guidance on the election.

Other relevant topics

- DNR submitted final approval of the disinfection project. See attached approval from DNR.
- We understand that a leak in one of the City's fire hydrants was addressed recently. Please let us know if the water loss percentage returns to normal or if the water loss percentage continues to be above normal. We have ideas that could narrow down where the leak is coming from.

Input needed from Client or others

- We appreciate any feedback or ideas on what you would like to see in these monthly reports.

Contact information

- We are always willing to attend City Board of Aldermen meeting, so please don't hesitate to reach out!
- The City of Meta's on-call engineers are listed below. Feel free to call, text, or email anytime!

Blake Wilbers
blake.wilbers@bartwest.com
(573) 690-8393

Gary Davis, P.E.
gary.davis@bartwest.com
(573) 469-1561

Missouri Department of NATURAL RESOURCES
dnr.mo.gov
Michael L. Parson, Governor
Carol S. Comer, Director

March 1, 2021

The Honorable Harold Libbert, Mayor
Meta PWS
101 South Locust Street
Meta, MO 65058

RE: Meta PWS, MO3010517, Osage County, Review Number 3000007-21

Dear Mayor Libbert:

Enclosed is approval on as-built plans and specifications for a chlorination system to serve Meta PWS, of Osage County, Missouri.

Please be advised this facility may be required to obtain other permits from the Missouri Department of Natural Resources. It is your responsibility to ensure that any and all necessary permits for this facility have been obtained.

NOTE: The Public Water System is responsible for notifying the well owner of their obligation to plug any abandoned well when a connection is made to a new customer or location previously served by a private well, pursuant to the requirements of Section 256.628 RSMo. The Public Water System is also responsible for providing the well owner with notification forms for the owner to complete. These forms must then be submitted to the Department by the Public Water System within 60 days of the connection.

NOTE: You, as the applicant, should be aware that you will need to obtain final construction approval from the Department for this project, once it has been constructed and completed. In order to do this, you will need to have your engineer complete the enclosed "Statement of Work Completed" form, or online at https://dnr.mo.gov/forms/780-2825-f.pdf. This may require you to make additional arrangements with your engineer to provide this service to you. Once your engineer has completed this form for you, you should return it to this office. We will then make arrangements with our regional office staff to conduct a final inspection and issue a final construction approval.

If you were adversely affected by this decision, you may be entitled to pursue an appeal before the Administrative Hearing Commission (AHC). To appeal, you must file a petition with the AHC within 30 days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed; if it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the AHC.

Recycled paper

Any appeal must be directed to: Administrative Hearing Commission, United States Post Office Building, Third Floor, 131 West High Street, P.O. Box 1557, Jefferson City, MO 65102. Phone: 573-751-2422, fax: 573-751-5018, and website: www.oa.mo.gov/ahc.

If you have any questions concerning this construction permit approval or if you need any further assistance, please contact Diane Muenks by phone at 573-751-5924, or contact the engineer by email at megan.torrence@dnr.mo.gov, or email me at maher.jaafari@dnr.mo.gov. You may also request to set up an appointment referred to as a Compliance Assistance Visit (CAV). CAVs will assist with understanding regulatory requirements, help with achieving and maintaining compliance, and provide a continuing resource for technical assistance. To request a CAV, please contact your local regional office or fill out an online request. The regional office contact information can be found at the following website: http://dnr.mo.gov/cav/compliance.htm. The online CAV request can be found at http://dnr.mo.gov/cav/compliance.htm. Thank you.

Sincerely,

WATER PROTECTION PROGRAM

Maher Jaafari, Ph.D., P.E.
Infrastructure Permits and Engineering Section Chief
Public Drinking Water Branch

MJ:mtm

Enclosure

c: Bartlett and West
Central Field Operations

DEPARTMENT OF NATURAL RESOURCES OF MISSOURI

APPROVAL ON AS-BUILT PLANS AND SPECIFICATIONS FOR A CHLORINATION SYSTEM

Meta PWS
Osage County, Missouri

INTRODUCTION

Review Number 3000007-21

As-built plans dated February 10, and an engineering report and technical specifications dated February 2, 2021, of a new chlorination system for Meta PWS, in Osage County, Missouri were submitted for review and approval by Bartlett and West, of Jefferson City, Missouri.

BRIEF DESCRIPTION

The chlorination system was installed after obtaining a Drinking Water Emergency Exception under Review Number 3000002-21. The new sodium hypochlorite feed system consists of a peristaltic metering pump with an output of 17 gallons per day and a 30 gallon solution tank. A new raw water sampling tap was installed in the well house and new sampling stations were installed throughout the distribution system.

Megan Torrence

Megan Torrence
Drinking Water Infrastructure Permits and Engineering Section

APPROVAL TO CONSTRUCT

The engineering plans and specifications described above were examined as to sanitary features of design which may affect the operation of the sanitary works, including size, capacities of the units, and factors which may affect the efficiency and ease of operation. Approval as regards these points is hereby given.

Approval is given with the understanding that final inspection and approval of the completed work shall be made by the Department of Natural Resources before same is accepted and placed in operation. If construction is not commenced two (2) years after the date of issue or there is a halt in construction of more than two years, the approval to construct will be void unless an extension of time has been granted by the department.

In the examination of plans and specifications, the Department of Natural Resources, Public Drinking Water Program does not examine the structural features of design or efficiency of mechanical equipment. This approval does not include approval of these features.

The Department of Natural Resources, Public Drinking Water Program reserves the right to withdraw the approval of plans and specifications at any time it is found that additional treatment or alterations are necessary to assure reasonable operating efficiency and to afford adequate protection to public health.

City of Meta Records Destruction List

Board Approved
March 10, 2021

Category	Series Title	Folder/Document Title	Description of Contents	Rentention	Destroy	Disposition Action *
Assessor Records	2.006	City Tax 1997	Tax Receipts for November 1997	5 years and Destroy	11/30/2002	
Election Authority	28.013; 028.006	April 6, 2010 Election Correspondence	Certificate of Elcetion Results by County Clerk; Ballot Preparation Documents	22 Months	2/6/2012	
Election Authority	28.013; 028.006; 028.007	April 7, 2009 Election Correspondence	Certificate of Elcetion Results by County Clerk; Ballot Preparation Documents; Sample Ballots	22 Months	2/7/2011	
Election Authority	28.013	April 8, 2008 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2010	
Delinquent Tax Report Files	745	September 2007	Deliquent Real Estate Tax	6 Years	6/30/2013	
Real Estate Tax Records	749	January 2008	Back Tax Books	6 Years	1/30/2014	
Real Estate Tax Records	749	January 2009 thru December 2009	Property Tax	6 Years	12/31/2015	
Election Authority	28.007	April 2003	Sample Ballots	22 Months	2/7/2005	
Financial Reports	GS 008	Accounts Receivable	Sales Tax 07/2007	Completion of Audit	1/1/2010	
Financial Reports	GS 007	Accounts Payable	Aug-04	Completion of Audit	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Post Office Box 1986-2004	One Year and Destroy	1/1/2006	
Annexation Records	3	Annexation Documents--Royal Oak	Royal Oak Annexation Documents	6 years after recorded in minutes	12/1/2010	
Administration	GS 012, GS 012.1	Correspondence - General	Staples 2009	One Year and Destroy	1/1/2011	
Administration	GS 012, GS 012.1	Correspondence - General	Visa Card 2009	One Year and Destroy	1/1/2011	
Administration	GS 012, GS 012.1	Correspondence - General	Star Sign Company 1987	One Year and Destroy	1/1/1990	
Administration	GS 012, GS 012.1	Correspondence - General	CNA Bond Correspondence 2008	One Year and Destroy	1/1/2010	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Special Town Board Meeting 8-25-03 thur 8-30-2009 Public Hearing - Tax Levy	One Year and Destroy	1/1/2011	
Water District Records	WD001	Water Analysis Reports and Data	Results of Sample analysis 1988	10 years and Destroy	1/1/1998	
Water District Records	WD001	Water Analysis Reports and Data	Results of Sample analysis 1989	10 years and Destroy	1/1/1999	
Water District Records	WD001	Water Analysis Reports and Data	Results of Sample analysis 1996	10 years and Destroy	1/1/2006	
Water District Records	WD001	Water Analysis Reports and Data	Results of Sample analysis 1986	10 years and Destroy	1/1/1996	
Water District Records	WD001	Water Analysis Reports and Data	Results of Sample analysis 1990	10 years and Destroy	1/1/2000	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Special Town Board Meeting 09-2007 Public Hearing - Tax Levy	One Year and Destroy	1/1/2019	
Administration	GS 021	Meeting Records (for Boards, Commissions, Committees, or other Public Bodies)	Backup Information for Special Town Board Meeting 8-2009 Public Hearing - Tax Levy	One Year and Destroy	1/1/2011	
Election Authority	28.013	October 2003 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	8/1/2005	
Election Authority	28.013	April 8, 2008 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2010	

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Election Authority	28.013	April 8, 2007 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2009	
Election Authority	28.013	April 8, 2006 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2018	
Election Authority	28.013	April 8, 2005 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2007	
Election Authority	28.013	April 8, 2004 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2006	
Election Authority	28.013	April 8, 2003 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2005	
Election Authority	28.013	April 8, 2002 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2004	
Election Authority	28.013	April 8, 2001 Election Correspondence	Certification of Election Results to Political Subdivisions	22 Months	2/8/2003	
Administration	GS 012, GS 012.1	Correspondence - General	Osage County Collector 2009	One Year and Destroy	1/1/2011	
Administration	GS 012, GS 012.1	Correspondence - General	Newpaper Communications 2004	One Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Department of Revenue General Correspondence December 2004	One Year and Destroy	1/1/2006	
Administration	GS 012, GS 012.1	Correspondence - General	Visa Card 2009	One Year and Destroy	1/1/2011	
Financial Reports	GS 074	Annual Audit Backup Information FY 2015	Backup Information; correspondence with Gerding, Korte, and Chitwood CPAs	Retain 5 years from date of report	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents June 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents May 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents April 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents March 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents February 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents January 2019	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents December 2018	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents November 2018	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	

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Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents September 2018	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents August 2018	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	
Financial Records	GS 007, GS 008, GS 009, GS 010	Financial Documents July 2018	Bank Statements, Invoices, Purchase Orders, Deposit Slips, Cancelled Checks	Completion of audit plus 1 Yr.; GS 009: purchasing records - 3 yrs plus completion of audit	1/1/2021	