

**City of Meta  
Meeting Minutes  
October 13, 2021  
6:30 P.M.  
City Hall  
Meta, Missouri**

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**CALL TO ORDER:** Mayor Emily Sommerer called meeting to order at 6:30 PM

**PLEDGE OF ALLEGIANCE:** All participated

**ROLL CALL:**

Alderman Helton—Here  
Alderman Sherrell—Here

Alderman Wankum—Here  
Alderman Hoffman—Here

**OTHERS PRESENT:**

Gavin Poston  
Kenny Loethen

Deidra Buechter  
Justin Poston

Mary Plassmeyer  
Felicia Bursnall

Nathan Nickolaus  
Chris Bursnall

**AGENDA:**

Alderman Helton made a motion to modify the agenda to have Gavin Poston speak after the approval of the minutes. Alderman Hoffman 2<sup>nd</sup>. Motion passed unanimously.

**Approval of Minutes** Alderman Helton moved to approve the minutes from:

- Regular Monthly Meeting September 8, 2021
- Closed Meeting September 8, 2021
- Closed Meeting October 6, 2021
- Special Meeting October 6, 2021

Alderman Wankum 2<sup>nd</sup>. Motion carried unanimously.

Gavin Poston presented the idea of putting a flag drop box at the City Ballpark to collect flags that are in need of retirement as an Eagle Scout project. He said he'd like the City to hold a flag retirement a few times a year to bring the community together. Alderman Hoffman moved to allow Gavin to put the flag drop box on City property at the ballpark. Alderman Wankum 2<sup>nd</sup>. Motion carried unanimously.

**Financial Report** Given by City Treasurer, Mary Plassmeyer

SUMMARY OF ACCOUNTS As of September 30, 2021	
<b>Super Now Account #0028 (Operating Fund)</b>	
Balance as of 08/31/21	\$300,224.95
Deposits	\$38,152.33
Debits	\$8,575.69
Balance as of 09/30/21	\$329,801.59
<b>Money Market Account #4411</b>	
Balance as of 08/31/21	\$140,278.11
Monthly Interest Earned 0.2% per annum	\$23.06
Balance as of 09/30/21	\$140,301.17
<b>Certificate of Deposit #15411 (2.50%/annum) 54-month CD Maturity Date: 03/13/2023</b>	
Balance as of 08/31/21	\$53,547.87
6-month interest earned 09-12-21	\$337.42
Balance as of 09/30/21	\$53,885.29
<b>Certificate of Deposit #15741 (0.50%/annum) 54-month CD Maturity Date: 07/29/2022</b>	
Balance as of 09/30/21	\$124,709.59
Total MAB Statement as of 09/30/21	\$648,697.64

Alderman Helton moved to approve the financial report. Alderman Wankum 2<sup>nd</sup>. Motion carried unanimously.

**Water/Trash Report Given by City Clerk Deidra Buechter**

Usage for 08/2021					
No. of Accts:	110				
<b>Sales \$</b>					<b>Period Sales</b>
\$ 4,874.90		Water			446716
\$ 1,096.52		Trash			79
\$ 159.18		Tax			
\$ 60.00		Late Fee			6
\$ -		Connection Fee			
\$ -		Reconnect Fee			
\$ 6,190.60		Total Current Charges			
\$ 295.41		Previous Balance			
\$ 6,486.01		Total Due			
\$ 4,993.41		Payments Received			
\$ 1,492.60		Balance Yet Owed			

**Chief Water Operator Report Given by Interim Chief Water Operator Deidra Buechter**

- Meter Pit Concern
  - Buechter made the attached comments as her report—see Attachment A

**City Maintenance Report/Issues**

**Old Business**

- Bartlett and West Engineering Report—CBDG
  - See Culvert bulleted item
- Stairs on Bertha Street
  - Alderman Hoffman moved to have Matthew Kliethermes Excavating remove the stairs along the sidewalk on Third Street while he is in Meta completing the batting cage concrete and the driveway at the ballpark. Alderman Helton 2<sup>nd</sup>. Motion carried unanimously.
- Culverts
  - Alderman Wankum moved to add culvert replacement and repair to the CBDG application for Bartlett and West to engineer, and to have MRPC complete the CBDG grant application for the city. Alderman Hoffman 2<sup>nd</sup>. Motion carried unanimously.
- Ordinance on Purchasing
  - Tabled until the next meeting so alderman can compare two ordinances.
- Resolution MCCL Agreement
  - A rental agreement was received from Meta Citizen's Civic League to rent the hall for the Meta Holiday Mart. Alderman Wankum made a motion to enter into an agreement with Meta Citizen's Civic League. Alderman Helton 2<sup>nd</sup>. Motion carried unanimously. RESOLUTION 2021-08 TO ENTER INTO A RENTAL AGREEMENT WITH CITIZEN'S CIVIC LEAGUE OF META, MO was approved unanimously by a roll call vote of the aldermen.
- Dollar General Annexation and Ordinance—AN ORDINANCE APPROVING THE ANNEXATION OF THE DOLLAR GENERAL STORE INTO THE CITY OF META, MISSOURI.
  - Mayor Sommerer entertained a motion for reading by title only for bill no. 2021-08 (AN ORDINANCE APPROVING THE ANNEXATION OF THE DOLLAR GENERAL STORE INTO THE CITY OF META, MISSOURI.) Alderman Wankum moved for the first, and second reading of bill no. 2021-13 by title only as ordinance number 583. Alderman Helton 2<sup>nd</sup>. Motion carried unanimously by roll call vote.
    - Alderman Helton—aye

- Alderman Wankum—aye
- Alderman Sherrell—aye
- Alderman Hoffman—aye
- Mayor Sommer entertained a motion to adopt Bill no. 2021-15 as ordinance number 585
  - Alderman Wankum moved to adopt Bill no. 2021-15 as Ordinance number 583. Alderman Helton 2<sup>nd</sup>. Motion carried unanimously by roll call vote.
    - Alderman Helton—aye
    - Alderman Wankum—aye
    - Alderman Sherrell—aye
    - Alderman Hoffman—aye
  - Mayor Sommer declared Bill No. 2021-15 as Ordinance number 585
- Community Service—Insurance Issue
  - The board can allow community service. There is a State Statute that doesn't require the City to have insurance coverage on the community service worker.
- Winterize Bathrooms @ Ballpark
  - November 1, 2021
- Street Parking—Mayor to write a letter to remind residents to not park on the street in residential areas.

#### **New Business**

- Business License—Fun House Quilts—Alderman Helton moved to approve Felicia Bursnall's Fun House Quilts business License. Alderman Hoffman 2<sup>nd</sup>. Motion carried unanimously.
- City Clerk's Report
  - Clean out Ballpark Storage Area—Alderman Sherrell moved to allow Kenny Loethen and Deidra Buechter to clean out the storage area at the ballpark and throw away what they see fit. Alderman Hoffman 2<sup>nd</sup>. Motion carried unanimously.
  - Bullpen Pitching Mounds—No information received—no discussion
  - Halloween Candy—Alderman Lawrence moved to buy Halloween candy and have Alderman Wankum pass it out at his house. Alderman Helton 2<sup>nd</sup>. Motion carried unanimously.
  - Holiday Mart—Thank you was given to all who are participating. See Attachment B
  - Advertise for Chief Water Operator—Alderman Hoffman moved to advertise for Chief Water Operator. Alderman Helton 2<sup>nd</sup>. Motion carried unanimously.
  - Bartlett & West Engineering Report—See Attachment C
- Attorney Report—No report

#### **Open Discussion (3-Minutes per topic)**

**Closed Session**—Alderman Helton moved to go into closed session to discuss personnel issues. Alderman Sherrell 2<sup>nd</sup>. Motion carried unanimously.

Mayor Sommerer closed the open meeting at 8:17 pm

Mayor Sommerer opened the Regular meeting back up at 9:11 PM.

Roll Call:	Alderman Helton—Here	Alderman Wankum—Here
	Alderman Sherrell—Here	Alderman Hoffman—Here

Alderman Hoffman moved to adjourn the meeting. Alderman Sherrell 2<sup>nd</sup>. Motion carried unanimously.

Mayor Sommerer adjourned the meeting at 9:12 PM

Approved by:

\_\_\_\_\_  
Emily Sommerer, Mayor

Prepared by:

\_\_\_\_\_  
Deidra Buechter, City Clerk

(SEAL)



**MID AMERICA BANK  
SUMMARY OF ACCOUNTS  
As of October 31, 2021**

**Super Now Account #0028 (Operating Fund)**

Balance as of 09/30/21	\$329,801.59
Deposits	\$18,942.67
Debits	\$24,502.60
<b>Balance as of 10/31/21</b>	<b>\$324,241.66</b>

**Money Market Account #4411**

Balance as of 09/30/21	\$140,301.17
Monthly Interest Earned 0.2% per annum	\$22.29
<b>Balance as of 10/31/21</b>	<b>\$140,323.46</b>

**Certificate of Deposit #15411 (2.50%/annum)**

54-month CD Maturity Date: 03/13/2023

<b>Balance as of 10/31/21</b>	<b>\$53,885.29</b>
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**Certificate of Deposit #15741 (0.50%/annum)**

54-month CD Maturity Date: 07/29/2022

Balance as of 09/30/21	\$124,709.59
6-month interest earned 10-28-21	\$157.17
<b>Balance as of 10/31/21</b>	<b>\$124,866.76</b>

<b>Total MAB Statement as of 10/31/21</b>	<b>\$643,317.17</b>
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**City of Meta**  
**Account QuickReport**  
As of October 31, 2021

Num	Name	Date	Memo	Split	Type	Amount
Checking 3000028						
ACH	Internal Revenue Service	10/05/2021	43-1134632	-SPLIT-	Liability Check	-695.56
ACH	RICOH	10/05/2021	PO 000248	29180 · Office-Equipment/Supplies	Check	-102.77
15227	Ameren Missouri	10/07/2021	po 000234	2000 · Accounts Payable	Bill Pmt -Check	-550.88
15228	AT & T	10/07/2021	PO 000287	2000 · Accounts Payable	Bill Pmt -Check	-122.82
15229	Badger Meter	10/07/2021	PO 000290	2000 · Accounts Payable	Bill Pmt -Check	-105.91
15230	Meta Citizen's Civic League	10/07/2021	PO 000321	2000 · Accounts Payable	Bill Pmt -Check	-200.00
15231	MFA Exchange-Meta	10/07/2021	PO 000272	2000 · Accounts Payable	Bill Pmt -Check	-10.80
15232	MRPC	10/07/2021	PO 000306	2000 · Accounts Payable	Bill Pmt -Check	-199.25
15233	Warden Publishing Co.	10/07/2021	PO 000295	2000 · Accounts Payable	Bill Pmt -Check	-123.50
15234	Wieberg Red-E-Mix	10/07/2021	VOID:	2000 · Accounts Payable	Bill Pmt -Check	0.00
15235	Missouri Department of Revenue -Sales Tax	10/08/2021		2000 · Accounts Payable	Bill Pmt -Check	-406.34
15236	Mo. Dep Rev	10/08/2021	12890049	248 · Mo - Withholding	Liability Check	-153.00
15237	Wright Express FSC	10/12/2021	PO 000289	2000 · Accounts Payable	Bill Pmt -Check	-43.71
15238	Bert Doerhoff CPA, PC	10/12/2021	PO 000288	2000 · Accounts Payable	Bill Pmt -Check	-450.00
15239	Lauber Municipal Law, LLC.	10/12/2021	PO 000299	2000 · Accounts Payable	Bill Pmt -Check	-612.50
15240	MO One Call	10/12/2021	PO 000291	2000 · Accounts Payable	Bill Pmt -Check	-7.50
15247	Ameren Missouri	10/12/2021		2000 · Accounts Payable	Bill Pmt -Check	-239.52
15248	Municipal Equipment Company, Inc.	10/12/2021	PO 000259	2000 · Accounts Payable	Bill Pmt -Check	-5,765.00
15249	Card Service Center	10/19/2021	PO 000252	2000 · Accounts Payable	Bill Pmt -Check	-3,137.10
15250	Wieberg Red-E-Mix	10/19/2021	PO 000305	2000 · Accounts Payable	Bill Pmt -Check	-544.00
15251	Core & Main	10/19/2021	PO 000	2000 · Accounts Payable	Bill Pmt -Check	-2,800.00
15252	Deldra J Buechter	10/31/2021		-SPLIT-	Paycheck	-1,493.53
15253	Emily M Sommerer	10/31/2021		-SPLIT-	Paycheck	-138.52
15254	Ivie D Helton	10/31/2021		-SPLIT-	Paycheck	-78.49
15255	Kenneth N Loethen	10/31/2021		-SPLIT-	Paycheck	-702.37
15256	Lawrence P Hoffman	10/31/2021		-SPLIT-	Paycheck	-78.49
15257	Mary K Plassmeyer	10/31/2021		-SPLIT-	Paycheck	-617.00
15258	Otto J Wankum	10/31/2021		-SPLIT-	Paycheck	-78.49
15259	Steven S Sherrell	10/31/2021		-SPLIT-	Paycheck	-78.49
15260	Taylor J Backes	10/31/2021		-SPLIT-	Paycheck	-198.77
Total Checking 3000028						-19,734.31
TOTAL						-19,734.31

Meta  
**Management Report**

Usage for 09/2021

No. of Accts:

Sales \$

Period Sales

\$ 4,121.63	Water	446716
\$ 1,110.40	Trash	80
\$ 150.69	Tax	
\$ 110.00	Late Fee	11
\$ -	Connection Fee	
\$ -	Reconnect Fee	
\$ 5,492.72	Total Current Charges	
<b>\$ 1,492.60</b>	Previous Balance	
\$ 6,985.32	Total Due	
\$ 5,676.42	Payments Received	
<b>\$ 1,308.90</b>	Balance Yet Owed	

# City of Meta

## Daily Master Meter Reading

<u>Read Time</u>	<u>Billing Address Line1</u>	<u>Read</u>	<u>Read Unit</u>	<u>Flow</u>	<u>Meter SN</u>
10/1/2021 23:59	Well House-Mast Meter	32529432	GAL	14724	S17311468
10/2/2021 23:59	Well House-Mast Meter	32543887	GAL	14455	S17311468
10/3/2021 23:59	Well House-Mast Meter	32558410	GAL	14523	S17311468
10/4/2021 23:59	Well House-Mast Meter	32574764	GAL	16354	S17311468
10/5/2021 23:59	Well House-Mast Meter	32588142	GAL	13378	S17311468
10/6/2021 23:59	Well House-Mast Meter	32603570	GAL	15428	S17311468
10/7/2021 23:59	Well House-Mast Meter	32619956	GAL	16386	S17311468
10/8/2021 23:59	Well House-Mast Meter	32633391	GAL	13435	S17311468
10/9/2021 23:59	Well House-Mast Meter	32647888	GAL	14497	S17311468
10/10/2021 23:59	Well House-Mast Meter	32662341	GAL	14453	S17311468
10/11/2021 23:59	Well House-Mast Meter	32686219	GAL	23878	S17311468
10/12/2021 23:59	Well House-Mast Meter	32704137	GAL	17918	S17311468
10/13/2021 23:59	Well House-Mast Meter	32721313	GAL	17176	S17311468
10/14/2021 23:59	Well House-Mast Meter	32740068	GAL	18755	S17311468
10/15/2021 23:59	Well House-Mast Meter	32758289	GAL	18221	S17311468
10/16/2021 23:59	Well House-Mast Meter	32774104	GAL	15815	S17311468
10/17/2021 23:59	Well House-Mast Meter	32791754	GAL	17650	S17311468
10/18/2021 23:59	Well House-Mast Meter	32810807	GAL	19053	S17311468
10/19/2021 23:59	Well House-Mast Meter	32829532	GAL	18725	S17311468
10/20/2021 23:59	Well House-Mast Meter	32847442	GAL	17910	S17311468
10/21/2021 23:59	Well House-Mast Meter	32865952	GAL	18510	S17311468
10/22/2021 23:59	Well House-Mast Meter	32883270	GAL	17318	S17311468
10/23/2021 23:59	Well House-Mast Meter	32902351	GAL	19081	S17311468
10/24/2021 23:59	Well House-Mast Meter	32917767	GAL	15416	S17311468
10/25/2021 23:59	Well House-Mast Meter	32935667	GAL	17900	S17311468
10/26/2021 23:59	Well House-Mast Meter	32955580	GAL	19913	S17311468
10/27/2021 23:59	Well House-Mast Meter	32975393	GAL	19813	S17311468
10/28/2021 23:59	Well House-Mast Meter	32994168	GAL	18775	S17311468
10/29/2021 23:59	Well House-Mast Meter	33011231	GAL	17063	S17311468
10/30/2021 23:59	Well House-Mast Meter	33029485	GAL	18254	S17311468
10/31/2021 23:59	Well House-Mast Meter	33046565	GAL	17080	S17311468
TOTAL PUMPED				531857	
TOTAL SOLD				322177	



## Monthly Water Loss

Amount of Gallons Pumped

531857

### Accounted For Usage in Gallons:

Gallons of Water Sold:

322177

Flushing:

0

Leaks:

5000

Fire Department Usage:

2653

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:** 329,830

**% of Water Loss:** 37.99%

**Amount of Water Lost:** 202,027

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**COMM-Unity Ambulance**

PO Box 132

Meta, MO 65058

Email: [comm-unityambulance@hotmail.com](mailto:comm-unityambulance@hotmail.com)

RECEIVED

OCT 14 2021

City of Meta

DJ Schroeder, President  
Lois Wankum, Treasurer  
Carla Nilges, Member

Joshua Schubert, Vice President  
Dianna Schubert, Secretary  
Brenda Wansing, Member

October 13, 2021

Board of Alderman:

I'm writing this letter is to kindly request waiver of our late payment fee. Let me explain.

I wrote the check on September 21, 2021 and placed it in the drop box (so I thought). When the disconnection notice was placed on the Comm-Unity Ambulance door I knew there had to be a mistake. As I began to look through my documents, I also found the remittance stub, and the check (which I just knew I had placed in the drop box). Needless to say, I very embarrassed this occurred.

Once I found the check. I immediately placed it in the drop box and left a message for Deidra. She returned my call and stated our account is current. Enclosed with this letter is our check for the period of 08/31 to 09/20 which is due on October 28<sup>th</sup>.

Thank you for considering this request. Please contact me at the above listed email or give me a call on my cell at 573-680-7129 with your decision.

Sincerely,



Lois Wankum  
Treasurer

**CITY OF META, MISSOURI**

**BILL NO. 2021-17**

**ORD. NO. 587**

**AN ORDINANCE ADOPTING A PROCUREMENT POLICY FOR THE CITY, AUTHORIZING CERTAIN EMPLOYEES TO MAKE PURCHASES WITHIN A DESIGNATED RANGE, PROVIDING A PROCEDURE FOR THE EXPENDITURE OF FEDERAL FUNDS, AND PROVIDING A PROCEDURE FOR SOLICITING BIDS AS WELL AS EXCEPTIONS TO THAT PROCEDURE.**

BE IT ORDAINED, by the Board of Aldermen of the City of Meta, Missouri, as follows:

**SECTION 1 PURPOSE.**

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the City at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**SECTION 2 AFFIRMATIVE ACTION AND LOCAL PREFERENCE.**

- A. Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases.
- B. If the purchase is federally funded in whole or in part, minority and women-owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed.
- C. The City may exercise a preference for local businesses for purchases funded exclusively by the City but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding, the City may not exercise a preference for local businesses.

**SECTION 3 CODE OF CONDUCT.**

- A. Employees, officers, and agents of the City who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or



potential conflicts of interest.

- B. No employee, officer, or agent of the City shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.
- C. Such a conflict would arise when
  - 1. an employee, officer, or agent of the city participates in the selection process and a vendor employs or is about to employ, any member of his or her immediate family, his or her partner, or
  - 2. an employee, officer, or agent of the City, or a member of his or her immediate family, or his or her partner, stands to receive anything of financial value if a vendor is selected.
- D. No officer or employee of the city shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member or in which he owns a substantial interest; nor shall he or she make, any personal investments in any enterprise that will create a substantial conflict between his or her private interest and the public interest; nor shall he, she, or any firm or business entity of which he or she is an officer, agent or member, or the owner of substantial interest, sell any goods or services to the City except where such sale is done by competitive bidding and the officer or employee is the lowest bidder. For the purpose of this section, the term "investments" shall not include any publicly traded stock or other investment vehicle regulated by the Securities and Exchange Commission.
- E. An employee, officer, or agent of the City who is involved in the procurement and selection of a bid or purchase and has a real or apparent conflict of interest must disclose that conflict of interest to the Mayor before the bid selection or purchase takes place. Such disclosure must be in writing and shall be retained as part of the official record surrounding the bid or purchase.
- F. Officers, employees, and agents of the City will not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. For the purposes of this section, a gratuity shall include any amount of cash,

or a gift having a value of more than twenty-five dollars. Non-cash gifts made to an entire department or to the city as a whole with a value of less than one hundred dollars shall not be considered a gratuity.

G. Officers, employees, and agents who fail to follow the above Code of Conduct shall be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

H. Same; penalties. Any person who violates the provisions of this Section shall, upon conviction thereof, be punished as provided in the City Code.

#### **SECTION 4 DOCUMENTATION.**

A. Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the City in accordance with the City's retention and disposition schedules.

#### **SECTION 5 PURCHASING LEVELS**

A. There are established three levels of purchases that may be made by Authorized Employees:

1. Incidental Purchases (less than \$500.00).
2. Minor Purchases (\$500.00 to \$10,000.00).
3. Major Purchases (more than \$10,000.00).

B. Incidental Purchases. Incidental Purchases do not require any prior approval. Vendors should be selected based on price and convenience. Comparison of prices is encouraged

but not required.

- C. Minor Purchases require the Authorized Employee making the purchase to compare prices from at least three sources. Price comparisons may be made by telephone solicitations, emailed solicitations, faxed solicitations, or by comparison of advertised prices. The sources compared and the price offered must be documented. Minor Purchases must be approved by the Board of Aldermen.
- D. Major Purchases require competitive sealed bids. Major Purchases must be approved by the Board of Aldermen prior to beginning the bidding process. The Board of Aldermen shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

## SECTION 6 PURCHASING AUTHORITY.

### A. Purchasing Authority.

The following employees ("Authorized Employees") are authorized to make purchases as set forth below:

Position	Level of Authority
City Clerk	Indicental - no prior approval; Minor and Major - Purchase order approval by the Board of Aldermen before purchase.
City Treasurer	Indicental - no prior approval; Minor and Major - Purchase order approval by the Board of Aldermen before purchase.
Mayor	Indicental - no prior approval; Minor and Major - Purchase order approval by the Board of Aldermen before purchase.
Maintenance Staff	Indicental - no prior approval

### B. Authorized Employees.

1. Persons with purchasing authority are designated as Authorized Employees for the



City and are responsible for ensuring that the best possible price and quality are obtained with each purchase. Authorized Employees shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. Authorized Employees shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices. Authorized Employees shall follow all requirements of the Code and the instructions of the Purchasing Agent.

2. Authorized Employees may not split any purchase so as to bring the total purchase within a different level of regulation.

## **SECTION 7 PURCHASES USING FEDERAL FUNDS**

A. The requirements of this SECTION 7 shall apply to all purchases using Federal Funds.

### **B. Informal Purchases**

1. Small Purchases. For purchases below \$250,000 (or the Simplified Acquisition Threshold as defined by FAR at 48 CFR part 2, subpart 2.1, whichever is less) but greater than \$10,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition, provided, however, that if the City Purchasing limits set forth above require a more rigorous process, the City process shall be followed.
2. Micro Purchases. For purchases below \$10,000, the purchasing employee shall follow the City policy.

C. Large purchases with a value of \$10,000 up to \$250,000, which is the large purchase or simplified acquisition threshold under federal regulations] or more must follow a sealed bid process as outlined herein.

D. Purchases at or exceeding \$250,000 or construction projects of any value that are funded

with federal dollars must follow a sealed bid process as outlined below and also follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

E. For purchases that use Federal Funding, no local or State purchasing preference shall be applied.

#### F. INTERNAL CONTROLS

1. The City will maintain effective internal control over the Federal award providing reasonable assurance that the City is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
2. The City will take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
3. The City will take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

#### G. CERTIFICATION

1. To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the City, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

## H. ADVANCE PAYMENTS AND REIMBURSEMENTS

1. Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
2. Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
3. The City shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs

## SECTION 8 SEALED BID PROCESS.

### A. BID SPECIFICATIONS.

A list of bid specifications shall be prepared for each purchase using the sealed bid process. Bid specifications shall include at a minimum, the following:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. A copy of the proposed contract.
7. Any special requirements unique to the project or purchase.
8. Delivery or completion date.



9. For construction projects, language that sets a requirement for a bid guarantee or bid bond in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
  10. If the project involves the construction or repair of city property and the amount is \$75,000 or more, the specifications shall indicate that prevailing wage requirements must be met.
  11. If the purchase is for more than \$5000, the specifications shall indicate that compliance with §285.530 RSMo.
  12. The specifications shall require compliance with § 208.009 RSMo.
  13. For construction projects over \$2,000 using Federal Funds, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
  14. A statement that the City reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the City's interest. The City reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.
- B. The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Board of Aldermen or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the City, and advertisements placed in a newspaper of general circulation in the region.

C. Notice defined. The notice required by the preceding section shall consist of the following:

1. Notice inviting bids shall be published once in at least one official newspaper of the city at least five days preceding the last day set for the receipt of proposals. The newspaper notice required herein shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.
2. The purchasing agent also shall solicit sealed bids from all responsible prospective suppliers who have requested their names be added to a "Bidders' List," which the purchasing agent shall maintain, by sending them a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
3. The city clerk also shall advertise all pending purchases or sales by a notice posted on the public bulletin board in the city hall.
4. The city clerk also shall solicit sealed bids by direct mail request to prospective vendors and by telephone as may seem to him to be in the best interest of the city.

D. Once a Request for Bids has been issued, the bid specifications will be available for inspection at the City office.

E. BID SUBMISSION.

1. All bids must be submitted in sealed envelopes, addressed to the City in care of the Purchasing Agent, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.
2. Bidders shall bid to the specifications and any exceptions must be noted by the

bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

#### F. BID OPENING.

1. Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Purchasing Agent. The bid opening will include the name and address of bidder; for lump-sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.
2. When possible, the bid opening shall be held prior to the selection of the successful bidder. The Purchasing Agent shall tabulate the bids for presentation to the Board of Aldermen.

#### G. CRITERIA FOR BID SELECTION.

In evaluating bids for projects, the Board of Aldermen will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the City.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance, and support.
8. Nature and size of the bidder.

9. Contract provisions that are acceptable to the City.
10. For construction projects over \$2,000, the contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
11. Any other factors that the Board of Aldermen determines are relevant and appropriate in connection with a given project or service.

#### H. CHANGE ORDERS.

If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Board of Aldermen will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the City must sign the change order.

#### I. LOWEST RESPONSIBLE BIDDER.

1. The city reserves in all cases the right to reject any or all bids.
2. Bids shall not be accepted from, nor contract awarded to, a contractor who is in default on the payment of taxes, licenses, or other monies due to the city.

#### J. JUSTIFICATION OF AWARD.

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be entered into the journal of the board.

#### K. EXCEPTIONS. The following exceptions may apply when Competitive Bidding would otherwise be required, however, there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

1. Competitive Proposals. If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Proposals (RFP) or Request for Qualifications (RFQ) prepared by the Board of Aldermen or its designee that includes



the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the City has received a fair and reasonable price and all notification and record-keeping requirements of the sealed bid process shall be followed.

2. For the procurement of architectural, engineering, or land surveying services the City will use the Request for Qualifications process as set forth in Sections 8.285 to 8.291 RSMo.
3. Sole Source Purchases. If the Board of Aldermen determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.
4. Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$[insert dollar amount] during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without the necessity of additional bids, until such time as the Board of Aldermen votes to initiate a new bid process.
5. Emergency Purchases. The Board of Aldermen, or such other persons who have been given such authority by the Board of Aldermen, may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process.
6. Cooperative Purchases. The purchasing agent is authorized to participate in cooperative purchasing programs with the United States or any agency of the United States; with the State of Missouri or any agency, municipality, or political subdivision of the State of Missouri; with other states or any agency, municipality or political subdivision of any other state; or with any association of municipalities or political subdivisions; provided, that the cooperative purchasing program follows a competitive bidding process.
7. Professional Services. The bid process shall not apply to the selection of providers for

services that are characterized by a high degree of professional judgment and discretion including legal, financial, and auditing.

8. Federally funded non-competitive purchases for \$250,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

## **SECTION 9 PURCHASING AGENT DESIGNATED.**

- A. The purchasing agent shall be appointed by the Mayor with the approval of the Board of Aldermen. The purchasing agent, when authorized, shall procure for the city the bids for all supplies and contractual services needed by the city in accordance with the procedures prescribed by this ordinance or required by law.
- B. Duties generally. In addition to the purchasing authority conferred in the preceding section, and in addition to any other powers and duties conferred by this or other ordinance, the purchasing agent shall:
  1. act to procure for the city the highest quality in supplies and contractual services at the least expense to the city;
  2. prepare and adopt written specifications for all supplies and services;
  3. discourage uniform bidding and endeavor to obtain a full and open competition as possible on all purchases and sales;
  4. keep informed of current developments in the field of purchasing, prices, market conditions, and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations, and by private businesses and organizations;
  5. prescribe and maintain such forms necessary for the operation of the purchasing function;
  6. prepare, adopt and maintain a vendors' catalog file. The said catalog shall be filed according to materials and shall contain descriptions of vendors' commodities, prices,

and discounts;

7. exploit the possibilities of buying "in bulk" so as to take full advantage of discounts;
8. act to procure for the city all federal and state tax exemptions to which it is entitled;
9. have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the municipality for a stated period of time;
10. inspect or supervise the inspection of all deliveries with regard to quantity, quality, and conformance to specifications; and
11. pursue all appropriate claims against the supplier, shipper or carrier.

#### **SECTION 10 ORDINANCE APPROVAL**

This Ordinance shall be in full force and in effect upon final passage and approval by the Board of Aldermen.

**FIRST READING HELD THIS 10<sup>th</sup> DAY OF NOVEMBER, 2021.**

**SECOND READING HELD THIS 10<sup>th</sup> DAY OF NOVEMBER, 2021.**

**ALDERMEN**

**AYE**

**NAY**

Lawrence Hoffman

\_\_\_\_\_

\_\_\_\_\_

Ivie Helton

\_\_\_\_\_

\_\_\_\_\_

Otto Wankum

\_\_\_\_\_

\_\_\_\_\_

Steve Sherrell

\_\_\_\_\_

\_\_\_\_\_

Mayor Emily Sommerer (in case of a tie vote)

\_\_\_\_\_

\_\_\_\_\_

**(SEAL)**

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Emily Sommerer, Mayor

**ATTEST:**

---

Deidra Buechter, City Clerk

RECEIVED

NOV 08 2021

**CITY OF META, MISSOURI**  
**2020 Business License Renewal Application** City of Meta  
**For the Period of: 01-01-2022 thru 06-30-2022**

Name of Business: Southwestern Bell Telephone Company

Business Physical Address: No Physical Location

Business Mailing Address: 11760 US HWY One, Suite 300, North Palm Beach, FL 33408

Business Phone No.: 561-627-3365 Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: LEC and UVERSE VIDEO SERVICE PROVIDER

Will food or beverages be sold? No

Name of Applicant Applying for Renewal: Frank Maxwell

Relationship to Business: Owner/Manager/President/Other Director - Tax

Name of Owner if different than Applicant: Southwestern Bell Telephone Company

Address of Owner if different than Applicant: 11760 US HWY One, Suite 300,  
North Palm Beach, FL 33408

Alternate Contact Name/Number in case of Emergency: N/A

Missouri Retail Sales Tax Number (If applicable): 11769165

Federal Tax ID Number/Social Security Number 43-0529710

Have you ever been convicted of any violation of laws or ordinance of this or any other state or municipality other than minor traffic violations? No

**\$250.00 is due for each service license**

**Personal and Real Estate Taxes (delinquent/current) must be paid in full to the Osage County Collector before a business license can be approved.**

A copy of no sales tax due statement from Department of Revenue (If applicable)

A copy of state retail sales license, Interstate Commerce commission exemption certificate, or sales tax exemption certificate (If applicable)

A copy of Workers Compensation Insurance (If applicable)



Signature of Applicant

10/20/2021

Date

For Business License questions concerning this renewal, please contact 630-857-2280, please choose Option #2.



**RESOLUTION NUMBER 2021-11 OF THE BOARD OF ALDERMEN  
CITY OF META**

**A RESOLUTION TO ENTER INTO A LOW-INCOME HOUSEHOLD WATER ASSISTANCE  
PROGRAM SUPPLIER AGREEMENT WITH THE MISSOURI DEPARTMENT OF SOCIAL  
SERVICES FAMILY SUPPORT DIVISION.**

**WHEREAS,** The City desires to obtain payment for water services provided to low-income households; and

**WHEREAS,** The Board of Aldermen has determined that it is in the best interests of the City to engage The Missouri Department of Social Services Family Support Division to provide payment; and

**WHEREAS,** This selection has been made in compliance with the laws of the State of Missouri and the City of Meta;

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and the Board of Alderman of the City of Meta, Osage County, Missouri, as follows:

**SECTION ONE:** The Mayor and Board of Alderman of the City of Meta hereby approve the Low-Income Household Water Assistance Program Supplier Agreement, Exhibit A, between the City of Meta and The Missouri Department of Social Services Family Support Division.

**SECTION TWO:** The Mayor, or his designee, is hereby authorized to sign and execute the Low-Income Household Water Assistance Program Supplier Agreement, Exhibit A, on behalf of the City of Meta.

**SECTION FIVE:** This Resolution shall be in effect immediately from and after its passage and approval.

**APPROVED and ADOPTED by the Mayor and Board of Alderman of the City of Meta this 10<sup>th</sup> day of November, 2021.**

\_\_\_\_\_  
Mayor, Emily Sommerer

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
City Clerk, Deidra Buechter

\_\_\_\_\_  
Date

**LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM  
SUPPLIER AGREEMENT  
BETWEEN  
MISSOURI DEPARTMENT OF SOCIAL SERVICES  
FAMILY SUPPORT DIVISION  
And  
WATER/WASTEWATER SUPPLIERS**

**1. Purpose**

- 1.1 This agreement, made by and between the Department of Social Services, Family Support Division (hereinafter referred to as the Department) and the Home Water/Wastewater Supplier stated below, (hereinafter referred to as the Supplier) shall be as follows:

\_\_\_\_\_  
(Name of Company)

- 1.2 Missouri's Low Income Household Water Assistance Program (LIHWAP) is authorized under Section 553 Title V of Division H of the Consolidated Appropriations Act, 2021, Public Law No: 116-260. Consistent with legislative instructions, program requirements use existing processes, procedures, and policies currently in place to provide assistance to low-income households. In particular, Office of Community Services (OCS) has closely modeled the LIHWAP terms and conditions on assurances and requirements outlined in the Low Income Household Energy Assistance Act, 42 U.S.C. 8621 *et seq.*
- 1.3 This agreement shall govern the purchase of water/wastewater services from the Supplier on behalf of households eligible for LIHWAP. Funds awarded shall be used as part of an overall emergency effort to prevent, prepare for, and respond to the COVID-19 pandemic, with the public health focus of ensuring that low-income households have access to drinking water and wastewater services. The funds will be used to cover or reduce arrearages, rates, and fees associated with reconnection or preventions of disconnections of service, and rate reduction to eligible households for such services. This agreement is for the provision of water bill payments to assist low-income households with water and wastewater reconnection and ongoing services.
- 1.4 The parties acknowledge that this agreement and the services provided by the Supplier are governed by and subject to the federal and state laws and regulations in accordance with the LIHWAP supplemental terms and conditions.

**2. Definitions**

- 2.1 **Credit Balance** – any surplus of funds remaining on the account of an eligible customer created as the result of a LIHWAP payment to the supplier at the conclusion of the appropriate program period defined in the agreement.
- 2.2 **Eligible Customer** – a household that makes application for assistance under LIHWAP, is determined eligible for benefits by the Department or contractor, and is accepted by the Supplier as an active account.
- 2.3 **Payment** – a line of credit payment to the Supplier equal to the maximum subsidy per eligible customer as set forth in Attachment A of this agreement.

**3. Terms of Agreement/Modifications**

- 3.1 The agreement period shall be effective October 1, 2021 through September 30, 2023. This agreement shall not bind, nor purport to bind, the Department for any commitment in excess of the original agreement period. This agreement shall become effective upon signature by authorized representatives of the Supplier and the Department and shall apply to water/wastewater assistance to eligible customers under LIHWAP in accordance with the following program period, as established above.
- a. Water/Wastewater: home drinking water and wastewater consumed beginning on or after October 1<sup>st</sup> of each year and ending no later than the end of the first billing cycle for an eligible customer after September 30<sup>th</sup> of each year – not to extend past September 30, 2023.
- 3.2 Changes to this agreement must be made by a formal agreement amendment signed and approved by and between the duly authorized representative of the Supplier and the Department prior to the effective date of



such modification. No other document, including correspondence, e-mail, acts, or oral communications by or from any person, shall be used or construed as an amendment or modification to the agreement.

- 3.3 This document expresses the complete agreement of the parties. Performance of the agreement shall be governed solely by the specifications and requirements contained in the agreement. The exclusive venue for any litigation arising under this agreement shall be Cole County, Missouri. This agreement shall be interpreted in accordance with the laws of the State of Missouri.

4. **Responsibilities of the Parties**

4.1 The Department agrees to:

- a. Provide the Supplier with a weekly listing of eligible customers (Customer Eligibility Listing or CEL) who have designated the company as their primary water/wastewater supplier. These listings shall include at least the following data elements:
  1. Complete name of eligible customer;
  2. Complete address of eligible customer;
  3. Customer account number provided on the Supplier's billing information;
  4. Amount of payment the Department will make on behalf of each eligible customer whose name appears on the listing; and
  5. Social Security Number of the customer supplied by the Department.
- b. Secure from each eligible customer and from its agents or contractors, written authorization for the release of information concerning the eligible customer's account with the Supplier.

4.2 The Supplier agrees to:

- a. Require any of its districts, regional or local companies who provide services to eligible customers in Missouri, to comply with all provisions of this agreement. The Supplier shall complete and submit to the Department Exhibit #1 – Supplier Information and the signed agreement the complete name and address of any sub-suppliers who will be involved under the terms of this agreement.
- b. As conditions for receiving payment for its eligible customers under Missouri's Low Income Household Water Assistance Program, the Supplier:
  1. Shall not discriminate with regard to the terms or conditions of the sale, availability of credit, or price of home water offered to eligible customers in relation to its other residential customers.
  2. Shall return Customer Eligibility Listings (CEL's) to the Department within **fifteen (15) calendar days** after they are received, indicating whether the LIHWAP payment to be made on behalf of the eligible customer can be accepted by the Supplier. If the Supplier notifies the Department that they cannot accept payment on behalf of a particular eligible customer for reasons other than those stipulated in this agreement, or the Supplier fails to return a CEL within a **thirty (30) calendar day** timeframe, no payment will be made by the Department on behalf of the eligible customer.
  3. Shall accept the LIHWAP payment to be made on behalf of an eligible customer; and not use any portion of the LIHWAP payment made on behalf of the eligible customer for reimbursement of fees charged by collection agencies.
  4. Shall credit, through normal billing process, the full amount of the LIHWAP pledge received to an eligible customer's account. The Supplier may apply any portion of the received LIHWAP pledge to an eligible customer's previous account balance, provided the pledge will continue/restore services for at least thirty (30) calendar days after the LIHWAP pledge is applied to the eligible customer's previous account balance.
  5. Should make an effort to offer eligible customers, on whose behalf the Department has made payment, a deferred payment plan for any balance due on their account that exceeds the amount made by the Department and consider continued provision of water and wastewater services to the eligible customer who maintains their deferred payment plan for the duration of this agreement.
  6. Shall provide water and wastewater services at least equivalent to the amount of the pledge made by the Department on behalf of the eligible customer. Services shall be restored or continued during the service period covered by the payment for at least thirty (30) calendar days from the date of the pledge made on behalf of the eligible customer.
  7. Should consider waiving deposits, name change or late payment fees for an eligible customer for whom the Supplier agrees to accept a LIHWAP payment.

8. Shall not transfer any portion of the LIHWAP payment made on behalf of an eligible customer to any other customer's account.
9. Should notify each eligible customer in writing of the amount of any credit balance remaining on their account because of the LIHWAP payment, no later than the end of the first billing cycle for the eligible customer after September 30<sup>th</sup> of each year. In the case of payments received after September 30<sup>th</sup>, notification of any credit balance must be made no later than the next regular billing cycle for the customer on whose behalf the LIHWAP payment is received.
10. Shall refund any LIHWAP credit balance remaining on an eligible customer's account to the Department and any remaining customer credit balance directly to the customer, when the customer voluntarily terminates service with the Supplier or leaves the Supplier's designated service area, no later than sixty (60) calendar days after their final billing statement or by the end of the program year (September 30<sup>th</sup>).
11. In the event the designated customer dies during the program coverage period and the credit balance on their account is not used by a surviving household member over the age of eighteen (18) at the same address, it will be refunded to the Department. Any credit balances that cannot be utilized under the terms of this agreement will be refunded to the Department no later than September 30<sup>th</sup> of each program year.
12. Refunds must include the following information: Customer name and address, date of LIHWAP payment to the Supplier, and reason for return.
13. Shall not accept the LIHWAP payment on behalf of customers with the following account status:
  - a. Inactive Account: an account on which service was terminated and the Supplier does not agree to restore or continue service to this customer under the provisions of this agreement;
  - b. Commercial Account: an account identified by the Supplier via rate structures or other means as generally being utilized by a commercial business;
  - c. Not Our Customer: an account which the Supplier is unable to identify via existing records as being a customer of the company;
  - d. Invalid Account Number: an account which the Supplier is unable to identify via existing records the customer account number;
  - e. Needs Additional Payment: an account on which the Supplier needs additional funds to restore and continue services;
  - f. Negative Customer Response: an account which the Supplier is able to verify, but, the customer failed to call and make an appointment to restore services; or
14. Must utilize the identifying information below concerning eligible customers served when corresponding with the Department:
  - Complete name of eligible customer (account holder);
  - Complete address of eligible customer;
  - Customer account number of eligible customer; and
  - Social Security Number of the customer supplied by the Department.

## 5. Payments

- 5.1 The Department agrees to provide payment to the Supplier within fifteen (15) calendar days for those customers on whose behalf the Supplier has agreed to accept payment.
  - a. Failure to submit the CELs within the time frames set forth in this agreement may delay payment to the Supplier.
- 5.2 The Supplier is encouraged to participate in the Department's direct deposit program and to complete an Automatic Clearing House/Electronic Funds Transfer (ACH/EFT) application.
- 5.3 If funds for payment of service costs of eligible customers are not sufficient to permit the Department to reimburse the Supplier in accordance with the payment maximums specified in Attachment A, the Department will prorate payments to the Supplier on the basis of the total obligations for water and wastewater services costs of all eligible customers in Missouri and the amount of funding available to meet these obligations. The Department will utilize this procedure until all available funding for the payment of water and wastewater services costs of eligible customers has been expended.



**6. Monitoring/Reporting**

6.1 The Department is required to perform a review of actual usage data of eligible customers served during the program year. The Department will provide a report to the Supplier at the end of the program year. The Supplier shall submit to the Department actual usage data for each eligible customer in each billing cycle or calendar month of the pertinent period set forth under the program period defined in this agreement. Actual usage data submitted shall include:

- a. The complete name and address of each eligible customer;
- b. The customer's account number;
- c. The Social Security Number of each customer;
- d. The amount of any credit balance remaining on the account of an eligible customer at the end of the first billing cycle for an eligible customer after September 30th of each year;
- e. The amount of an eligible customer's outstanding account balance at the time the Supplier agreed to accept the LIHWAP payment if the Supplier used the payment in accordance with this agreement;

**7. Confidentiality**

- 7.1 The Supplier shall understand that all discussions with the Supplier and all information gained by the Supplier as a result of the Supplier's performance under this agreement shall be confidential. The Supplier shall not release reports, documentation, or material prepared required by this agreement without the prior written consent of the Department.
- 7.2 The Department shall only use information provided by the Supplier about the account of an eligible customer for administering LIHWAP. The Department shall obtain the same agreement from any of its Suppliers.
- 7.3 The Supplier agrees not to use or disclose any information related to its eligible customers to any parties except the Department with all applicable state and federal laws dealing with privacy and confidentiality of information related to eligible customers of LIHWAP. This agreement shall immediately be declared null and void if the Supplier is determined to be out of compliance with privacy and confidentiality laws
- 7.4 The Supplier shall ensure that all persons in its employ who are authorized to have access to or use information obtained from the Department understand the conditions of this agreement. In the case of information obtained electronically or by using the web-based access, attest to such understanding in writing by signing a DSS Security Access and Confidentiality Agreement form. Availability of this information must be limited to employees with a "need to know". The Department shall deny access to information if the Supplier is determined to be out of compliance. The Department may declare this agreement null and void if the Supplier is determined to be out of compliance with the agreement.
- 7.5 The Supplier agrees to retain all books, records, and other documents relevant to this agreement for a minimum of five (5) years or until any litigation, claim, negotiation, audit, or other action involving the records that was initiated prior to the expiration of this five (5) year period has been completed. Upon request of the Department, the Supplier shall permit authorized representatives of the Department, and such other Federal or State agencies as may require such information, to have access to such records as may be necessary to confirm the Supplier's compliance with the provisions of this agreement.

**8. Fraud Prevention and Reporting**

- 8.1 The Supplier shall report any financial fraud or abuse or misconduct in the administration of LIHWAP to the Department of Social Services (DSS), Division of Legal Services (DLS). The Supplier shall call 877-770-8055 or report by email at [DLS.ReportVendorFraud@dss.mo.gov](mailto:DLS.ReportVendorFraud@dss.mo.gov). Suppliers shall cooperate with all DLS investigations of suspected fraud or abuse or misconduct.
- 8.2 The Supplier may be prosecuted under applicable federal or state law or both for false claims, statements, or documents, or concealment of material fact.

**9. Termination**

- 9.1 Termination of this agreement without cause may occur by either party terminating its duties under this agreement upon provision of thirty (30) calendar days written notice to the other, except that the duties of Section 4.2b 9 through 13, 5.3 and 6.1 shall survive. Additionally:
- a. It is understood and agreed upon that in the event funds or appropriation authority from local, state, and federal sources are not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of services, as determined by the Department, the obligation of each

party hereunder shall thereupon terminate immediately upon receipt of written notice from the Department;

- b. Either party may terminate this agreement immediately by written notice for cause related to the adequacy of performance. Any written notification shall be effective upon deposit in the mail; and
- c. The Supplier shall not incur new obligations for the terminated portion of the agreement after the effective date of the termination for cause. The Supplier shall cancel as many outstanding obligations as possible.

10. **Debarment Certification**

10.1 The Supplier, by signing the signature page of this original agreement and any amendment signature page(s), certifies that the Supplier is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. The Supplier should complete and return the attached certification regarding debarment, etc., Exhibit #2 with the agreement. The Supplier must satisfactorily complete this certification prior to award of this agreement.

11. **Business Compliance**

11.1 The Supplier must comply with the laws regarding conducting business in the State of Missouri. The Supplier certifies by signing the signature page of this original document and any amendment page(s) that the Supplier and any proposed subcontractors either are presently in compliance with such laws or shall comply with such laws prior to any resulting agreement. The Supplier shall provide documentation of compliance upon request by the Department. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- a. Registration of business name (if applicable);
- b. Certificate of authority to transact business/certificate of good standing (if applicable);
- c. Taxes (e.g., city/county/state/federal);
- d. State and local certifications (e.g., professions/occupations/activities);
- e. Licenses and permits (e.g., city/county license, sales permits); and
- f. Insurance (e.g., worker's compensation/unemployment compensation).

11.2 The provider must complete and submit Exhibit #3, Registration of Business Name (if applicable) with the Missouri Secretary of State, prior to award of contract.

11.3 In the event the Supplier contracts with any other party (subcontractor) to carry out the terms of this agreement, the Supplier shall include in its contracts with any other party this agreement as an incorporation by reference.

This agreement and any attachments thereto set forth all promises, agreements, and understandings between the Department and the Supplier. In witness thereof, the Department and the Supplier hereby execute this agreement.

\_\_\_\_\_  
Authorized Representative of Supplier

\_\_\_\_\_  
Authorized Representative of the  
Department of Social Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT #1: SUPPLIER INFORMATION

PLEASE COMPLETE THE INFORMATION BELOW AND RETURN WITH THE SIGNED AGREEMENT AND EXHIBIT #2. THE DIVISION WILL COMPLETE THE LAST LINE AND RETURN WITH THE SUPPLIER COPY OF THE SIGNED AGREEMENT.

*Please attach a complete listing of all your branch offices, including their names, address, telephone and fax numbers and current e-mail addresses.*

COMPANY NAME \_\_\_\_\_

COMPANY MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

COUNTY \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESSES (Primary) \_\_\_\_\_

(Other) \_\_\_\_\_

(Other) \_\_\_\_\_

(Other) \_\_\_\_\_

(Other) \_\_\_\_\_

(Other) \_\_\_\_\_

Water and wastewater services \_\_\_\_\_

-----  
**For State Office Use Only:**

***Supplier Number Assigned:*** \_\_\_\_\_

HOUSEHOLD SIZE	MONTHLY INCOME AMOUNTS
	0%-60% STATE MEDIAN INCOME (SMI)
1	\$0-2,211
2	\$0-2,891
3	\$0-3,571
4	\$0-4,252
5	\$0-4,932
6	\$0-5,612
7	\$0-5,740
8	\$0-5,868
9	\$0-5,996
10	\$0-6,124
11	\$0-6,252
12	\$0-6,380
13	\$0-6,508
14	\$0-6,636
15	\$0-6,764
16	\$0-6,892
17	\$0-7,020
18	\$0-7,148
19	\$0-7,276
20	\$0-7,404

Benefit Amount
Not to exceed \$750.00



## Exhibit 2 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by 2 CFR Part 180.

### ***(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)***

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Company Name

---

DUNS #

---

Authorized Representative's Printed Name

---

Authorized Representative's Title

---

Authorized Representative's Signature

---

Date

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension or debarment.

### EXHIBIT # 3:

#### Registration of Business Name (if applicable) with the Missouri Secretary of State:

The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State. Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo, identify the specific section of 351.572 RSMo, which supports the exemption.

<b><i>Charter Number (if applicable)</i></b>	<b><i>Company Name</i></b>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo, identify the section of 351.572 to support the exemption:	

If your business entity is not registered, you may go to the link provided below to register:

[www.sos.mo.gov/fileonline](http://www.sos.mo.gov/fileonline)

If you believe your business entity is exempt from registering with the Secretary of State due to one of the specific exemptions contained in the Missouri Revised Statutes, please indicate in your response the specific exemption that applies to your business entity.

Below are the exemption sections of the Missouri Revised Statutes for the most popular business entity types:

1. General Business - section 351.572, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=351.572&bid=18804&hl=>
2. Limited Liability Company - section 347.163.5, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=347.163&bid=18500&hl=>
3. Limited Partnership - section 359.551.5, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=359.551&bid=19476&hl=>
4. Non-Profit - section 355.751.2, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=355.751&bid=19289&hl=>
5. Professional Corporation - section 356.231, RSMo, located at:  
<http://revisor.mo.gov/main/OneSection.aspx?section=356.231&bid=19340&hl=>

Note: Limited Liability Partnerships have no exemptions.

For questions regarding registration, contact the Missouri Secretary of State at:

[corporations@sos.mo.gov](mailto:corporations@sos.mo.gov) or (573) 751-4153 (toll free 866-223-6535)

**RESOLUTION NUMBER 2021-10 OF THE BOARD OF ALDERMEN  
CITY OF META**

**A RESOLUTION TO ENTER INTO A MEMBERSHIP AGREEMENT  
WITH MISSOURI RURAL SERVICES WORKERS' COMPENSATION  
INSURANCE TRUST.**

**WHEREAS,** The City desires to obtain Worker's Compensation insurance; and

**WHEREAS,** The Board of Aldermen has determined that it is in the best interests of the City to engage Missouri Rural Services to provide this insurance; and

**WHEREAS,** This selection has been made in compliance with the laws of the State of Missouri and the City of Meta;

**NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and the Board of Alderman of the City of Meta, Osage County, Missouri, as follows:

**SECTION ONE:** The Mayor and Board of Alderman of the City of Meta hereby approve the Membership Agreement, Exhibit A, between the City of Meta and Missouri Rural Services Workers' Compensation Insurance Trust.

**SECTION TWO:** The Mayor, or his designee, is hereby authorized to sign and execute the Membership Agreement, Exhibit A, on behalf of the City of Meta.

**SECTION FIVE:** This Resolution shall be in effect immediately from and after its passage and approval.

**APPROVED and ADOPTED by the Mayor and Board of Alderman of the City of Meta this 10<sup>th</sup> day of November, 2021.**

\_\_\_\_\_  
Mayor, Emily Sommerer

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
City Clerk, Deidra Buechter

\_\_\_\_\_  
Date



RECEIVED

NOV 08 2021

**MISSOURI RURAL SERVICES WORKERS' COMPENSATION INSURANCE TRUST**

Sponsoring Organization: Missouri Rural Services Corp.  
P.O. Box 104268, Jefferson City, MO 65110 Telephone: (800) 726-9304  
Fax 573-635-7645

City of Meta

**MEMBERSHIP AGREEMENT**

It is agreed that City of Meta ID# WC888-22  
is a member of the Missouri Rural Services Corp. and entitled to all benefits afforded by  
the Corporation.

The Membership is for the period January 1, 2022 to January 1, 2023

Payment of the Membership fee on or before the expiration date will automatically renew  
this agreement for twelve months.

Membership Benefits include: Workers' Compensation Trust.

Annual Membership Fee \$200 Prorated Fee \$

This Agreement is approved the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Authorized Representative from Entity

\_\_\_\_\_  
Signature of Authorized Representative from Entity

Agent: Naught-Naught Insurance Agency Inc

*Exhibit A*



IN THE CITY OF META, MISSOURI

BILL NO. 2021-16

ORDINANCE NO. 586

AN ORDINANCE AMENDING THE CITY OF META, MISSOURI FISCAL YEAR BUDGET BEGINNING JULY 1, 2021 THROUGH JUNE 30, 2022 TO ADD LINE ITEMS FOR AMERICAN RESCUE PLAN ACT (ARPA) FEDERAL GRANT MONIES.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF META, MISSOURI, AS FOLLOWS:

- Section 1. The City of Meta, Missouri budget for Fiscal Year July 1, 2021 to June 30, 2022 is amended as described in **EXHIBIT 1**.
- Section 2. Line item #16050 ARPA Federal Grant Funds to be added to the Operating Fund Revenue Section. Line Item #18560 ARPA Federal Grant Expenses to be added to the Operating Fund Expense Section.
- Section 3. This Ordinance shall be in full force and in effect upon final passage and approval by the Board of Aldermen.

FIRST READING HELD THIS 10<sup>th</sup> DAY OF NOVEMBER, 2021.

SECOND READING HELD THIS 10<sup>th</sup> DAY OF NOVEMBER, 2021.

**ALDERMEN**

**AYE**

**NAY**

Lawrence Hoffman

\_\_\_\_\_

\_\_\_\_\_

Ivie Helton

\_\_\_\_\_

\_\_\_\_\_

Otto Wankum

\_\_\_\_\_

\_\_\_\_\_

Steve Sherrell

\_\_\_\_\_

\_\_\_\_\_

Mayor Emily Sommerer (in case of a tie vote)

\_\_\_\_\_

\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Emily Sommerer, Mayor

ATTEST:

\_\_\_\_\_  
Deidra Buechter, City Clerk

**OPERATING FUND BUDGET  
FY 2021-2022**

Approved Ordinance # 586  
11-10-21

<b>REVENUES</b>						
<b>Code #</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>
16010	Property Taxes	\$ 18,829.15	\$ 19,774.51	\$ 19,791.39	\$ 20,160.80	\$ 18,500.00
16020	Surtax	\$ 16,542.12	\$ 16,067.40	\$ 8,082.53	\$ 20,391.33	\$ 10,000.00
16025	General Sales Tax	\$ 53,148.36	\$ 56,763.22	\$ 62,864.44	\$ 48,192.46	\$ 45,000.00
16030	Public Utility Tax	\$ 79,925.10	\$ 67,201.26	\$ 59,640.64	\$ 77,396.38	\$ 69,000.00
16037	Railroad & Utility Tax	\$ 1,116.61	\$ 1,099.60	\$ 8,768.82	\$ 1,180.95	\$ 1,800.00
16040	City Licenses	\$ 945.00	\$ 1,225.00	\$ 1,100.00	\$ 1,175.00	\$ 800.00
16050	ARPA Federal Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ 22,196.41
16052	Motor Vehicle Sales Tax	\$ 2,071.96	\$ 1,816.83	\$ 1,798.11	\$ 2,530.73	\$ 1,800.00
16056	Property & Equipment Sales	\$ -	\$ 2,600.00	\$ -	\$ 784.00	\$ 2,000.00
16070	Interest Income	\$ 4,514.35	\$ 5,613.63	\$ 6,138.07	\$ 3,925.15	\$ 2,000.00
16074	Refunds/Reimbursement	\$ 782.82	\$ 15,808.39	\$ 5,813.22	\$ 6,664.46	\$ -
	<b>TOTALS</b>	<b>\$ 177,875.47</b>	<b>\$ 187,969.84</b>	<b>\$ 173,997.22</b>	<b>\$ 182,401.26</b>	<b>\$ 173,096.41</b>
<b>EXPENDITURES</b>						
<b>Code #</b>		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>
18510	Accounting	\$ 7,205.00	\$ 12,905.00	\$ 11,020.00	\$ 11,045.00	\$ 12,000.00
18511	Legal Fees	\$ 412.50	\$ 775.00	\$ 375.00	\$ 10,503.00	\$ 11,000.00
18512	Training	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
18540	Advertising	\$ 643.00	\$ 1,776.71	\$ 1,329.77	\$ 1,180.82	\$ 2,000.00
18545	Fireworks Expense	\$ 3,000.00	\$ 3,117.73	\$ 3,572.37	\$ 4,000.00	\$ 5,000.00
18560	ARPA Federal Grant Expense	\$ -	\$ -	\$ -	\$ -	\$ 22,196.41
18740	Election Costs	\$ 435.90	\$ 1,777.00	\$ 1,138.78	\$ 1,147.45	\$ 2,000.00
18800	Dues & Subscriptions	\$ 670.00	\$ 672.00	\$ 722.00	\$ 1,441.65	\$ 2,000.00
18890	Safe Deposit Box Fee	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 100.00
19040	Insurance Premiums	\$ 6,008.00	\$ 4,130.00	\$ 6,424.00	\$ 12,704.00	\$ 8,000.00
19041	Insurance Bonds	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 300.00
19080	Contract Services	\$ 9,479.40	\$ 3,543.82	\$ 28,399.16	\$ 901.55	\$ 1,000.00
19090	Elected Officials' Salary	\$ 5,880.00	\$ 5,751.10	\$ 5,880.00	\$ 5,880.00	\$ 6,000.00
19091	Maintenance Employee Salary	\$ 6,509.80	\$ 6,545.60	\$ 7,081.47	\$ 12,174.27	\$ 13,000.00
19095	City Clerk Salary	\$ 7,976.80	\$ 8,920.54	\$ 7,804.08	\$ 9,191.17	\$ 11,000.00
19097	Treasurer Salary	\$ 6,818.40	\$ 7,608.56	\$ 7,099.18	\$ 7,841.30	\$ 8,000.00
19110	Electric	\$ 8,894.36	\$ 8,787.33	\$ 7,921.08	\$ 7,999.22	\$ 9,000.00
19115	Fuel	\$ 751.28	\$ 605.09	\$ 628.02	\$ 674.28	\$ 1,500.00
19150	Maintenance - Equipment/Supplies	\$ 776.64	\$ 678.22	\$ 528.56	\$ 13,792.04	\$ 10,000.00
19170	Payroll Taxes	\$ 2,187.53	\$ 2,362.84	\$ 2,204.55	\$ 2,684.11	\$ 3,500.00
19180	Office - Equipment/Supplies	\$ 4,709.56	\$ 3,536.14	\$ 4,605.99	\$ 12,078.86	\$ 6,000.00
19182	Postage Costs	\$ 123.10	\$ 145.31	\$ 160.60	\$ 181.56	\$ 300.00
19280	Postal Box Fees	\$ 48.00	\$ 50.00	\$ 54.00	\$ 56.00	\$ 100.00
19300	Maintenance - Repairs & Maintenance	\$ 526.28	\$ 159.34	\$ 1,621.48	\$ 1,141.41	\$ 2,000.00
19410	Telephone	\$ 749.10	\$ 998.60	\$ 1,203.45	\$ 1,267.58	\$ 1,200.00
19420	Mileage Reimbursement	\$ -	\$ 166.40	\$ -	\$ -	\$ 200.00
	<b>TOTALS:</b>	<b>\$ 74,099.65</b>	<b>\$ 75,307.33</b>	<b>\$ 100,068.54</b>	<b>\$ 118,180.27</b>	<b>\$ 138,396.41</b>
	<b>Beginning Fund Balance</b>	<b>\$ 72,000.00</b>	<b>\$ 165,700.00</b>	<b>\$ 145,800.00</b>	<b>\$ 82,000.00</b>	<b>\$ 50,800.00</b>
	<b>TOTAL REVENUE</b>	<b>\$ 177,875.47</b>	<b>\$ 187,969.84</b>	<b>\$ 173,997.22</b>	<b>\$ 182,401.26</b>	<b>\$ 173,096.41</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 74,099.65</b>	<b>\$ 75,307.33</b>	<b>\$ 100,068.54</b>	<b>\$ 118,180.27</b>	<b>\$ 138,396.41</b>
	Transfer In from CD #15505 for Maint. Bldg.			\$ 130,000.00		
19850	<b>Total Transfers Out of Operating Fund</b>	<b>\$ 10,000.00</b>	<b>\$ 132,500.00</b>	<b>\$ 267,500.00</b>	<b>\$ 109,650.00</b>	<b>\$ 50,000.00</b>
	<b>NET FUND BALANCE</b>	<b>\$ 165,775.82</b>	<b>\$ 145,862.51</b>	<b>\$ 82,228.68</b>	<b>\$ 50,820.99</b>	<b>\$ 35,500.00</b>
19850	FY20 8-14-19 Transfer out to Capital Improv. Assets for New Maintenance Bldg. (Line item 119 per Doerhoff Accounting)			\$ 126,500.00		
19850	Transfer out to Water Tower Fund (89300)			\$ 25,000.00	\$ 25,400.00	
19850	Transfer out to Motor Fuel Fund (49800)		\$ 75,000.00	\$ 51,000.00	\$ 35,000.00	
19850	Transfer out to Capital Improve. Fund (59800)		\$ 7,500.00		\$ 35,000.00	\$ 50,000.00
	FY19 Transfer out to Certificate of Deposit		\$ 50,000.00			
19850	Transfer out to Water Fund (29080)			\$ 65,000.00		
19850	6-10-20 Transfer out to Capital Improv. Assets for New Maintenance Bldg. (119)				\$ 14,250.00	
19800	<b>1-13-21 Transfer in from Capital Improve. Fund Assets (119)</b>				<b>\$ 14,250.00</b>	

NOTE: 19040 \$5,565.00 MOPERM Insurance Premium for FY22 (with Naught-Naught Agency) was paid in FY21





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

## Engineer's Report – for the City of Meta Monthly Board Meeting – November 10, 2021 (2<sup>nd</sup> Wednesday)

To: Mayor and Board of Aldermen (City of Meta)

From: Blake Wilbers, Gary Davis, & Dillon Feely (Bartlett & West)

### What we accomplished within the last month

- Continued assistance with the City looking at grant funding through CDBG for stormwater improvements.
- Held internal team meetings to go over the RFQ for stormwater.
- Writing and finalizing our proposal to submit on the RFQ for stormwater.
- Will be submitting our proposals for the stormwater RFQ on Friday, November 5<sup>th</sup>.

### What we plan to do this month

- Continue to help the City coordinate with MRPC to develop a competitive CDBG grant project.
- Help facilitate the SCADA installation as needed.
- Continue to provide on call services for the water system and any questions the City may have.

### Upcoming events and conferences

- None to note at this time.

### Legislative and regulatory updates

- The BCA should be completed after December 10<sup>th</sup>, 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 Missouri Department of Natural Resources is seeking information from Missouri communities on their water infrastructure funding needs and has put out a survey.
  - They are seeking information from cities on their water, wastewater, and stormwater projects.
  - Most cities have already received their American Rescue Plan Act (ARPA) grant funds, but their water infrastructure improvements demand more funding for the cities to implement changes.
  - Governor Parson has announced/committed to offering grants to cities in need with the State's ARPA funds.
  - The survey is a large part in helping Governor Parson understand/present to the general assembly how many communities need help.
    - Not only does the survey provide information to the Governor but will also be to see which communities need more grant funding.
  - The department is particularly interested in projects that have an engineering report already compiled to evaluate the water, wastewater, or stormwater projects.
- Bartlett & West has already written engineering reports for the City of Meta's water and wastewater systems recently.



Driving community and industry forward, together.

- ***This makes the City of Meta a strong contender in receiving grant funding*** for those projects with the engineering report already completed.
- We suggest completing the survey with Bartlett & West's help to get the City of Meta grant funding for these very important infrastructure needs.
- The Deadline to submit this information to the MODNR is **November 19<sup>th</sup> at 5:00 PM.**
- The next deadline for submitting a grant/loan application to DNR SRF for water system improvements is March 1<sup>st</sup>, 2022.
  - We are available to assist in filling out this application and any additional paperwork needed.
  - A bond election could be considered for April of 2022.

#### **Other relevant topics**

- None at this time.

#### **Input needed from Client or others**

- When the agreement is signed with HighTide for the SCADA system, please let us know so we can provide direction to the installer on the signals and logic needed.
- Bartlett & West will be reaching out shortly to get some information from the City to complete the State ARPA allocation survey if the City wishes to participate in the survey.

#### **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!

#### **Attachments**

- None.

Blake Wilbers

Gary Davis, P.E.

[blake.wilbers@bartwest.com](mailto:blake.wilbers@bartwest.com) - (573) 690-8393 [gary.davis@bartwest.com](mailto:gary.davis@bartwest.com) - (573) 469-1561

Dillon Feely, P.E.

[dillon.feely@BARTWEST.COM](mailto:dillon.feely@BARTWEST.COM) – (573) 659-6716



Driving Community and Industry Forward, Together.