

FINANCE COMMITTEE

JANUARY 26,1999

PRESENT: BETTY PEARSON: CHAIRMAN
ANGELA MADDEN
JESS HARNDEN
MAYOR CHRIS CRUZAN WHITE
JOHNNY ARROWOOD
TERESA HART
MARILYN NEWMAN

The Finance Committee met at 4:00p.m. to review payables on the pay warrants dated 12-28-98, and 1-19-99.

Mayor Chris Cruzan White gave the committee members copies of a bill from the 201 board stating that the city owed 22,819.95. They had not been billing the city for maintenance on the lift station since 1996. They are also charging the city with an accounting adjustment of \$8293.27 that they say was a payment to the replacement fund which they never received from the city. This amount has been referred to our city auditor, Gene Mense, for an opinion. Mr. Mense has requested some information from the 201 board, regarding this charge, which he has never received.

Mayor Cruzan White is attending a 201 board meeting this Thursday evening and needs to know how the committee wants to handle payment on this bill.

Betty made a motion to pay \$5,940.00,(which would be the lift station payment for 1998-99 and our part of the DNR permit), and petition the 201 Board to let us pay the \$8,564.28, (which is back payments from 1996-98), out in payments, and hold the payment of \$8,293.27, until we get an opinion from Mr. Mense. Jess seconded the motion.

Angela made a motion to adjourn, Betty seconded the motion.

The meeting was adjourned at 4:40p.m.

FINANCE COMMITTEE

FINANCE COMMITTEE MEETING WAS HELD MARCH
2, 1999, 4:00 P.M., IN COUNCIL CHAMBERS.

IN ATTENDANCE:

Theresa Hart

Jess Harnden

Angela Madden

Mary Lou Martin, representing the 201 Board, accepted Mayor Chris White's partial payment of \$12,000.00. The remaining balance to be paid in November, 1999 with no interest. The check is to be mailed to Mary Lou Martin. She will also be sending agreement between city and 201 Board.

The Committee disconnected telephone number 673-3070 due to questioning phone bill.

The Committee reviewed and paid bills.

Meeting adjourned at 5:15 p.m.

FINANCE COMMITTEE

MAY 27, 1999

PRESENT: BETTY PEARSON: CHAIRMAN
ANGELA MADDEN
MARILYN NEWMAN
JOHNNY ARROWOOD

The Finance Committee met at 5:30p.m. to review payables on the pay warrant dated 5/27/99. Chairman Betty Pearson discussed with the committee the possibility of putting Sherri Chase in charge of making sure all the cities accounts and services are Y2K compliant. Betty said that Cathleen was going to be busy manually going back through all the water readings to bring the general account balance back in place. Betty also told the committee that at the last council meeting she had made a motion to have all business license due the 1st of June and that council members would come in and help the clerks get the billing for the license out. Since then she has talked with Cathleen and they worked out a program where all business license would be kept on the computer and Cathleen would generate a form letter that would go out to each business 1 month before their license was due. This would let the license come due at all times during the year and allow the clerks to handle sending out a letter to bill each business as they come due. Cathleen said it would not be a problem for the clerks to do the billing this way. Cathleen compiled a list of the business license and when each were due or if they were overdue for the committee to look at.

All bills were approved for the pay warrant with no amendments.
The meeting was adjourned at 6:30p.m.

FINANCE COMMITTEE

MAY 6, 1999

PRESENT: BETTY PEARSON: CHAIRMAN

ANGELA MADDEN

MARILYN NEWMAN

MAYOR JESS HARNDEN

JOHNNY ARROWOOD

PAUL HODGES

The Finance Committee met at 5:30p.m. to review payables on the pay warrants dated 4-19-99, and 5-4-99, and the payroll dated 4-30-99.

Mayor Jess Harnden informed the committee that he had received information he had requested from DNR concerning grants for the sewer and water systems. He said there are grants available, we will just have to apply and see if we are accepted.

Since this was the first meeting of the finance committee since the seating of the new council, the first order of business was to nominate a chairperson. Angela Madden made a motion to keep Betty Pearson as the chairperson, Marilyn Newman seconded, motion carried.

Mayor Harnden and Betty also informed the committee that a problem had been discovered in the general ledger for the water department. It seems that both Cathleen and Sherry had been doing the water receipts in their own computers, and then Cathleen had been filing them. The receipts that Sherry had done had not been entered into the general ledger and after Cathleen had filed them there was no way to know which ones had been entered and which had not. This has been going on since around the first of the year, so there is a considerable error in the ledger. The committee discussed this and advised Cathleen that unless Data Tech. could come up with a better plan, she and Sherry would have to manually go through the water receipts and refigure the ledger.

Cathleen could not be at the finance committee meeting so there were several items on the pay-warrants that the committee had questions about or wanted done a different way. Betty said she would call Cathleen the following morning and resolve the items that seemed to have problems.

The pay-warrant dated 4-19-99, needs the following amendments: added \$600.00 for Danny Russow; Mo. Dept. of Revenue and Div. Of Employment, which totaled \$4,929.22, should be \$2,464.61. Making the total of the pay-warrant for 4-19-99, \$37,300.84.

The pay-warrant dated 5-4-99 should be amended as follows: the bill for Greg Kivett for \$120.00 should be deducted, making the total \$46,734.05.

Angela discussed bids she had received for fixing the roof on the gym. She had received 3 bids but felt that only one of them fulfilled all the requirements she had asked for and it also carried a guarantee for 25 years. Angela recommended that we accept the bid from Ron Swift for \$5940.00. There is \$1000 already in the account from money received

from the insurance company the last time we had the roof fixed, that can be applied to this expenditure. Marilyn made a motion to accept the bid from Ron Swift, Johnny seconded the motion. The committee will make this recommendation to the council. Marilyn made a motion to adjourn, Betty seconded, the meeting was adjourned at 7:00p.m.

FINANCE COMMITTEE

JULY 29, 1999

PRESENT: BETTY PEARSON: CHAIRMAN
ANGELA MADDEN
MARILYN NEWMAN
JOHNNY ARROWOOD
MAYOR JESS HARNDEN
PAUL HODGES
CATHLEEN MYERS

The Finance Committee met at 6:00p.m. to review payables on the pay warrants dated 7/14/99 and 7/28/99 and on payrolls dated 7/12/99 and 7/26/99. The pay warrant dated 7/28/99 needs to be amended as follows: Lauener Machine changed from 43.83 to 43.93 and Osage Leasing changed from 39.86 to 39.85, making the total \$17,492.26. The other payroll and pay warrants were approved as they were.

Betty told the committee that Cathleen had completed the compiling of the general ledger to try to correct errors made by the computer program installed by Data Tech. The work done by Cathleen turned up several errors in the program, which will need to be taken up with Data Tech. We were also able to get a handle on the budget totals and finances for the city, and it looks like we are in worse shape than the program had led us to believe. Cathleen will continue to manually keep the ledger until Data Tech. can get the program fixed to our satisfaction. We are asking that all unnecessary spending be curtailed at this time and that all purchase orders be signed by a member of the committee, or Mayor. In other business the committee agreed to continue the health insurance for OB for as long as possible.

They committee also discussed a pay increase for Cathleen due to her new position and added responsibilities. Marilyn made a motion to give her a .85 cent per hour increase, which would make her position \$9.20/hr. Johnny seconded the motion. All voted yes. The Mayor asked Betty as chairman of the finance committee, to write a letter to Mr. Simpson at M.S.S.C., to see if they would consider reducing the fee for the comprehensive plan they completed for the city. Betty agreed to write a letter. Johnny made a motion to adjourn the meeting; Marilyn seconded, all in favor.

Meeting was adjourned at 7:30p.m.

NOTICE OF OPEN MEETING
CITY OF CARTERVILLE
OCTOBER 13, 1999
6:30 PM

NOTICE IS HEREBY GIVEN THAT THE FINANCE COMMITTEE WILL CONDUCT AN OPEN MEETING IN THE COUNCIL CHAMBERS ON OCTOBER 13, 1999 AT 6:30 PM.

TENTATIVE AGENDA:

- 1.) PAY BILLS
- 2.) ANY OTHER COMMITTEE BUSINESS NOT HEREBY MENTION.

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

CATHLEEN MARRS, CITY CLERK
100 EAST MAIN
CARTERVILLE, MO 64835
(417) 673-1341.0\

FINANCE COMMITTEE

SEPTEMBER 2, 1999

PRESENT: BETTY PEARSON: CHAIRMAN
ANGELA MADDEN
MARILYN NEWMAN
JOHNNY ARROWOOD
MAYOR JESS HARNDEN
CATHLEEN (CITY CLERK)

The Finance Committee met at 7:30p.m to review payables on the pay warrant dated 9/2/99, and payrolls dated 9/2/99 and 8/23/99. There were no amendments or corrections to the pay warrant or payrolls.

Johnny brought quotes from insurance companies for life insurance for the city employees. She said she recommends going with whole life so the employees would have something to take with them. A decision on the insurance was tabled, to be taken up with discussion of the new budget.

Betty told the committee that the time was up on the cities 3rd CD and she made a motion to move it into the money market account with the other two. Johnny seconded the motion, all in favor, motion passed.

Mayor Jess Harnden told the committee that he had sent a memo to all departments asking them to have an inventory of their departments to him by the 1st of November. Mayor Harnden also told the committee he would schedule work sessions in October to work on the new budget.

Angela made a motion to adjourn, Johnny seconded, and the meeting was adjourned at 8:15p.m.

interest in and represent us to the 201 board. That the City of Carterville considers installing a flow meter to measure our contribution to the wastewater plant.

There were no additions or corrections to the pay warrants.

The meeting adjourned at 7:05 p.m.

Finance Committee Meeting

October 13, 1999

Opened meeting at 6:56 p.m.

Present: Betty Pearson, Angela Madden, Marilyn Newman, Johnny Arrowood, Cathleen Marrs, Roger Koch & Guest Tim Pearson.

Tim Pearson, Fire Chief/Fire Inspector was present to discuss the financial benefits & services to the City. Tim suggested the following proposal regarding Cost of living increases: a 3% increase each year instead a 15% lump sum after 5 years.

The fire truck that was to be given to the fire department and used toward a new truck was never sold, Tim would like to have that truck titled to the Fire Dept. so that they can place equipment on it which would give them 75% of the 300 points needed to lower the residents fire insurance rates in the City.

Since the City is saving money on City Halls utilities, now that the Fire Dept. has their own building, Chief Pearson would like to recommend that the City pay the departments utilities (highest power bill was \$100). He asked for the City to pay the building insurance which is \$600.00 per year or \$50 per month. In this way he won't have to ask for an increase in November of their contract. The committee feels that this will save the City considerably. The Fire Dept. will pay for everything else, fuel, equipment repair, and truck insurance, etc. Betty told Tim that we will present and finalize all budgets on the October 26th, work session, and special Council meeting directly following.

Next order of business: Three bills - purchased by Ron Doss, amounting to \$1307 from August 1999. All of these bills were from Atco Corp. in Georgia. There are no original PO's., it was passed previously that no PO's would be paid without the signature of a committee member or the Mayor prior to purchase. The committee did a spot inspection of the Water Dept. and would like a complete accounting of all of the products list on these orders, and why they were purchased without approval.

Committee authorized Cathleen to reimburse the City \$19,790.00 from the Street Dept. funds, for the Street project. This money was initially taken from the CD, until it could be determined that the Street budget could handle it.

Ron Doss requested a personal deduction be taken out of his check for an IRA account, the committee decided previously that each person would be responsible for items like this, and the only items to be deduct, is what is required by the Courts system.

Committee went over all bills and authorized Cathleen to pay them.

Meeting adj. at 8:40 p.m.

MISSOURI PROJECT EXEMPTION CERTIFICATE

Authorization for purchasing Construction Materials for Tax Exempt Project
(The form and content of this exemption certificate have been approved by the Missouri Department of Revenue.)

Exempt Entity Issuing Certificate

Name: CITY OF Carterville

Address: 100 E. Main

City/State/Zip: Carterville, MO. 64835

MO Tax Exempt I.D. #: 12487422

Letter Expiration Date: 10/30/99

Contract Date: 9/1/99

Certificate Expiration Date: 12/11/01

Project # Assigned: Water #1

Revised Expiration Date: _____

Project Description: Water line for District

Project Location: North Pine

Estimated Project Completion Date: 10/30/99

Auth. Signature: Cathleen Marrs Date: 9/2/99
Cathleen Marrs, City Clerk

The Missouri exempt entity named above hereby authorizes the purchase, without sales tax, of tangible personal property to be incorporated or consumed in the construction of the project identified herein and no other, pursuant to Section 144.062 RSMo.

PURCHASING CONTRACTOR OR SUBCONTRACTOR

Name: Gerald Williams

Address: Box 554

City/State/Zip: Noel, MO 64854

INSTRUCTIONS

EXEMPT ENTITY- A signed copy of this certificate, along with your MO Tax Exemption Letter, must be furnished to each contractor and/or subcontractor who will be purchasing tangible personal property for use in the project. It is the exempt entity's responsibility to ensure the validity of the certificate. You must issue a certificate with a Revised Expiration Date. If purchases will be required to complete the project beyond the original Project Exemption Certificate Expiration Date.

CONTRACTOR OR SUBCONTRACTOR- The contractor shall furnish a completed copy of this exemption certificate, along with a copy of the exempt entity's MO Tax Exemption Letter, to all subcontractors, and any contractor or subcontractor purchasing materials shall present copies of such documents to all material suppliers as authorization to purchase, on behalf of the exempt entity, all tangible personal property and materials to be incorporated or consumed in the construction of that project and no other on a tax exempt basis. A copy of each certificate must be retained by the purchaser for a period of five years.

MATERIAL SUPPLIER- A completed copy of this exemption certificate, along with the MO Tax Exemption Letter of the exempt entity contracting for the project, must be obtained from the contractor or subcontractor making purchases of tangible personal property for use in the project, and retained for audit purposes. Invoices issued for such purchases must reflect the name of the exempt entity and the project number assigned by the exempt entity shown above.

FINANCE COMMITTEE

NOVEMBER 17, 1999

PRESENT: BETTY PEARSON: CHAIRMAN
ANGELA MADDEN
MARILYN NEWMAN
JOHNNY ARROWOOD
CATHLEEN (CITY CLERK)

The Finance Committee met at 5:30p.m to review payables on the pay warrants dated 10/21/99 and 10/29/99 and the payroll dated 11/01/99.

Cathleen began the meeting by telling the committee that she had worked with Data Technology on Monday and all the fixes were in for the general ledger.

Betty told the committee that she and Mayor Harnden had set up a purchase order system and that now all purchases from all departments have to go to Cathleen for approval and a purchase order number.

Cathleen discussed a letter received from Mary Lou Martin concerning the balance that was owed the 201 board from last year. Cathleen had been trying to contact Ms. Martin since the Mayor came back from the 201 board meeting on Oct. 28th, but had been unable to reach her and she didn't return Cathleen's calls. The letter we received states that since she (Ms. Martin) did not receive our payment by 11/01/99, the City of Carterville would be charged interest on the amount owed.

Cathleen also told the committee that the first proposed budget the city received from the 201 board had Carterville's part at \$27,915.02. When the Mayor attended the 201 meeting the amount had been changed to \$47,285.03. Gloria Bottom had been appointed by the 201 board to refigure the budget and this was the amount she came up with.

The City of Carterville is responsible for maintenance and electricity on the lift station.

We pay the 201 board an amount specified by them for the maintenance and electricity, but we never receive receipts or copies of electric bills so that we know what was actually spent on this maintenance or electricity. In years past the city has received money back if too much was collected, but now the 201 board has decided to keep any excess money paid to it. Marilyn made a motion that the city should request and receive all receipts pertaining to the lift station from the 201 board, Johnny seconded the motion.

Angela made a motion that Cathleen goes ahead and pays the 201 board the balance of the payment that was carried over from last year per our agreement with them, that balance was \$10,817.95, Johnny seconded the motion.

The finance committee would like to make the following recommendations to the council of the City of Carterville: That we contact the attorneys from Springfield and see if they are still interested in becoming our city attorneys, we are in need of someone to take and