

*Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter*

*February 21, 2002
10:00 AM
Boonville, MO*

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held February 21, 2002 in Boonville, Missouri. The following members and visitors were present:

Stuart Haynes, MML
Donna Barnes, Mexico
Shirley Collins, Sedalia
Becky Dolby, Eldon
Dana Tarpening, Brookfield
Brenda Colter, Camdenton
Karen Schutz, Vandalia
Toni Jacobs, Marceline
Phyllis Powell, Jefferson City
Phoebe Cameron, Grandview
Barbara Stinson, Waynesville

Kay Williams, Versailles
Kim Justus, Boonville
Colleen Paige, Boonville
Pat Cunningham, New Franklin
Janet L. French, Marshall
Julie Lewis
Elizebeth Wilbanks, Stover
Eileen Brandes, Cole Camp
Denise Chism, Lee's Summit
Sharron Hammer, Linn Creek
Rick Moore, Brookfield

Boonville City Administrator Tracy Walkup introduced Boonville Mayor Bernard Kempf to the group. Mayor Kempf welcomed the group to Boonville.

Business Meeting:

President Shirley Collins called the meeting to order.

Donna Barnes moved to approve the minutes of the November 15, 2002 meeting. Seconded by Becky Dolby, the motion passed unanimously.

Treasurer Becky Dolby reported a current balance of \$921.61. Kay Williams moved and Brenda Colter seconded to approve the treasurer's report. The motion passed.

Old Business:

Committee Reports:

Membership-Becky Dolby reported on membership. There are currently 47 members. Dues for 2002 are now due and payable to the new treasurer.

Historian-Becky Dolby reported that the records for the Historian will be turned over to Kathy Colvin at the Spring Institute.

Scholarship-Becky Dolby was the only applicant for the Spring Conference scholarship this year. Kay Williams motioned that since Becky was not staying in Columbia, that we pay for the Advanced Academy on Sunday in lieu of room expenses. Donna Barnes seconded the motion, which passed unanimously.

By-Laws-no report

Programs-no report

New Business:

Brenda Colter and Denise Chism addressed the group regarding updates from the Adhoc Committee concerning changes in certification. A question and answer period followed.

Kay Williams presented a slate of officers for the new year: President, Dana Tarpening; Vice-President, Becky Dolby; Treasurer, Karen Schutz; and Secretary, Elizebeth Wilbanks. Brenda Colter moved that the slate of officers be accepted as presented. Donna Barnes seconded the motion, which passed unanimously.

Kay Williams also noted that there had been only one scholarship submitted for the Spring Conference, and that Scholarship is to be awarded to Becky Dolby.

Meetings for the next year will be held as follows:

June (May meeting rescheduled because of IIMC Conf) Versailles;

August-Sedalia

November-Vandalia

February 2003-Boonville

Shirley Collins thanked the group for their support during her year as President.

Donna Barnes provided information regarding the Tax Guide for Cities.

Brenda Colter reported that Tana Mitschele from Richland has attained her CMC status.

Carolyn Collings of the Local Records Program reminded the group that Local Records Grants are due by March 1.

Stuart Haynes from MML provided explanations for bills that are to be debated before the Missouri General Assembly. Of significant importance to the group was a bill that would no longer allow cities to hold a landlord responsible for delinquent water and sewer bills left by a tenant. A possible compromise that the MML is proposing would be that the landlord would be notified of delinquent bills.

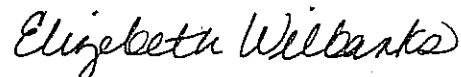
Dana Tarpening introduced the speaker, Mr. Rick Moore who is the City Manager in Brookfield. Mr. Moore provided entertaining words of advice for training new City Managers, the five points being: **Be Gentle; Be Informative; Remember**, they don't know it all; **Present a packet** with keys to wisdom needed for the job; and **Present** them with a **schedule** of deadlines that they will need during their first year.

Door prizes were presented to: Phyllis Powell, Dana Tarpening, Janet French, Donna Barnes, Rick Moore, Toni Jacobs, Sharron Hammers, Denise Chism, Kay Williams, and Karen Schutz.

After adjournment, the group had lunch at the Isles of Capri in the Calypso Buffet.

Minutes prepared by Karen Schutz, 2001-02 Secretary.

Respectfully submitted,



Elizebeth Wilbanks, Secretary

*Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
Central Missouri Chapter*

*June 20, 2002
10:00 AM
Versailles, MO*

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held June 20, 2002 in Versailles, Missouri. The following members and visitors were present:

Toni Wright, Waynesville	Kay Williams, Versailles
Donna Barnes, Mexico	Kim Justus, Boonville
Shirley Collins, Sedalia	Colleen Paige, Boonville
Becky Dolby, Eldon	Diann Warner, Osage Beach
Dana Tarpenting, Brookfield	Barb Faulconer, Lincoln
Brenda Colter, Camdenton	Stephanie Lewis, Glasgow
Karen Schutz, Vandalia	Elizebeth Wilbanks, Stover
Tana Mitschele, Richland	Eileen Brandes, Cole Camp
Phyllis Powell, Jefferson City	Jeanie McGinnis, Versailles
Brenda Gerlt, Versailles	Sharron Hammer, Linn Creek
Barbara Stinson, Waynesville	Carolyn Collings, Local Records Program
David Ballard, Local Records Program	Ben Brewer, Mo. Department of Revenue

Kay Williams introduced Versailles Mayor Russell Sharp and City Clerk Jeanie McGinnis. Mayor Sharp welcomed the group to Versailles, and everyone introduced himself or herself to him.

President Dana Tarpenting thanked Kay for hosting the meeting at Versailles City Hall and asked for a moment of silent prayer for former city clerks Cheri Middaugh, Harrisonville, and Eleanor Hines, Bel-Nor, who recently passed away.

Dana introduced Carolyn Collings and David Ballard of the Local Records Program. Mr. Ballard said he was currently working on a project with the circuit clerks in Versailles. He said he covers the Lake of the Ozark/Sedalia area west to Kansas and that anyone with questions may call him at his Jefferson City office.

Business Meeting:

President Dana Tarpenting called the meeting to order.

Secretary Elizebeth Wilbanks stated Stephanie Lewis, Glasgow, was at the last meeting and that her name would be added to the February 21 meeting minutes. Shirley Collins moved to approve the minutes of the February 21, 2002 meeting. Seconded by Barb Stinson and the motion passed unanimously.

Treasurer Karen Schutz reported a current balance of \$866.28. Barb Stinson moved to approve the treasurer's report and Diann Warner seconded. The motion passed.

Committee Reports:

Membership - Karen Schutz reported 39 total members. She said if anyone had paid their dues and were not on the list to contact her.

Historian - Kathy Colvin was not present.

By-Laws - Shirley Collins distributed copies of the by-laws as amended March 19, 2002.

Programs - Dana Tarpenting thanked Becky Dolby for arranging the program speaker and Elizebeth Wilbanks for the getting the packets out.

Program:

Ben Brewer, who works as a supervisor for the Missouri Department of Revenue Tax Assistance Center in Columbia, spoke on a proposed updated version of the state's "No Tax Due" program. He said because of the status of the state budget in the legislature the proposed program was not yet in place.

Mr. Brewer explained the current "No Tax Due" program, which involves the state issuing letters to cities verifying that business owners are current in paying their state sales tax. He said of the 3,000 or so municipalities in Missouri, only 30 are registered in the paper system program now.

Mr. Brewer said the proposed updated program will create an on-line computer system that cities can register in to check "No Tax Due" statuses before issuing or renewing city business licenses. He said the program will be free to the cities and answered many questions from the group. (Anyone wanting more information may contact Mr. Brewer at 573-884-3814.)

New Business:

President Dana Tarpening thanked everyone who brought gifts to use for the 2004 Spring Institute hospitality room. She had suggested prior to the meeting that each member bring a gift to each division meeting so that it would not be hardship to come up with the prizes in 2004.

Barb Stinson wondered what type of entertainment people would like during the banquet dinner. Phyllis Powell suggested a clerks talent show.

Elizebeth Wilbanks announced that she was hosting a GASB 34 presentation by Kris Kaatz in Stover on June 27, and had 10 cities registered. She said all of the cities in the group were welcome to attend.

Door prizes were presented to: Donna Barnes, Sharron Hammer, Toni Jacobs, Brenda Colter, Becky Dolby, Tana Mitschele and Phyllis Powell.

Becky Dolby moved to adjourn the meeting. Dana Tarpening seconded and the motion carried. After adjournment, the group had lunch at Lehman's Mennonite Restaurant and toured Doll Artworks in Latham.

Respectfully submitted,



Elizebeth Wilbanks, Secretary

*Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
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*August 15, 2002
10:00 AM
Sedalia, MO*

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held August 15, 2002 in Sedalia, Missouri. The following members and visitors were present:

Becky Dolby, Eldon
Elizebeth Wilbanks, Stover
Stuart Haynes, MML
Kay Williams, Versailles
Shirley Collins, Sedalia
Sharron Hammer, Linn Creek
Stephanie Lewis, Glasgow
Eileen Brandes, Cole Camp
Karen Schutz, Vandalia and guest Heather Schutz

Shirley Collins introduced Sedalia Mayor Bob Wasson who welcomed the group to Sedalia.

Business Meeting:

Vice-President Becky Dolby called the meeting to order. She said President Dana Tarpenting would not be able to attend, as her mother had passed away.

Kay Williams moved to approve the minutes of the June 20, 2002 meeting. Eileen Brandes seconded and the motion passed unanimously.

Treasurer Karen Schutz reported a current balance of \$874.02. Karen said it was suggested at the last meeting to send a memorial for Cheri Middaugh. Becky moved to send the memorial in the amount of \$25. Shirley seconded and the motion passed unanimously.

Stephanie Lewis moved to send a plant to Dana in memory of her mother. Kay seconded and the motion passed unanimously.

Committee Reports:

Membership - Karen reported 44 total members.

Historian - No report.

By-Laws - No report.

Scholarship - Becky distributed applications that can be used for either a state or division scholarship to the annual conference. She said completed applications should be sent to Cheri Reisch by December 31.

Programs - Becky will contact Karen to arrange the program for the November 21 meeting in Vandalia.

New Business:

Kay asked if anyone had started anything for GASB 34 yet. No one in attendance had. Stuart Haynes said MML advises cities to comply with GASB 34 only if the city plans to applying for bonds. He said MML has not confirmed that it is required for grants. Kay said her city's auditor is requiring her to comply before the audit will be done.

Shirley asked if any cities have private pension plans for their employees. There was some discussion on different plans the cities participate in. Shirley said her city was in the process of having new language drafted regarding the plans because of new federal legislation that was passed.

Program:

Shirley introduced Tim Mosier, Emergency Management Director for the City of Sedalia and the security chief at the Missouri State Fairgrounds. Mr. Mosier is author of "Twister in the Heartland" and is publishing another book soon.

Mr. Mosier distributed handouts on his local homeland security and community defense volunteer programs. Because Sedalia has a state-approved hazard materials team, the city has received grant money to establish these emergency programs. He said there is quite a bit of grant money out there through the Department of Justice, FEMA and SEMA.

Mr. Mosier explained how the community defense program utilizes senior citizens to identify and report suspicious activity using radio communications. He said these volunteers are trained as observers only.

According to Mr. Mosier, Pettis County has about 30 critical public and private utilities the volunteers are needed to watch over. He said during a heightened awareness, the volunteers will be called out to man the different locations. His first training class starts in September and he has 40 participants. He hopes to have a total of 250 trained volunteers.

After the program, the group had lunch at Best Western Motor Inn.

Respectfully submitted,



Elizebeth Wilbanks, Secretary

*Minutes of Regular Meeting
MO City Clerks and Finance Officers Association
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November 21, 2002
10:00 AM
Vandalia, MO

The regular meeting of the Central Division of the Missouri City Clerks and Finance Officers Association was held November 21, 2002 in Vandalia, Missouri. The following members and visitors were present:

Cheri Reisch, Hallsville
Kathy Colvin, Centralia
Kay Williams, Versailles
Pat Cunningham, New Franklin
Becky Dolby, Eldon
Dana Tarpenting, Brookfield
Eileen Brandes, Cole Camp
Shirley Jenkins, Rocheport
Sharon Myers, Vandalia
Karen Schutz, Vandalia
Alan Winders, Vandalia City Administrator

Business Meeting:

President Dana Tarpenting called the meeting to order.

Kay Williams moved to approve the minutes of the August 15, 2002 meeting. Seconded by Becky Dolby, the motion passed unanimously.

Treasurer Karen Schutz reported a current balance of \$824.36. Becky Dolby moved and Cheri Reisch seconded to approve the treasurer's report. The motion passed.

Old Business:

Committee Reports:

Membership-Karen Schutz reported on membership. There are currently 43 members.

Historian-Kathy Colvin reported that she could use any items available for the Historian.

By-Laws-no report

Programs-no report

Scholarship-Becky Dolby reported that she has forms available for Scholarships, for the New Clerk Scholarship, the Spring Institute Scholarship and the Division Scholarship.

New Business:

Dana Tarpenting read correspondence concerning a recommendation for Outstanding City Clerk. Dana also mentioned that she has the forms for recommendations, which are due by January 15, 2003, and a letter with the Division's recommendation.

A motion was made by Kay Williams to send the recommendation letter. The motion was seconded by Becky Dolby and passed unanimously.

Discussion was held concerning the Central Division's 20 year anniversary in 2003.

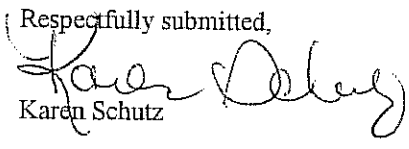
Kay Williams told the group that, due to changes in her City, she would like to propose a change of meeting days from the third Thursday to the third Wednesday. Other scheduling conflicts were discussed members agreed that the discussion should be tabled until the February meeting in Boonville, when more members can be present to voice their opinions.

A Christmas ornament exchange was held, and the door prize was won by Dana Tarpening.

Alan Winders, Vandalia's City Administrator spoke to the group about the use of citizen committees, Immigration Fact and Fancy, and the role of City Clerks.

After adjournment, the group had lunch at The Rose and those who could stay took a short tour of Waters Furniture.

Respectfully submitted,


Karen Schutz