



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

January Term

~ Minutes ~

Monday, February 9, 2015

8:50 AM

The Christian County Courthouse

I. Convene

The meeting was called to order at 8:50 AM by Presiding Commissioner Ray Weter

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	
Bill Barnett	Western Commissioner	Present	
Vacant Position	Eastern Commissioner	Excused	
Cheryl Mitchell	Assistant	Present	
Julia Maples	Administrative Assistant	Present	
Alicia Monsanto	Deputy Clerk	Present	

II. Agenda

Motion/Vote - 8:50 AM Christian County Commission

Discussion - Approve Agenda

The meeting was attended by Commission Secretary Cheryl Mitchell.

The Commission met to approve the agenda for Monday, February 9, 2015.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Bill Barnett

Motion/Vote - 8:55 AM Christian County Commission

Minutes & Financials Approval - Approve Minutes & Financials

The meeting was attended by Richard Teague, Jim Billido, Bob Rubino, Alicia Monsanto, and Commission Secretary Cheryl Mitchell.

The Commission met to approve any minutes and financials.

Commissioner Weter entertained a motion to approve the minutes for Monday February 2, 2015 and the Court Order #02-09-2015-01 Road Sales tax January term.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Bill Barnett

Motion/Vote - 9:00 AM Common I Road Department

Bid Opening - Bid Opening-Tandem Axle Dump Truck

The meeting was attended by: Jim Billido, Tim Venable, Travis Trinker, Bob Rubino, Alicia Monsanto, Doug Wilcut, Derrick Reeves, Highway Administrator Miranda Beadles, C2 Supervisor Brent Young, Amelia Wigton with the Christian County Headliner, and Commission Secretary Cheryl Mitchell.

The Commission met to open bids for a tandem axle dump truck for Common 1 Road Department.

Commissioner Ray Weter opened the sealed bids.

- 1) Summit Truck Group- International Harvester Product, unit price \$119,831.94.
- 2) MHC Kenworth, Matt Vincent is the representative, he is not present for meeting, unit price stated \$113,605.00.
- 3) Tri-State Truck Center, Springfield MO, Volvo product states with no trade-in is \$115,899.34 or with trade in is \$105,899(reconfirm#).
- 4) Tri-State Truck Center, second bid states a second model at \$120,158.40 or trade in for \$110,158.40. There are also additional products available.
- 5) Freightliner, includes body and cab and chassis price states, there is no trade in on this, \$141,983.00. Bill asked Freightliner representative if they are interested in a trade in, and yes they are, they were unaware that a trade-in was an option.

Highway Administrator Miranda Beadles ask for one week to review.

The Courthouse will be closed Monday, February 16, 2015, for President's day. Ray Weter set meeting for Tuesday, February 17, 2015 at 9am.

Motion/Vote - 9:15 AM Miranda Beadles-Highway Engineer

Discussion - Tracker Road Discussion

The meeting was attended by Highway Administrator Miranda Beadles, C2 Supervisor Brent Young, C1 Supervisor Robert Teague, Jim Billido, Bob Rubino, Amber Durant with Christian County Headliner newspaper, Alicia Monsanto, and Commission Secretary Cheryl Mitchell.

The Commission met with Highway Engineer Miranda Beadles to discuss Tracker Road.

Brent Young began the meeting discussing the hole at Tracker road getting deeper and deeper. They then asked Terracon to look at it, and they discovered the hole goes 18 feet below the road surface before they hit a boulder.

Miranda Beadles further explained that on Presidents day, February 16, 2015 between 8:30 am to 9:00 am they will close Tracker road to further evaluate. They asked the City of Nixa to donate their time and to use their camera to see if they can see anything below it and also horizontally before having Terracon grout the road. Then in the future they can observe the process.

Ray Weter asked if there was a prior study done with that sink hole. The answer was affirmative. Miranda explained they will be able to tell with the camera. Right now all they can tell is what has been done vertically. The camera will be able to tell things

horizontally. Miranda added that area is known for sinkholes but it could be a simple case of the soil wearing away. Terracon believes it was a double filled sinkhole and the road was built on top. Monday all unknowns will be found after looking with the camera.

Ray asked Miranda if you are going to talk to Todd about any previous issues? Miranda stated Todd had mentioned things that have gone on previously but until we get that camera down there we do not really know for sure.

Miranda stated Terracon's fee for this was \$1,967.00. MODot is donating a message board closing the road on Monday, February 16, 2015, Schools will already be closed, and they will be notifying 911, and Emergency Management.

Ray asked Amber Duran if they would be putting something in the newspaper? Amber said it is quite possible.

Ray then directed to Miranda and Brent saying they have a good plan, you are doing your job, and you are doing it the right way.

Ray Weter entertained a motion to reimburse Terracon.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Bill Barnett

Motion/Vote - 10:00 AM Phil Amtower-EMA Director

Discussion - Activity Report

The meeting was attended by: Jim Billido, Linda Barger, Alicia Monsanto, and Commission Secretary Julia Maples.

The Commission met with EMA Director, Phil Amtower for an Activity Report discussion.

Ray began and explained the Commissions plan to meet with certain department heads to get more involved and to see what is going on and if they may have concerns that need brought up.

Phil Amtower handed out a packet with job descriptions and procedures then reviewed everything with having general discussion. Packet attached.

During the discussion he asked if the storm shelter locations could be added onto the GIS mapping but he didn't know who to give the information to. Bill Barnett stated Josie is still contracted thru Great River. Ray stated Great River has employed someone to assist with the GIS system and that we do not have the freedom to use whomever we would like for the GIS and to get in touch with Great River.

Phil addressed functional needs assets stating they need to find a storage place for all the equipment. Linda gave an example that Cox Health Systems was willing to give us obesity chairs, that at cost are approximately \$1500 apiece, but currently we have no way of storing them. Ray agreed storage needs to be address, whether we rent or

purchase. Linda then stated the courts are requesting where we store our stuff upstairs that they will need it for Judge's space, yet they have nowhere to put it.

Ray closed and asked at the next meeting they could review what the EMA office has planned for the year.

Motion/Vote - 10:30 AM Joey Kyle-Sheriff

Discussion - Emergency Purchase Discussion

This meeting was attended by: Lacey Hart, Joey Kyle, Rod Wells, Alicia Monsanto, Jim Billido, Amelia Wigton with the Headliner, Bob Rubino, and Commission Secretary Julia Maples.

Ray addressed the requisition that came across his desk related to IT, because its over the \$4,500.00 it caught his attention and was curious why this was not bid out. Joey stated there should be three bids attached: PC Net, JMARK, PC Solutions.

They were not included nor attached.

Julia then reminded that if a purchase is going to be \$4,500.00 or over you must to go through the procedure of putting it in the newspaper for bidding.

Rod Wells inquired if in an emergency, like this, how do you react to the matter? Joey repeated rewording the question of what's the process for an emergency purchase. Julia answered and explained during day hours, call the auditor and chain of command for approval then at the next commission meeting it would be addressed.

Ray explained if he is unaware of the matter then a purchase order comes across his desk, because the Auditor caught it, it creates concern. Ray then asked Julia if we have a procedure written on emergency purchases. Julia said we do but this needs to be made known and recorded it as an emergency purchase.

Lacey brought up the Sheriff's department and other departments often come very close to that \$4,500.00 price without having to bid it out.

Ray asked Joey to explain what is going on with this issue. Joey explained PC Solutions is letting his department operate on borrowed equipment but PC Solutions is pressing us to get it back. The switches were unplanned, ours were old and just died. Rod added the equipment and switches are all 10+ years old, cabling included.

Ray then stated the problem is the Sheriff's department has to have the stuff, we have to pay for it, we just have to figure out how to take care of all the matters in this issue properly.

Joey asked since he paid the payment with the forfeiture funds does he still have to bid it out? Julia answered, yes, no matter where the funding is coming from all has to be bid out.

Ray announces this meeting is because of an equipment emergency purchase. Commissioner Weter stated that due to the critical nature of the equipment he would entertain a motion to approve the purchase.

General discussion was had referencing bidding out future purchases and making requisitions for software expansion and updating.

Lacey then asked if the ammunitions needs to be bid out. Ray then asked Julia if we have a contract, she said we do with EDI Guns. Joey further explained if you look online the price is double from what they pay now. Ray told Lacey, they will figure it out, it's a sole provider and if we are going to pay for it we need to create a motion stating EDI is the sole source provider.

Lacey lastly asks about the process with the Sheriff's department getting the vehicles' titles and registration. She explains that sometimes the fees are paid through a requisition then other times it is being paid through a credit card. Ray asked for clarification on what Lacey is directly asking. Lacey explains this is something that she feels should not be paid through the credit card. Bill asked why the Sheriff's department just does not give it to the Auditor to handle and take care of. Joey explained that is how it has always been handled in the past. Lacey spoke up stating she is simply going off her notes from the previous Auditor and her main concern is the duplicate payments. Rod Wells then stated the second check was not cashed. Bill then stated that this particular situation has been taken care of.

Lacey then asked if the policy and procedure for obtaining the titles is going to be changed. Joey then asked if the policy specifically states that the Auditor has to be the person to obtain the title or if he/she is just in charge of keeping the title. Julia stated that the Auditor is the one who gets the title and physically walks over to the License Bureau taking care of the paperwork for the registration. Joey added he is not opposed to letting the Auditor take care of this matter.

Ray stated that the Auditor has a plan and we will continue forward with that. If In the future the Sheriff's department has an issue than they will report it to us and we will then resolve the issue(s).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Bill Barnett

Motion/Vote - 11:10 AM Ron Shawgo-Farmers Market of the Ozarks

Discussion - Farmers Market Discussion

The meeting was attended by John Branch, Amelia Wigton with Headliner newspaper, Judy Dollarhite, JJ Leak, Donna (last name unknown), Jim Billido, Bob Rubino, Alicia Monsanto, Shawn Shago, Catherine Dowdy, Rusty Branch, and Commission secretary Julia Maples.

Rusty began and explained farmer's market would like to sponsor an art show on April 25, 2015, and was curious if it is acceptable to for the farmer's market to have this? Further explaining it is a fundraiser and also an event also raise a money for the azalea association. The farmer's market will have a booth, but there will actually not be a farmer's market with vendors that night.

Ray asked if the City of Ozark has or is planning something for that day, also suggesting they can call and confirm. Catherine added it will be on the farmer's market's insurance and she will call the City of Ozark to make sure and confirm.

Ray expressed he has no issues with the event. Bill asked if they have an available copy of their insurance policy because the county would like to keep one on file. Catherine stated they have not received it yet but they will mail a copy as soon as they receive it.

Commissioner Weter entertained a motion to approve the farmers market with the clause to proof of insurance through the farmer's market.

Catherine addressed the Farmer's Market to begin April 22, 2015 going through October 14, 2015, being a total of 26 weeks. Also, they would like to entertain any suggestions to help care for the courtyard lawn. Ray agrees we need to keep preservation of the lawn and will have to discuss the expense of the care but at this time is not wanting to make a decision.

Catherine added we know we have an impact and are more than willing to discuss expenses. General discussion was had on this matter and also restroom situations, no decisions were made nor agreed upon.

Ray asks if there are questions or further matters to address. Catherine stated she would like to point out, we are starting our hours at 4:00 pm but the music will not start until 4:30 pm.

JJ Leek asked if the north side parking on the square was still going to be blocked off. Catherine said she would love to find new options but it's hard. Ray asked what time the vendors will be setting up. Catherine stated in the past they have tried to encourage people voluntarily moving their vehicles to make availability for the 30-40 vendors, adding it can take an hour and a half to sometimes two full hours to set up. Ray did mention last year they restricted setting up to that particular hour of 2:00 pm. Catherine expressed the difficulties for the vendors if they show up and can not unload. Adding they have looked into placing real estate signs to post in front of each spot.

Ray entertains a motion to approve the public square for the farmer's market, with proof of insurance, and restricting booth set up for 2:00 pm or after.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Bill Barnett

Motion/Vote - 1:35 PM Kenny Coates-Campus Buildings Supervisor

Discussion - Activity Report

The meeting was attended by Jim Billido, Highway Administrator Miranda Beadles, Alicia Monsanto, and Commission Secretary Cheryl Mitchell. Kenny Coates arrived late.

Ray began the session noting this 1:30 pm meeting we do not have a quorum, Bill Barnett is paying respects to an acquaintance.

No packet or guidelines of job descriptions or goals were provided.

Ray began explaining this will be a monthly meeting to discuss things coming up or events in the past that need to be discussed and or made aware.

Ray also stated there is an ongoing situation about timeliness of repairs and making sure you are on site and available. Also suggested creating work orders and having them sent to Kenny and the Commissioner's office having them signed off on.

Kenny does state that most employees mention something wrong or broke in passing so if his mind is on something else he does tend to forget. He adds it would definitely help him not to forget and reference back to it.

The next subject addressed was Ray instructed Kenny that his comp time has to be fixed (reduced). Ray also asked about hours Kenny put in last weekend and to explain what he did. Kenny stated sometimes Sundays is the best day to complete tasks when no one is around and courtrooms and offices are empty. Ray asks what are his set hours?

Kenny answers that it changes, sometimes after I finish my hours for the week I still get called in. Ray further explains he is just trying to figure something out where if you get called in, its not over your hours, do you work every Sunday? Kenny stated not always, it just helps to get more stuff done, especially the jail. Ray asked if he's here the rest of the week Monday through Friday? Kenny states not Fridays, he typically takes off.

Ray explains we are going to have to dwindle down your comp time, maybe taking off another day of the week. If you get called on the weekend we're going to have to figure out what is crucial and what can wait until the work week.

Kenny stated he can try to take an extra day of the week, and if you (Ray) do not want him to come in on Sundays he can try to get things done during the week, adding Sundays are normally convenient and easier. Ray stated that if Sundays work well for him then stay with that for now. Adding to give them a chance to think about options.

Ray asks if Kenny has anything he would like to discuss. Kenny said the big unit on roof has a bad compressor, explained it will probably be four or five thousands, other than that he is not really aware of anything going wrong. Ray asked if there are any issues currently. Kenny stated the older they get the more issues we may have. Ray asked if it takes a lot of his time. Kenny stated no, last summer he replaced a lot of motors but not compressors, probably March or so he will reevaluate.

Kenny mentioned that John's last day is March 1st and would like to get someone hired a couple weeks before for training purposes. Ray said they have a stack of applications ready. Kenny questioned that the Commissioners would be doing the hiring, Ray stated yes but he can be a part of the process. Kenny stated he did the other so he assumed he would be doing it. Ray stated he had never thought of it that way and will think about it.

Motion/Vote - 2:00 PM **Todd Wiesehan-Planning & Development Administrator**
Discussion - Activity Report

This meeting was attended by Jim Billido, Nathan Weter, Miranda Beadles, Alicia Monsanto, and Commission Secretary Cheryl Mitchell.

The Commission met with Planning and Development Administrator Todd Wiesehan for and activity report and discussion.

Ray explained this will be a monthly meeting to discuss things that may need the attention or any concerns. Todd stated he wasn't aware this was going to be a monthly meeting so he threw everything in.

There was General discussion and reviewing the packet of information provided.

Motion/Vote - 2:32 PM Miranda Beadles-Highway Engineer

Discussion - Activity Report

This meeting was attended by Highway Administrator Miranda Beadles, C1 Supervisor Richard Teague, C2 Supervisor Brent Young, Jim Billido, Todd Wiesenhan, Nathan Weter, Alicia Monsanto, and Commission Secretary Cheryl Mitchell.

The Commission met with Highway Administrator Miranda Beadles for an activity report discussion.

Ray started by explaining the Commissioners are just meeting with various department heads to discuss any issues and also make known anything needs to be addressed.

Miranda provided a packet of information and guidelines that are attached. There was General discussion while reviewing the packet.

Miranda stated she has obtained her Mo. PE license, and has also been working on Great River to find some soft match funding for our county bridges, there are repairs needed and some known that will be needing repairs, also we need to plan and prepare that for the future.

Miranda referenced back when we met back in November about making a 5yr.plan, we want to start pushing forward getting into it.

Miranda stated Common 2 has a Facebook page that is great and informational and would like BJ Applegate at Common 1 to get involved like Jason does to Common 2, like an "IT" page, maybe combining the two and make one site.

Miranda would like to look at doing electronic filing and keep online instead of constantly having to drive back and forth, it would be beneficial to everyone involved and needed.

Miranda then discussed county bridges stating that MoDot is willing to assist on any preventive maintenance if we chose. MoDot seals their bridges and pressure washes theirs, basically washes the salt and help the seal last longer. MoDot also offers training on the sealing.

Common 1 just completed equipment inventory. By the end of the month a final report will be given on Green Bridge, but in the future we will have to do a total replacement.

Ray suggested researching past dealings when that time comes in, for example Riverside Bridge, because there will be an uproar. Miranda added when we do a complete new bridge we can look at straightening out the curves for safety, adding Hawkins Bridge will probably be our first complete repair.

Common 1 has a couple sharp turns on Logan Ridge, we're coming up with a design to widen the road. Chadwick road has a part of the road slowly falling down the slope, looking at the best and safest way to fix that, without keeping the road closed. Miranda also added Common 1 has a lot of issues referencing who the roads actually belong to in regards to maintaining. Ray asked if Capp Hill Ranch Road is one. Miranda said it is, and also "Post Office Rd" in Chadwick, adding it does not have a proper name. Bill asked if there is anything on the computer showing Right of ways. Miranda went on to explain we do have a road list but the list only shows if it's a county maintained. Adding it may show a certain amount but does not say specifically where it begins and ends.

Miranda discussed Common 2 is looking at installation of a perimeter fencing. We are going to obtain some quotes because fencing is a great idea with the equipment kept outside. Also they are obtaining quotes for possibly selling the weigh station and scales. They are not being used or maintained. Looking into quotes to see if it is even worth the time to sell them off, or just relocate them off, maybe to recycling, or just moving the from the center of the lot.

Ray said he would like to do another CPR class, it's been a couple years. Everyone needs to be refreshed, maybe that's something someone could look into. Brent Young stated you mentioned about getting a defibrillator and suggested getting a portable unit leaving it with the lead man. Miranda had no objections. Bill agreed. Richard Teague's common 1 district would most likely benefit having one. Ray informed them to check with Phil on costs. Miranda asked who would need training? Ray informed her that everyone would.

III. Adjournment

The meeting was closed at

Motion/Vote - 3:09 PM

- Motion

Commissioner Weter entertained a motion to adjourn until Thursday February 19, 2015.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Bill Barnett


Ray Weter

Presiding Commissioner, Ray Weter


Bill Barnett

Western Commissioner, Bill Barnett

CERTIFIED COURT ORDER # 02-09-2015-01

The Treasurer is hereby ordered to pay the following entities:

2015 #332 Road
Sales Tax

January 2015 Term

2015 Sales Tax # 332			
Receipts # 25475			
February 6, 2015			
Sales Tax #332 Received		\$251,511.28	CKS
Common Road I	30.98%	\$77,918.19	301-420-209
Common Road II	30.39%	\$76,434.28	302-420-209
Common Road I Budget Apportionment		17,708.33	301-420-209
Common I Total		\$95,626.52	
Common II Total		\$76,434.28	
Amount To Remain in Pool		\$79,450.48	

Ray Weter

Presiding Commissioner Ray Weter

Bill Barnett

Western Commissioner Bill Barnett

Vacant

Eastern Commissioner

RECEIVED
3:05 p.m.
FEB 06 2015
Kay Brown
KAY BROWN
COUNTY CLERK

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the Seal of said Commission, at my office in Christian County this, the 9th day of February, 2015.

Kay Brown

Clerk of the Christian County Co

Christian County Emergency Management



**PREPARING
TOGETHER**

Program Responsibilities

Emergency Management Responsibilities:

- NIMS Compliance
 - National Incident Management System. Federal government says we have to be compliant in order to receive any Federal Monies.
 - Bi-annual assessment called NIMSCAST
 - Our office completes an assessment of the entire county on our NIMS compliance
 - Each year, compliance is harder
 - In the future, our office will have to track the training of all public safety and government personnel in the county.
 - As a county, we are to ensure that all departments in the county are NIMS compliant. It says we have to have training requirements, equipment standards, ID system, equipment inventory, accountability, common terminology, etc.
 - 60 grants tied to NIMS compliance
 - All county equipment, vehicles, teams etc have to be "Typed" and categorized.
 - How we have to accomplish compliance:
 - Track Compliance?
 - We do have a software program to track training
 - Getting all the info into this database is time consuming and labor intensive!
- Emergency Operations Plan \ Planning in General
 - We maintain and update the Operations Plan for the entire county. Everyone in the entire county use just one plan
 - It sets forth lines of authority, responsibilities, etc.
 - Reviewed by the state annually to ensure it's consistent with State and Federal plans.
 - Mutual Aid Agreements / MOU's (Regional and County)
 - Maintain MOU's with all agencies within the county as well as surrounding partners.
 - State and Federal Requirements:
 - Plan to deal with household pets
 - Plan to deal with large animal emergencies
 - Plan to deal with Functional Needs.
 - New federal requirements stipulate that we must be able to accept any persons into a general population shelter, no matter what their medical needs are
 - Functional needs people should be identified throughout the county and mapped!
 - Plan to mass vaccinate or inoculate the entire population in Christian County
 - Medical persons identified ahead of time to administer medicines
 - Sites to accept the populations
 - Sites must be ADA compliant
 - All sites identified and agreements signed
 - Populations within geographical boundaries identified.
 - Functional needs within those boundaries identified.
 - Plan for shelter people for extended periods
 - Cots, blankets, food, etc.
 - Sites must be ADA compliant
 - All sites identified and agreements signed
 - How do we feed these people

- Cannot turn people away with functional needs
 - Have to have the equipment needed for special medical needs.
- Identify, locate, map and create databases for:
 - Shelters
 - Volunteer Reception Centers
 - Multi-Agency coordination centers
 - Critical facilities
 - Staging areas
 - Warehouses
 - Points of distribution sites
 - General resource lists: heavy equip, rental equip, food, water, etc.
 - Functional needs population
- Hazard Mitigation Plan updates
 - Coordinate the update process of the Hazard Mitigation Plan
 - Must have a plan in place and approved by FEMA to be able to apply for FEMA Mitigation Grants.
- C.A.R.T. Team
 - EMA office is the coordinating office for the Child Abduction Response Team (CART)
 - Agencies involved: FBI, Sheriff, Prosecutor, Juvenile, local Police Depts, Fire, EMS, School Resource Officers, Child Advocacy Center, Citizen Corps Volunteers, Great River Engineering and PC Net.
 - CART team had to have a county level person coordinate this team or they could not get funding and be a nationally recognized team.
 - In the process of formulating SOP's and organizational issues.
 - Will be the FIRST one in the state of Missouri!
- ID system
 - EMA office houses the only Elliot Database System in the county.
 - Make Identification Cards for all public safety and government personnel in the county.
 - Has fields to input specialties, assets for each individual
 - Cards can be scanned "on-scene" to ensure individual is up to date and is currently employed.
 - Print off reports quarterly for departments. Ensure we have accurate up to date info.
 - All inventory is bar-coded by the Elliot System
 - System is also an Incident Management tool.
 - People check in and check out with their bar coded ID tag. Keeps track of time and job description.
- Emergency Operations Center
 - This is the place where department heads, agency heads and government leaders come to make decisions.
 - The EOC is a "situation room". All the latest information should be available here for leaders to make informed decisions.
 - EOC has high speed internet, video conferencing capabilities, a weather station on the roof for accurate local weather conditions, satellite weather radar, video monitors, 4 phone lines, Amateur Radio capabilities, extra laptops, server to share network resources, mapping capabilities, map printing, aerial images of the county.
 - Portable "check-in" computers for ID/accountability system
 - 12 spare cell phones for disaster use.
 - Systems in place that connect us to the state and other EOC's.

- Web EOC, information sharing program that the state and local EOC's have access to.
- All equipment requires regular maintenance / tests to ensure readiness.
- Mapping
 - Print citizen maps for sale in commission office
 - Print specialized maps for county emergency departments
 - Maintain some of our own GIS layers
 - Hazardous Materials locations / pipelines
 - School, government, fire, EMS locations
 - Weather spotting posts
 - Roads that are prone to flooding, how much it takes to flood them, previous damage, etc.
 - Tornado tracks, storm damage
 - Functional needs population
 - Critical Infrastructure
 - We have a "mobile mapper" that allows us to make map points in the field, bring back to office and make new map GIS layers.
- Special Events Permits
 - Anyone that has a large special event in the county is required to fill out a permit.
 - Basically just to let us know for planning purposes.
 - If it is a large event, then we meet with event staff and local emergency personnel to ensure all efforts are made to ensure a safe event.
- Festival Permits
 - Anyone that has a festival that is expected to draw over 5,000 people has to go thru the festival permit process.
 - Must be approved by all agencies in the county.
- Citizen Corps
 - Citizen Corp is the "umbrella" organization. Anyone that wants to volunteer for the county and become part of Citizen Corps, has to take the CERT course, have a background check and complete some paperwork. CC is a national program, sponsored by the Department of Homeland Security.
 - Big disasters, volunteers do 90% of the work!!
 - Volunteer labor / Donations eligible for our 25% FEMA deductible.
 - Receive a yearly Citizen Corps grant around \$20,000. Pays for advertising, recruitment and retention, training materials and some response items.
 - All items purchased have to be inventoried and accounted for. Regular visits by state to ensure accountability.
 - Our ID system also has a Inventory feature. Once the item is entered, we can print off a bar coded tag. Then ID system can be used to "check-in" or "check-out" items.
 - Core components are:
 - CERT (Community Emergency Response Team)
 - CERT is a division as well as the title of a class that we teach.
 - Trained over 1000 so far
 - Have over 250 who have become CC volunteers
 - Fire Corps

- Fire Corps members assist Fire Departments with various non-emergency related activities.
 - They adhere to the CC stipulations also.
 - Available for disaster response also.
- Medical Reserve Corps
 - Assist with Health related disasters
 - We have to have a plan & facilities to mass vaccinate everyone in the county. Work closely with Health Dept.
 - H1N1 clinics, mass vaccinations, mass inoculations.
 - Our newest addition to the Citizen Corps.
- Neighborhood Watch
 - Coordinated from Sheriff's department
 - CC Grant pays for brochures and manuals
- Amateur Radio
 - This division also has to adhere to CC requirements.
 - Emergency communications as well as weather spotting.
 - Provide communication between EOC and State EOC as well as surrounding county EOC's if necessary
 - Can provide direct communication between command posts, thus freeing up public safety channels.
 - Back up communication with others are down.
- Volunteers in Police Service
 - Assist local PD's with non emergency tasks.
 - Bob L Nixa VIPS is new fleet manager with Nixa PD
 - Active units in Clever, Nixa, Sparta and somewhat in Billings
 - DWI checkpoints
- Homeless Alliance
- D.A.R.T. Disaster Animal Response Team
 - Mandated by Federal Government.
 - Pet Evacuation Transportation Standards Act of 2006 (P. L. 109–308, 2006) (PETS Act) [\[89\]](#)
- Annual Events we participate in.
 - Safety Palooza
 - DWI Checkpoints
 - Nixa Triathlon
 - Local Parades
 - Sucker Days
 - National Night Out Nixa
 - Shelby Run
 - Traffic Control for Police Dept.
 - MDA Boot Block
 - Red Cross Sheltering Exercises
 - Search and Rescue

- Administration Duties at Sparta and Nixa Police Dept.
 - Nixa Night Out
 - NixPo
 - Clean Up After Natural Disasters
 - Hearts to Hearth Wood Project
 - Weather Spotters Classes
 - Fire Prevention Week Classes
 - MS 150 Bike Ride
 - CERT Classes and Exercises
 - Billings Fairground Patrol
- Volunteer Emergency Response Functions
 - Missing persons searches
 - Weather related incidents
 - Storms / high wind events
 - Assist homeowners with tarping roofs.
 - Tree removal
 - Debris clearance
 - Floods
 - Sandbagging
 - Contents removal
- COAD
 - Community Organizations Active in Disaster.
 - Group of people/organizations that assist with the Long Term Recovery needs of disaster victims.
 - Trained case managers assist victims thru the FEMA process and seek local and regional assistance to get victims back on their feet.
 - Receive their training from United Methodist Council on Relief (UMCoR). The recognized “model” for training. Have to follow this model to receive any faith-based recovery monies.
 - Our case managers assisted hundreds of Katrina evacuees as well as hundreds of Christian County residents after our numerous disasters.
 - Case managers are trained to “weed out” the needy people from the people that are trying to abuse the system. Works closely with FEMA and the Red Cross as not to duplicate effort and benefits.
- Health Grant
 - Pays for half of assistant’s salary.
 - Comes from the Local Health Department. They received a grant; they in turn sub-granted a portion to us.
 - We assist in planning for large health related emergencies and train and provide volunteers for them.
 - New CDC Guidelines for planning is Extensive and labor intensive!
 - Numerous pages (attached) of requirements. Supporting documentation is 153 pages!
- Disaster Response Responsibilities
 - Any large scale emergencies
 - Provide mobile communications
 - Overall Direction and Coordination
 - Set up incident command structure
 - Record keeping: personnel, equipment, etc.

- Command facilities (MCU)
 - Generator power, radios, vests, etc.
 - Resources, information, we need to be able to find whatever they need.
- Animals in Disaster
 - Pet sheltering areas
 - Pets not allowed in people shelters
- Animal Disease Emergencies
 - Bird Flu, Foot and Mouth disease
 - Stop movement orders, quarantine areas, etc.
- Sheltering
 - New Federal Mandates on Sheltering! Previously, we could set up a separate shelter for “functional needs”. Now we cannot discriminate. We have to accept ALL PERSONS in a shelter!!
- Volunteer Reception Centers
 - Place where people come first to volunteer to help disaster victims
 - Places emergent volunteers where they need to be.
 - Track their hours for FEMA
- Urban Search and Rescue
 - Missing / lost persons
 - Children, persons lost in forest, Alzheimer’s patients.
- Sandbagging
- Large Scale Evacuations
- Disaster Public Information
 - Inform the public what to do during and after a disaster
 - Inform the public that there is a disaster threat and if that threat is eminent.
- Weapons of Mass Destructions (WMD) Events
 - Coordinate response
 - Identification of WMD teams, resources, Decontamination equipment.
- Damage Assessment
 - Handheld GIS units that have “forms” to plot and categorize damages
- Disaster Preparedness
 - Educate the public on how to prepare for and lessen the effects of a disaster
 - Required to hold one exercise a year.
 - Also participated in exercises in surrounding counties
 - Served as evaluators for exercises in other counties.
 - KOLR 10 Weather Alert Radio programming events
 - Various public events (NixPo, Safety Palooza, etc)
 - Distribute flyers, brochures.
 - Set up displays at various locations
 - Distribute storm preparedness magnets
 - Web site
- Planning
 - Functional Needs Planning
 - Attempting to identify people in the county that have Functional Needs

- Wheelchairs, bed-ridden, O2 dependant, mental disabilities, etc.
 - In a disaster, we know ahead of time their needs. Also great in everyday responses.
 -
- Pre-Planning
 - Update School Notebooks which include:
 - Floor plans
 - Copies of their emergency plan
 - Contact info
 - Number of students, teachers
 - Aerial images showing evacuation areas, gas shutoffs, hydrants, etc.
 - Offer and or provide training on a Federal Level for Schools in regards to Planning for All Hazard Disasters.
 - School Emergency Operations Plans
 - Assist schools with emergency plan development and maintenance.
- Databases Maintenance
 - Emergency Response agencies
 - Transportation, Road Districts,
 - Schools, businesses, rental companies
 - Shelter and Volunteer Reception centers
 - Nursing homes, utility companies
 - Cleanup companies
 - Mental Health agencies, equipment companies.
 - Churches
 - IRIS
 - Hazardous Materials Facilities.
- Resources
 - Mobile Command Center
 - 34 ft travel trailer
 - Workstations with laptops, copier, fax, scanner, VHF radios, cross band repeater, Honda Generator, weather station, mobile office.
 - Weekly and monthly checks to ensure it's ready to go.
 - CERT training trailer
 - Stores CERT class materials
 - Books, fire extinguishers, burn pans, sample gas meters and breaker boxes
 - All the things we need to teach a CERT class anywhere.
 - CERT response trailer
 - Purchased with LEPC money, CERT money, donations and county money.
 - Stores materials for a mass casualty event. Triage supplies, backboards, medical equipment, radios, triage tarps, etc.
 - Stores equipment for disaster response: pry bars, flashlights, flood lights, search and rescue backpacks, rakes, shovels, gloves, ear plugs, sun screen, bug spray, etc.
 - Search and Rescue
 - Handheld GIS units that keep "tracks". Once their assignment is done, download track into a computer, so we can see where we searched and where we missed.
- Communications
 - Back-up and mobile communications
 - Reverse 911
- Regional Collaboration
 - SMESO

- Member of the Southwest Missouri Emergency Support Organization (SMESO).
 - Attend mandatory quarterly meetings
 - EMA maintains the SMESO Web site
 - CERT Regional work group
 - Standardize CERT member qualifications, ID tags, SOP's.
 - Sit on the Citizen Preparedness Committee of RHSOC.
 - MO CERT One
 - Regional CERT Response Group
 - Phil is Chairman
 - Governor's Faith Based Initiative
 - Citizen Corps Committee
- Various Church, business, organizations Emergency Operations Plan development.
- FEMA Storm Shelters
 - Work with local agencies to ensure that their FEMA shelters have a current plan and that we have access to them.
- LEPC (Local Emergency Planning Committee)
 - EMA Director serves as chairman
 - Gets funding from businesses that keep hazardous materials on site. They fill out a "TIER II" form, send it to state with a check, portion comes back to the LEPC
 - Funds can only be used for Hazardous Materials Planning and Training
 - We keep a Tier 2 Database with all those businesses listed along with what chemicals they have and their 24 hour emergency contact info.
 - Created a GIS layer, so departments have a map with all facilities on it.
 - Responsible for maintaining a spill / incident inventory
 - Responsible for maintaining a Hazardous Materials Response Plan, update annually.
 - Conform to the Community Right to Know Act.
 - People have the right to know what chemicals are in their community
 - Also have the right to know what has been spilled.
- Emergency Management Performance Grant
 - Receive \$28,000 a year reimbursement from DHS
 - Several requirements to keep funding
 - 4 disaster exercises per year
 - Quarterly reports.
 - Designate a 24/7 Emergency Operations Center
 - Maintain a local emergency operations plan
 - Implement the National Incident Management System
 - Maintain an annual Training and Exercise Plan
 - Utilize Web EOC for incidents
 - Participate in Threat and Hazard Identification and Risk Assessment updates (THIRA)
- Web Site
 - Maintains the county web site as well as an Emergency Management website
 - Doing this "in-house" saves the county over \$100 an hour for all the updates
 - Also maintains a volunteer tracking-management site called "CERT Central".
 - Citizen Corps volunteers have access
 - Has a monthly newsletter feature, calendar, member tracking, etc.
- Completion of Threat and Hazard Identification and Risk Assessment (THIRA)
 - THIRA processes at all levels of government establish a foundation to justify and guide preparedness activities and investments. A common approach to do that process will enable the whole community to maintain a baseline understanding of the risks that they face, facilitating efforts to identify capability

and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for FY 2013 funding, all EMPG and HSGP sub-recipients shall participate in the development or maintenance of state or regional THIRAs. Participation in THIRA development at the Regional level maybe:

- Serving as a member of the Regional working group
 - Interacting with State or Regional planners to provide input into the Regional THIRA
 - Answering data call queries about the Regional THIRA
- Target Exercises and Verify Capability of Personnel
 - All EMPG sub-recipients and all HSGP sub-recipients who are emergency response agencies shall develop and maintain a progressive exercise program that **includes all grant funded personnel actively participating in no less than three (3) exercises in a 12-month period**. Sub-recipients are required to report progress towards this requirement in Grant Progress Reports and submit proof of participation to their Grant Specialist for review and approval.
 - Of the three exercises required, sub-recipients shall participate in no less than two (2) discussion-based exercises and one (1) operations-based exercise per calendar year. Please note that participation in a TEPW counts as one (1) discussion-based exercise and in keeping with maintaining a progressive exercise program all sub-recipients are required to participate in a Full-Scale exercise a minimum of once every three (3) years.
 - Target Training and Verify Capability of Personnel
 - Training activities supported with EMPG and HSGP funds should strategically align to a core capability identified in a Multi-Year Training and Exercise Plan. To ensure development of a professional emergency management workforce, all EMPG and all HSGP emergency response funded personnel shall complete the following training requirements and record proof of completion.
 - Develop and Maintain Multi-Year Training and Exercise Plans (TEPs)
 - All HSGP and EMPG sub-recipients are required to conduct or participate in an annual Training and Exercise Plan Workshop (TEPW). At a minimum, sub-recipients should maintain a local TEP that addresses the jurisdiction's compliance with Objective #3 Training and Objective #4 Exercise requirements, thus fulfilling Objective 5 requirements.
 - Serve of the "Integrated Warning Team"
 - Representatives from emergency management, media, core partners from a number of agencies, and the National Weather Service dedicated to improving communication of and public response to, hazardous weather across southeastern Kansas and the Missouri Ozarks.
 - The foundational goal of the IWT is to "work together to create a unified message to maximize public response to weather information and warnings".
 - Statewide Volunteer Symposium
 - Support for the state conference. We set up the Vendor / Sponsor Area for the conference.

COUNTY OF CHRISTIAN



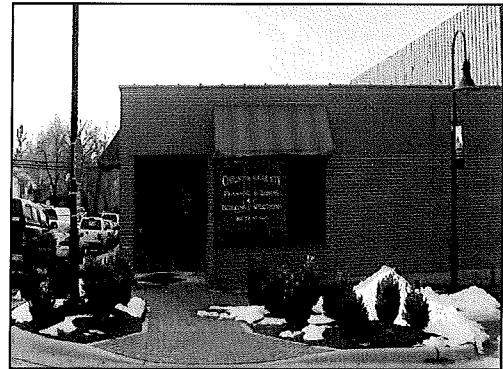
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2015 Planning and Development Department Update

Presented February 9, 2015 by Todd M. Wiesehan, Department Administrator

This department's daily tasks and activities are intended to be supportive of development within Christian County, be it residential, commercial, industrial or institutional. Our mission is to guide that development based on the regulations we have in place in a way that considers the impact on neighboring land uses and respects our agricultural heritage while recognizing and anticipating the needs of one of the fastest growing populations in the State of Missouri.



Guiding Development

In general terms, our department's role in the development process revolves around the use of land and the standards for development of a site. While that may be a brief and simple statement to make, an explanation of what means is considerably more complex. To accomplish this we must:

- Endeavor to be transparent as we apply our County's regulations relating to zoning, land use, the environment, land subdivision and road standards, which are written in black and white, in a consistent manner to everyday situations which are largely gray.
- Take into consideration the authority of other jurisdictions or departments at the local state and federal levels who may have an interest in the projects which come before us.
- Establish and nurture relationships with neighboring departments, jurisdictions and public boards and bodies in order to maximize our resources and talents to benefit of Christian County.
- Project and maintain a positive working relationship with the citizens we serve.

Current Trends

The bulk of residential development in the unincorporated County over the last few years has been on larger metes and bounds tracts as well as infill of remaining platted lots in subdivisions began years ago.

As the economy has begun to revive, new construction is showing signs of improvement as well. Our department approved its first major subdivision plat in over four years last summer and we currently have another 12 lot subdivision in the works. We have also seen a consistent stream of minor subdivision applications through our office for Karen to review. More often than not these lead to construction of single family dwellings on larger tracts. I can also report that both the cities of Ozark and Nixa are seeing increased demand for new residential lots within their jurisdictions.

On the commercial side we are also seeing increased activity in the form of building expansions and new construction.

Current projects taking place:

- Early stages of a major subdivision (12 lots) to be called Montreux Estates
- We anticipate the receipt of between 3 and 5 new tower proposals in the next month
- Fiocchi warehouse expansion
- Veterinary clinic near Clever
- Stowaway Storage at NN and County line Rd.
- Elite Storage expansion
- Commercial site development in the Nixa area
- Numerous other projects are in various stages of development

Numerous older projects/developments with related challenges which continue to present themselves:

- Tuscany Hills
- Camp MeWe
- Stone Hollow
- Brittney Ridge and several other never ending road/subdivision issues.

A few items the department plans to take on or continue during this year:

- We will be participating in the hazard mitigation planning process to begin this spring.
- As Miranda settles in we need to look at doing a transportation planning project for the County, looking at our road classifications, major thoroughfare plan, transportation alternatives etc.
- We need to continue our data collection and refinement to take full advantage of our mapping software.

- We need to make forms and information more accessible to the public via the internet.
- We need to be prepared to pursue grant funding as it becomes available. This means identifying worthy projects and collecting information in advance of the opportunity in order to be prepared when the opportunity presents itself.
- We intend to work closely to the extent possible with the Planning Department at the City of Ozark as it develops plans to enhance the square and to develop awareness of natural and historic assets within Christian County which may be of interest to tourists and visitors.

Challenges and concerns

- Our conference room expansion is almost completed. We are still waiting on Kenny to reposition several air ducts. Currently they are hanging free beneath the floor providing heat to our crawlspace.
- The aerial photography used throughout the County is now at least 3 years old. A plan for pooling the resources of offices, jurisdictions and entities which use and benefit from this information needs to be initiated in order to finance another flyover.
- The software we utilize for data management is becoming antiquated. We need to explore options which can bring us into this century to make the management of and access to records more efficient.
- We are lacking a clear protocol for obtaining technical support for our GIS software. Software updates and project initiatives remain on hold until this issue is resolved.

The Work We Do

As an office which directly engages the public either face to face or via the telephone or internet, our day to day activities are unscripted to a large extent and at the mercy of whomever or whatever chooses to cross our path. With that stated, the nature of work with which our department is associated likely falls within the categories which follow.

Land Use Planning

Our office administers Christian County's land use regulations which are contained in the following volumes:

- The Zoning Regulations for Christian County
- The Subdivision Regulations
- The Stormwater and Erosion Control Regulations
- The Road and Access Standards for Christian County
- The Floodplain Ordinance for Christian County



Based on these regulations along with consideration of the goals and desires expressed in our Comprehensive Plan as well as regulation imposed by authority beyond that of the County, we

work with citizens and developers when they are interested in dividing existing parcels of land or making improvements or developments which alter the intensity of its use.

Often times this involves brainstorming with them to help shape their ideas and plans to create a project which will be acceptable with respect to the County's standards and other times it involves gently explaining to a citizen the reasons why a far-fetched dream project is not realistically possible.

When a project will involve a public hearing before the Planning and Zoning Commission or the Board of Adjustment, our goal is always to guide the applicant through the process and to assist them in presenting an application or project in a way that will provide the reviewing body with quality information needed to make an enlightened decision or recommendation.

Our office provides the venue for those hearings. We assure proper public notification, provide analysis and reports as well as recording and archival of meeting minutes.

Enforcement of Our Adopted Regulations

This aspect of what we do involves cases and situations which can either be quickly resolved with a letter or phone call or in other situations the path to resolution may span years. Our goal in this area is to achieve compliance more so than to seek fines and penalties.



In the last two years we have established a great working relationship with the prosecutor's office and have successfully gotten resolution on several long running situations.

Lena Cheney is generally on the front lines as our first contact with citizens and especially in cases where we are being made aware of a possible violation to our regulations. Josh Bird is our presence in the field doing on site investigation and assessment of situations we may need to become involved in. Josh and Lena collect information to determine if a violation exists and also make contact with parties involved either to explain if and why our office may or may not pursue action. Rarely are these issues back and white. The staff does a great job as it endeavors to be consistent in enforcing our regulations to the extent practical and possible.

Environmental Compliance, Regulation and Planning

The Planning and Development Department is involved with numerous environmentally related areas. We work to preserve water quality through the Stormwater and Erosion Control Regulations which also contains the County's Floodplain Ordinance and Illicit Discharge Ordinance. The residents of Christian County value water quality and over the last eight years our department's consistent implementation of policies has been supportive of the public demand for water quality. As time permits we do our best to remain engaged with area environmental organizations such as the James River Basin Partnership, Watershed Committee

of the Ozarks and Ozarks Water Watch. Josh Bird participates in an annual event where fifth grade students are brought together from across the County and taught specifically about the importance of clean water.

Christian County is an MS4 (Municipal Separate Storm Sewer System) community which means we must maintain a permit from the State to discharge our stormwater. Maintenance of this permit requires water quality testing throughout the year and submission of a lengthy annual report to MoDNR outlining our activities and initiatives. The complexity and demands in this project seem to increase each year but Josh Bird manages to keep us in compliance.



Our office also provides representation from the County as members of the Ozarks Clean Air Alliance. Josh or I attend the meetings held throughout the year. While this group and the issue of clean air may not be on many people’s radar it is very significant. Our region is very near to a point where the quality of our air would not be compliant with federally mandated standards; standards which are becoming more challenging. The consequences of falling into non-compliance could be severe and far reaching. Air quality is a difficult thing to manage as we are at the mercy of many seemingly uncontrollable factors. We can however look to general policies and best practices and alternative ways of doing things that, on an aggregate scale, can make a significant difference.

Environmental issues do not respect jurisdictional boundary lines on a map. Finding solutions for existing problems and proactive planning to avoid future environmental problems requires cooperation, consensus and collaboration.

Our department’s involvement with numerous regional organizations is intended to both keep our staff engaged and up to date on current issues and best practices and also intended to maintain the types of relationships in this field which project an image of awareness, interest and genuine concern for environmental issues on behalf of the County.



We also serve as an outlet for information and brochures relating to environmental issues and energy efficiency for citizens of the County.

Economic Development

Our office has established and maintains an excellent working relationship with the incorporated cities in the County. When potential business are interested in locating here in the County we coordinate with our colleagues at the various municipalities to identify sites which could meet a prospect’s needs.

This office played a significant role in the development of the Strategic Plan for Economic Development in Northern Christian County. I represented the County at those meetings and at the public presentation of findings.

I represent the County as a member of the Missouri Economic Development Council. This organization has become the most influential economic development group in the state.

I also represent the County at various Springfield Area Chamber of Commerce meetings and events and will serve on an economic development committee being established within the Southwest Missouri Council of Governments.

We must maintain a presence in organizations like these in order to forge relationships with the people who can recommend Christian County as a place to bring their business.



Workforce Development

Our office has taken the lead for the initiative to make Christian County a Certified Work Ready Community. Karen and I work with a steering committee whose task it is to reach prescribed participation goals in the categories of emerging workers (students), transitioning workers, and employer participation. I've applied for and been awarded three grants totaling \$8414.40 in support of this project and will administer them from my office.



We will be participating at the NIXPO and Showcase Ozark trade shows to gain exposure and solicit participation for this initiative. The Emergency Management Department has been kind enough to loan us their trade show backdrop for these events.

Transportation Planning and Development

The Planning and Development Office has been involved in transportation in many ways and will continue to be involved as we work with Miranda Beadles, our Highway Administrator to care and plan for the County's transportation needs.

We continue to be involved in numerous scenarios involving failed developments, undedicated roads and miscellaneous issues from years gone by which are often related to the economic downturn of the mid 2000's. These cases all seem to have their own unique attributes and story which often spans several years. Each one that reaches resolution is a celebrated event.

Currently and historically for the last seven years the responsibility of issuing driveway access agreements has been that of Josh Bird. We are working with Miranda to return that responsibility and authority to her department which is more appropriate at this time.

Our department is involved with several regional transportation groups.

I have served as the County's Representative on the SMCOG Technical Advisory Committee (TAC) since 2009. This committee looks at transportation needs within the 10 county SMCOG region.

I also serve on the Ozarks Transportation Organization's Technical Committee as well as several subcommittees. This group is essentially the recommending body to the OTO Executive Committee.

Josh Bird serves as the County's representative on the OTO Bicycle and Pedestrian Committee. This group's focus area is on developing non-motorized transportation alternatives within the OTO area.



Planning and Development Department Staff

Duties and Qualifications of the Planning and Development Department Staff

Karen Haynes – Our Senior Planner, primary person reviewing and approving minor subs, lot line adjustments, re-platting and utility permitting. She assists with client questions, preparing staff reports and various other special projects. She works closely with the Administrator in meeting with citizens discussing potential projects and also assists in conducting meetings of the Planning and Zoning Commission and Board of Adjustment. Karen is a graduate of MSU with long list of academic achievements. She has undergraduate degrees in Construction Management and another in Design. She has a Master's degree in Administrative Studies emphasizing Planning and a Master's degree in Public Administration as well as a Graduate Certificate in Public Management. She has certifications to conduct B-1 residential inspections and is a Certified Floodplain Manager.

Josh Bird – Our Code enforcement/ site inspection/ environmental compliance officer so to speak. He does a little bit of everything. Josh is our primary connection to the field. He has been with the department since 2007 and has accumulated a wealth of historical work related knowledge. His formal education and other occupation as a cattleman brings a legitimate perspective on agriculture to our office. He is responsible for preparing our annual MS4 permit and also keeping up to date on current environmental best practices through seminars and other training events. He is a graduate of MSU with a degree in Agriculture Business

Cathy Leming – Our Office Manager, Cathy is an integral part of our department's day to day operations and in my opinion the glue that holds us together. Her duties include organizing and tracking our financial transactions, purchasing, scheduling and clerical functions often taken for

granted. Her years of experience with our office and lifetime of local knowledge are an invaluable asset as she also functions as a planning tech answering questions and advising citizens and serves as back up to our front counter staff and also for the Building Inspections Department. Cathy is also a notary.

Lena Cheney – Her duties include coordinating code enforcement research, permitting and essentially being the generally the first contact with citizens builders and developers. Her duties require extensive knowledge of our regulations in order to respond to customer inquiries and also to disseminate more complex issues to the appropriate person. She is a notary and also serves as backup for the Building Inspections Department.

Todd Wiesehan – As the Administrator my duties here are diverse. In addition to administrator, by statute and regulation my titles also include Executive Secretary to the P&Z Commission, Chief Code Enforcement Official, Floodplain Administrator and Planning and Zoning Director. I am responsible for the operation of this department which includes supervision of the four employees formally included in this department as well as the department's budget. As the department head most often present at 202 W. Elm I feel most responsible for the day to day operations of the building. I act as a representative for the County on numerous boards and committees and at numerous other events and meetings throughout the year. Since 2009, I have applied for, received and administered approximately a half million dollars in grant funding for the County. I am a Certified Floodplain Manager and Residential Energy Rater. I possess a degree in Business Administration from SEMO and a degree in Community Planning from MSU. I've also earned a Graduate Certificate in Public Management from MSU and will complete a Master's Degree in Administrative Studies emphasizing Public Health as well as an additional Graduate Certificate in Homeland Security in December of this year.



COUNTY OF CHRISTIAN

HIGHWAY DEPARTMENT

JANUARY 2015 – ACTIVITY REPORT

Highway Administrator

- Member of Planning & Zoning Commission
 - Attended First Meeting in January
 - Review Submittals/Plans
- Obtained Missouri Professional Engineer's License
- Working with Great River Engineering for 2015 Sales Tax Distributions
- Working with Great River Engineering to Find "Soft Match" Funding for County Bridges
- Preparing & Reviewing Bids/Proposals for Highway Department
- Attending OTO Meetings
- Revising the Existing Road Standards to Meet the County's Current Needs
 - Joint Effort with Planning and Code Enforcement
 - Creating Permits for Right-of-Way Connections, with Inspections

Highway Department (Combined Efforts of Common I, Common II & Highway Administrator)

- Creating 2015 proposed Road Maintenance/Resurfacing list
 - Proposed list to be discussed before Commission in March, 2015
- Public Information
 - Converting Common II Facebook page to Christian County Highway Dept. page
 - Updates on road closures, upcoming work, etc.
 - Three administrators, Common I, Common II, Highway Administrator
- Training
 - Common I & Common II attending upcoming LTAP training
 - Work Zone Safety/Flagger (Nixa)
 - Tractor Mowing Safety (Greene County/Springfield)
- Safety Updates
 - Based on upcoming LTAP training
- Shared network drive
 - Connect Common I, Common II, Highway Administrator
 - Keep all electronic files, plans, bids, records, etc. in one directory, accessible from all locations



- Organizational chart & updated job descriptions
 - Revising job titles to fit existing duties, chain of command
- Performance Reviews
 - New form created for review, relating to job specific duties within Highway Department
- Employee Action Form
 - New form created for review, addressing personnel issues within Department
- Equipment Rotation Schedule
 - Best value for County Equipment, maintaining an efficient fleet
- Preventative Maintenance for Bridges
 - Sealing decks, pressure washing
 - MoDOT offered to assist in field training
- Responding to resident concerns in a timely manner
 - Joint effort: Commission Office & Highway Department

Common I

- Recently completed total equipment inventory
 - Including year, S/N, make and model
- BJ Applegate's new role
- Green Bridge
 - Planning for now and in the future
 - Line item in 2016+ budget
- Logan Ridge Widening
- Chadwick Road Design
- Right-of-Way Conveyance Issues
- Provided County Maintenance Maps to Schools within Common I
- Current Bids/Proposals
 - Tandem Axle Dumptruck
 - Bid Opening 2/9/15, Selection 2/17/15
 - Replaced Equipment to be traded-in or auctioned to offset cost



Common II

- Installation of perimeter fence
 - Survey completed to determine property lines
 - Clearing of boundary by Common II crews
 - Obtaining quotes for fence
- Appraisal and quotes for weigh station/scales
 - Scales located in center of lot, not being used
- Hawkins Bridge
 - Planning for the future
 - Line item in 2016+ budget
- CR 194, IGA with Greene County
 - Greene County drafting IGA with "Not to Exceed" amount
- Tracker Rd
 - Closing Monday, Feb 16 – 9 am to 2 pm
- Gardenia Rd
 - Closing Tuesday, Feb 10 – 8 am to 1 pm
 - Greene County Culvert Work
- Current Bids/Proposals
 - Excess Vehicle Bid (2 pickups, 1 van, 1 dumptruck, 1 spreader)
 - Above Bid Used to Offset Cost of New Equipment (2 pickups, 1 tandem dumptruck)