



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

April Term

~ Minutes ~

Thursday, May 21, 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	8:50 AM
Bill Barnett	Western Commissioner	Present	8:50 AM
Sue Ann Childers	Eastern Commissioner	Present	8:50 AM
Mary Argiso	Assistant	Present	8:50 AM
Cheryl Mitchell	Assistant	Present	8:50 AM
Julia Maples	Administrative Assisstant	Present	10:00 AM

## II. Agenda

### **Motion/Vote - 8:50 AM Christian County Commission**

Discussion - Approve Agenda

The meeting was attended by Commission Secretary Cheryl Mitchell, John Gurding camera man for KOLR 10 News, Lindsey Cline Reporter for KOLR 10 News, Jerod McCline Reporter for KY3 News,

The Commission met to approve the agenda for 05/21/2015.

Commissioner Weter entertained a motion to approve the amended agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

### **Motion/Vote - 8:55 AM Kay Brown-County Clerk**

Minutes & Financials Approval - Approve Minutes & Financials

The meeting was attended by Commission Secretary Cheryl Mitchell, John Gurding camera man for KOLR 10 News, Lindsey Cline Reporter for KOLR 10 News, Jerod McCline Reporter for KY3 News,

The Commission met to approve any Minutes & Financials.

Commissioner Weter entertained a motion to approve the Minutes for 05/18/2015.

No financials.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 9:00 AM Kelly Hall-Recorder of Deeds**

Bid Opening - Bid Opening-Microfilm Scanner

The meeting was attended by Commission Secretary Cheryl Mitchell, John Gurdig camera man for KOLR 10 News, Lindsey Cline Reporter for KOLR 10 News, Jerod McCline Reporter for KY3 News, Kelly Hall Recorder of Deeds, Brain Sexton with MO Document Solutions, Giacomo "Jack" Bologna reporter for the Springfield News-Leader.

The Commission met with Ms. Hall to discuss the Microfilm Scanner Bid.

Commissioner Weter reviewed the one bid from Missouri Document Solutions for \$9,350.00. The service will be for 1 yr from date of instillation. Ms. Hall said she agrees to go with the bid. She will check into different options regarding the current microfiche/microfilm model whether to sell, donate, or transfer within county offices. Funds to purchase Scanner will come out of Recorders discretionary fund.

Commissioner Weter entertained a motion to accept bid total \$9,350.00 with Missouri Document Solution.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:00 AM Miranda Beadles-Highway Engineer**

Discussion - 1st Quarter Sales Tax

The meeting was attended by Commission Secretary Julia Maples, Miranda Beadles-Highway Engineer, Clint Ellingsworth Highlandville Mayor, Brent Young C2 Supervisor, Brandon Hall C2 Road Development, Lacy Hart Auditor

The Commission met with Ms. Miranda Beadles Highway Engineer regarding 1st Quarter Sales Tax Distribution.

Commissioner Weter began reading the project request spreadsheet for the 1st quarter funds distribution. Commissioner Weter asked any comments , Ms Hart responded in regard to the IGA for Selmore not being submitted will it be included again in the second quarter, Commissioner Weter stated the 1st quarter does not reflect distribution of the \$90,000.00 for Selmore.

Commissioner Weter entertained a motion to approve the 1st quarter sale tax as recommended by Miranda Beadles.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 11:00 AM Commission & Auditor**

Discussion - Meet with Office Holders Re:Procedures, Department Functions & Responsibilities

The meeting was attended by Commission Secretary Cheryl Mitchell, Administrative Secretary Julia Maples, County Highway Engineer Miranda Beadles, Todd Wiesehan Planning and Zoning Director, Common 2 Road District Supervisor Brent Young and Assistant Brandon Hall, Treasurer Karen Matthews, Collector Ted Nichols, Assessor Danny Gray, Juvenile Assistant Director Perry Barnes, Jack Bologna reporter for the Springfield News-Leader, Captain Keith Mills, Circuit Clerk Barbie Stillings and Phil Amtower EMA director.

Presiding Commissioner Ray Weter said the meeting was called by County Auditor Lacy Hart regarding changes to the purchasing manual. Commissioner Weter said Ms. Hart has requested some revisions be made to the purchasing manual as a result of becoming a first class county.

Ms. Hart said she would like to add an addendum to the purchasing manual that addresses Sheriff's and the Prosecutor's discretionary funds. Ms. Hart said these funds are not approved by the County Commission but all the checks for payment from these funds require the signature of the County Commission, the Clerk and the Treasurer per the Ozark Bank agreement. Ms. Hart would like to have an addendum to the purchasing manual that "states" these purchases have not been approved by the County Commission.

Presiding Commissioner Ray Weter said nothing gets paid without the Commission's signature.

Ms. Hart said the Prosecutor uses her own form which goes directly to the Treasurer for payment and the County Commission is not part of the approval process for her discretionary funds.

Presiding Commissioner Ray Weter explained, these warrants that draw on discretionary funds are not approved by the Commission we are simply signing the checks.

Julia Maples said the agreement with the bank is required to have three signatures.

Commissioner Weter said since we have moved to first class status the discretionary funds are not required to obtain the signatures.

Treasurer Karen Matthews said she has not paid anything without the proper signatures before signing the checks.

Mr. Keith Mills said he wants complete transparency. Mr. Mills said if you have any questions to please contact him before signing any checks.

Ms. Hart said making a change to the policy manual would not hold the Commission responsible.

Presiding Commissioner Ray Weter said Taney County has implemented a process combined with the MAS 90 software that is an efficient process and the Taney County Auditor said he would be happy to share this program with us.

Ms. Hart said she would like to look at the different software programs that offer this service.

Presiding Commissioner Ray Weter asked the County Auditor to explain the process of how the bills are paid.

Ms. Hart proceeded to explain how the process to pay the bills is performed. Ms. Hart said we have issues.

Treasurer Karen Matthews said she looks at each check and the invoice if they don't match she asks questions.

Presiding Commissioner Ray Weter asked the Treasurer if she has any problems with the Auditor.

Treasurer Karen Matthews said she has no problem with the Auditor.

County Clerk Kay Brown said we do have issues because we have checks that are held and sent late to the vendors. Ms. Brown said we are incurring late fees and phone calls from vendors. Ms. Brown said when the payment is late it is my office that gets the phone call from the vendors. Ms. Brown said the Auditor and I have a difference of opinion. Ms. Hart believes that we should not pay the bills until they are due; I disagree, an early payment will often give the county an added discount.

Associate Commissioner Sue Ann Childers presented a requisition submitted by County Highway Engineer Miranda Beadles to review that had issues and how it was worked out and the amount of time it took to resolve the issue.

Commissioner Weter suggested the Auditor keep a list of what needs to be corrected and bring it to the County Commission on a regular basis rather than presenting with problems on a daily basis.

County Auditor Ms. Hart said she wants more internal controls in the process and procedure.

County Clerk Kay Brown said for several years the independent audits have not made any recommendations referring to a lack of internal controls regarding our financial processes. However, there are recommendations for a need of internal controls in the Sheriff's Department. Ms. Brown, expressed concern over the checks being sent late and incurring late fees. Ms. Brown said accounts payable and payroll are in my office and for the past 12 years it has worked smoothly but now it does not.

Ms. Hart said the checks are being processed in her office efficiently and she is not responsible for any delay in payment.

Presiding Commissioner Ray Weter said once a month dispose of the problems instead of every day bringing something to the attention of the County Commission.

Ms. Hart said she said she would like to try Jack Stacks approach from his book "The Great Game of Business" and have meetings with the office holders and the employees to educate them.

Ms. Hart said she would like to explore electronic purchasing software products.

Circuit Clerk Ms. Barbie Stillings said she likes having a fresh set of eyes looking at the processes and procedures to make it better and to spot any flaws in the system.

Presiding Commissioner Ray Weter said we need to have a goal to revisit that on the agenda to work toward an electronic purchasing system that may be more efficient.

Ms. Julia Maples said the sooner to get the invoices in the better since it takes a long time to get them out.

The County Commission said they would review the proposed revisions to the purchasing manual and would make a decision at a later date.

**Motion/Vote - 2:00 PM      Christian County Commission**

Discussion - (Amended Agenda)-Order of the Christian County Commission-Scheduling Special Election Upon Resignation of Sheriff

The meeting was attended by Commission Secretary Julia Maples, Judy Dollarhite, Treasurer Karen Matthews, Ralph Phillips, Sheriff/Coroner Brad Cole, Captain Rich Lewis, Todd Wiesehan Planning and Development Administrator, Major Keith Mills, Ken Hurley, Warren Hagggar, County Counselor John Housley, Lindsay Plein, reporter for KOLR , Major Wells, camera men from KY3 and KOLR television stations and reporter Jack Bologna from the Springfield News-Leader.

The Christian County Commission was called to order by Presiding Commissioner Ray Weter.

Presiding Commissioner Ray Weter called for the motion to approve the Order for the August 4th, 2015, Special Election to fill the vacancy for the remainder of the term of past Sheriff Joey Kyle.

Commissioner Weter said he reviewed the order and is prepared to adopt it quickly. Commissioner Weter said according to Missouri State Statute 58.200, the Coroner is authorized to perform the duties of the Sheriff and may remain as the interim sheriff for the remaining ten weeks until the Special Election.

County Counselor John Housley agreed that Brad Cole could remain the Sheriff based on 57.080 RSMO, but he would have to resign first as the Coroner.

Judy Dollarhite asked, what happens if Brad is appointed to Sheriff what happens to the Coroner's position?

County Counselor John Housley said he wears two hats performing the duties of both by statute.

Mr. Hurley asked what is the time frame to appoint an interim sheriff.

Commissioner Ray Weter said a notice to the public has been issued to fill the vacancy of the interim Sheriff by next Thursday. They will either continue this present course or replace acting Sheriff Brad Cole.

Julia Maples asked, would Brad Cole receive the sheriff's salary while serving in his capacity?

County Counselor John Housley, said there is an Attorney General Opinion based on Section 58.200, RSMO, that states no additional compensation is given, but is considered part of his duties and his pay is not affected. Counselor Housley indicated if the appointment was done according to 57.080 RSMO., then Mr. Cole would serve as the Sheriff and would receive the salary of Sheriff but he would have to resign first from his position as Coroner. Counselor Housley said if the Coroner resigned there would not be a special election, the Governor would appoint a replacement until the next scheduled election.

Presiding Commissioner Ray Weter said all applications submitted for the position of Interim Sheriff for the 10 week period prior to the Special Election will cease at 9:00 a.m, May 28th, 2015. Commissioner Weter said when they are finished interviewing the candidates, they will select the interim Sheriff.

Presiding Commissioner Ray Weter entertained the motion to authorize an order to approve a special election for the position of Interim Sheriff.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**III. Adjournment**

The meeting was closed at 2:20 PM  
The Commission is adjourned until Thursday, May 27 2015.

**Motion/Vote - 2:20 PM**

- Motion

Commissioner Weter entertained a motion to adjourn.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers



---

Ray Weter

Presiding Commissioner, Ray Weter



---

Bill Barnett

Western Commissioner, Bill Barnett



---

Sue Ann Childers

Eastern Commissioner, Sue Ann Childers



**(38) Declaration:**

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. Signature required below confirming understanding of this statement.

Doing Business as (DBA) Name <i>Missouri Document Solutions</i>	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. <i>Missouri Document Solution: 43-1946935</i>
Mailing Address <i>3230-D S. National</i>	IRS Form 1099 Mailing Address <i>3230-D S. National</i>
City, State, Zip Code <i>Springfield, Mo 65807</i>	City, State, Zip Code <i>Springfield, Mo 65807</i>
Contact Person <i>Brian Sexton</i>	Email Address <i>bsexton@mdsspf.com</i>
Phone number <i>417-823-9091</i>	Fax number <i>417-823-9925</i>
Authorized Signature <i>[Signature]</i>	Date <i>5-12-15</i>
Printed Name <i>Brian Sexton</i>	Title <i>Sales Manager</i>

## Exhibit A-References

## List three (3) business references:

1<sup>st</sup>Company Name Taney County Recorder Representative Name Robert DixoAddress P.O. Box 428 City Forsyth State Mo Zip 65653Business Phone 417-546-7234 Business Fax 417-546-9021 Cellular Phone \_\_\_\_\_email address if available recorder@co.taney.mo.us2<sup>nd</sup>Company Name Dade County Recorder Representative Name Carolyn KileAddress 360 W. Water Street City Greenfield State Mo Zip 65661Business Phone 417-637-5373 Business Fax 417-637-1006 Cellular Phone \_\_\_\_\_email address if available carolynkiledade@hotmail.com3<sup>rd</sup>Company Name Henry County Recorder Representative Name Ronda AkeAddress 100 W. Franklin #4 City Clinton State Mo Zip 64735Business Phone 660-885-7209 Business Fax 660-885-2264 Cellular Phone \_\_\_\_\_email address if available rakererecorder11@hotmail.com

## Exhibit B-PRICING SHEET

Product/Service	Size/Type	Frequency	Price (includes all fees)
ST Imaging View Scan III microfilm scanner			\$8,655.00
Includes: USB cable, premium software, freight + handling, installation + training Meets all bid specs			Incl.
Service Agreement			\$ 695.00
Total			\$9,350.00

ENTITY	PROJECT REQUEST/LOCATION	REQUESTED PROJECT COST PARTICIPATION	TARGET COST PARTICIPATION	% TARGET COST PARTICIPATION	FIRST QUARTER DISTRIBUTION	FIRST QUARTER % OF REQUESTED FUNDED	TOTAL % OF TARGET COST PARTICIPATION TO DATE	TOTAL \$ DISTRIBUTION OF REQUESTED PROJECT FUNDING TO DATE
BILLINGS	TERRILL BRIDGE	\$200,000.00	\$100,000.00	50%	\$25,000.00	9.8%	25%	\$25,000.00
CLEVER	PUBLIC AVENUE (BROWN TO INMAN)	\$55,000.00	\$55,000.00	100%	\$13,750.00	5.4%	25%	\$13,750.00
FREMONT HILLS	LOAN SERVICE/REPAIR/RESURFACE	\$239,018.00	\$106,783.50	45%	\$26,695.88	10.5%	25%	\$26,695.88
GARRISON	CHIP & SEAL/REPAIR	\$160,000.00	\$75,000.00	47%	\$18,750.00	7.4%	25%	\$18,750.00
HIGHLANDVILLE	MELTON/MILLS OVERLAY	\$55,224.00	\$55,224.00	100%	\$13,806.00	5.4%	25%	\$13,806.00
NIXA	TRUMAN BLVD DESIGN	\$150,000.00	\$125,000.00	83%	\$31,250.00	12.3%	25%	\$31,250.00
OZARK	N 21ST ST RECONSTRUCTION	\$150,000.00	\$125,000.00	83%	\$31,250.00	12.3%	25%	\$31,250.00
OZARK SPECIAL	NORTH ROAD WIDENING/OVERLAY	\$201,180.00	\$100,000.00	50%	\$25,000.00	9.8%	25%	\$25,000.00
SELMORE	SELMORE ROAD OVERLAY	\$138,000.00	\$90,000.00	65%			IGA NOT SUBMITTED	
SPARTA	DIVISION ST PHASE I OVERLAY	\$37,050.00	\$37,050.00	100%	\$9,262.50	3.6%	25%	\$9,262.50
SPARTA SPECIAL	CRACK SEAL/ROAD SEAL	\$67,200.00	\$50,000.00	74%	\$12,500.00	4.9%	25%	\$12,500.00
STONESHIRE SPECIAL	ROAD MAINTENANCE	\$3,972.00	\$3,972.00	100%	\$993.00	0.4%	25%	\$993.00
RESERVE	RESERVE	\$50,000.00	\$22,893.00	46%	\$5,723.25	2.2%	25%	\$5,723.25
COMMON II	N/A	\$162,000.00	\$162,000.00	100%	\$40,500.00	15.9%	25%	\$40,500.00
					\$254,480.63	100%		\$254,480.63

TARGET TO BE FUNDED IN 2015: \$1,107,923.00  
 CURRENT RESERVE FUND: \$291,777.74

AVAILABLE TO BE DISTRIBUTED: \$282,938.07