



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

July Term

~ Minutes ~

Monday, August 17, 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	Deputy Clerk	Present	8:50 AM
Cheryl Mitchell	Assistant	Present	

## II. Agenda

### **Motion/Vote - 8:52 AM Christian County Commission**

Discussion - Approve Agenda

The meeting was attended by Commission Secretary Cheryl Mitchell.

The Commission met to approve today's agenda Monday August 17th, 2015.

Commissioner Weter entertained a motion to approve the 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 - 8:53 AM Kay Brown-County Clerk**

Minutes & Financials Approval - Approve Minutes & Financials

The meeting was attended by Commission Secretary Cheryl Mitchell and Collector Ted Nichols.

The Commission met to approve Minutes and Financials.

Commissioner Weter entertained a motion to approve the minutes for Thursday August 13th, 2015.

<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 - 8:55 AM Ted Nichols-Collector**

Bid Decision - Bid Decision-Mail Service

The meeting was attended by Commission Secretary Cheryl Mitchell, Collector Ted Nichols.

The Commission met with County Collector Ted Nichols to discuss the Bid decision regarding the mail service.

Mr. Nichols stated he reviewed the bids and requested to stay with Ozark Mailing.

Commissioner Weter entertained a motion to approve the Bid for Ted Nichols with Ozark Mailing.

<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 - 9:03 AM     Danny Gray-Assessor**

Bid Opening - Bid Opening-Assessment List & Printing

The meeting was attended by Commission Secretary Cheryl Mitchell and Assessor Danny Gray.

The Commission met with Assessor Danny Gray to discuss the Bid opening regarding the Assessment List & Printing.

Mr. Gray stated that Ozark Mailing did not submit a bid. The only other bid submitted was from Edward Rice Company Inc., who submitted two bids one in the amount of \$30,774.66 And the other in \$32,811.49. Mr. Gray requested for some time to review the bids from Rice Co., and make a decision at a later date.

Commissioner Weter stated that we will meet again on Monday, August 24, 2015 for a final decision from Mr. Gray.

**Motion/Vote - 9:15 AM     Kenny Coates-Building Maintenance Supervisor**

Discussion - Water Heater Discussion

The meeting was attended by Commission Secretary Cheryl Mitchell, Building Maintenance Supervisor Kenny Coates, Mr. Tim Draper with Draper Plumbing.

The Commission met with Mr. Coates regarding the water heater discussion.

Commissioner Weter asked that we have 2 sets of heater is this discussion? Mr. Coates replied yes however one of the tanks ruptured. Mr. Draper suggested to use tankless water heaters. He gave a description about the product. Mr. Coates noted that if we had to replace the current oversized heaters it will not be replaceable with a new heater since there's no open space to run water lines. Commissioner Weter asked if the systems are separate? Mr. Coates replied yes, the main supply branches in to jail.

Commissioner Weter questioned about the maintenance service. Mr. Draper said the county will maintain the heater by adding in the salt and to make sure there's no build up. If there's any other difficulties the County can call for service.

Commissioner Weter asked Mr. Coates why are we speaking with this company only and not others? Mr. Coates replied he asked Mr. Draper to present a brief presentation for the Commission, if you would be interested to have this type of system. Mr. Coates said Mr. Draper has put in time for today's presentation however he is aware that if the Commission is interested it will go out to bid.

Commissioner Weter addressed that we are faced with a tank that is was destroyed. Are we providing hot water right now? Mr. Coates stated the pump is shut off right now since the leak. We are currently using the large tank. The re-circulating pump will kick on heaters. Mr. Coates noted if something happens to the current tank we will have no hot water.

Commissioner Weter asked could you install a conventional heater once the water softener system is in? Mr. Draper stated yes. Commissioner Weter asked, "do the heaters run off gas?" Mr. Draper replied yes.

Mr. Draper noted that water softener systems are being used more. Commissioner Weter asked if we change our mind once the system is installed what do we do? Mr. Draper suggested that an engineer look into figuring the best service for the jail's needs. Commissioner Weter asked how much salt will we need? Mr. Draper said that it is based on usage. Mr. Coates said we use approximately 450 thousand gallons of water. He noted that there is approximately \$35,000.00 maintenance repair just to replace the current heater. Commissioner Childers asked then we need an engineer? Mr. Draper said yes for liability purposes. Commissioner Weter asked has a water heater personnel examined the job? Mr. Draper said not yet. Commissioner Barnett asked is there an engineer that you can recommend? Commissioner Weter stated we use Great River as our engineer. Mr. Draper stated that the structure was not designed to take care of any maintenance needs. Mr. Coates agreed. Mr. Draper said it will be a six to eight weeks out order for the salt which is something for you to consider. Commissioner Weter said we will consider this. Commissioner thanked Mr. Draper and meeting was concluded.

#### **Motion/Vote - 10:00 AM Kay Brown-County Clerk**

Bid Opening - Bid Opening-Canvassing

The meeting was attended by Commission Secretary Cheryl Mitchell, Deputy Clerk Norma Ryan, Ms. Judy Dollarhite, Ms. Elise Crain With Christian County Family Crisis Center.

The Commission met with Deputy Clerk Norma Ryan to discuss the Canvassing Bid opening.

Ms. Ryan stated we received one bid from Edward J. Rice. Ms. Ryan presented the bid estimate of \$17,475.31 to the Commissioners & asked if Monday 8/24/15 would be alright to meet again at a later date so County Clerk Kay Brown be given some time to review the bid.

Commissioner Weter entertained a motion to meet on Thursday 8/26/15 @ 9:45 a.m. for a decision from County Clerk Kay Brown regarding the bid.

<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 - 10:15 AM Elise Crain-Christian County Family Crisis Center**

Discussion - State Statute Discussion

The meeting was attended by Commission Secretary Cheryl Mitchell, Ms. Elise Crain with Christian County Family Crisis Center, Ms. Judy Dollarhite, and Reporter Amelia Wigton - Headliner Newspaper.

The Commission met with Ms. Crain to discuss the State Statute.

Ms. Crain began by stating that since last November of 2014, there have been 95 cases of domestic violence, and she noted that the state has approved additional financial aid to the crisis center effective August 28, 2014. She spoke of the \$5.00 mandatory fee which is to be collected per marriage license, however an additional \$5.00 marriage license surcharge fee can be added providing the County Commission pass a local ordinance to implement the fee. Ms. Crain went on to discuss the civil case filing fees and municipal and county ordinance violation fines. Commissioner Childers stated there needs to be more clarification regarding civil and criminal fees and where those fees are going. Ms. Crain said she will work on the clarification. The Commissioners thanked Ms. Crain and concluded meeting.

**Motion/Vote - 11:00 AM Kim Foster-Christian County Health Department**

Discussion - Wastewater Standards

The meeting was attended by Commission Secretary Cheryl Mitchell, Ms. Kim Foster and Ms. Cindy Bilyeu with Christian County Health Department, Mr. Todd Wiesehan Planning & Development and Mr. Ralph Phillips.

The Commission met with Ms. Foster to discuss the Wastewater Standards.

Ms. Foster submitted revised changes on the wastewater standard form. Mr. Wiesehan said the changes added are great and were needed. The Standards are updated in Christian County, in accordance with State statute. Ms. Bilyeu stated we are seeking to adopt the changes for Oct. 01, 2015. Commissioner Weter replied we would like to review the adopted changes and discuss further in another meeting session.

Commissioner Weter entertained a motion to resume this discussion after the Commission's reviewing on Monday 8/24/2015 @ 11:30 a.m..

<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 - 11:15 AM Brad Cole-Sheriff**

Discussion - Municipalities Staffing

The meeting was attended by Commission Secretary Cheryl Mitchell, Sheriff Brad Cole, Attorney John Housley, Reporter Amelia Wigton - Headliner Newspaper, Ms. Kim Foster and Ms. Cindy Bilyeu with Christian County Health Department, Mr. Todd Wiesehan Planning & Development and Mr. Ralph Phillips. Please note other attendees did not sign the attendee's sheet.

The Commission met with Sheriff Cole to discuss the Municipalities Staffing.

Sheriff Cole began discussion regarding an intergovernmental agreement. He noted that anytime a new sheriff is elected we have to redo the agreement. Sheriff Cole expressed how he wants to have a better relationship with other cities and all citizens within the county. Previously we have not had a formal agreement. This is to formalize the relationships to operate in other cities, regarding expense and labor liability. This would set out arrangements so we are consistent throughout out the county. The agreement applies to Investigations, chain of command and payroll. Mr. Housley stated we have the right to enter into these type of agreements and as listed in the statutes that permit this type of agreement. Commissioner Weter said we should have this type of agreement. Commissioner Barnett said I thought we had some kind of mutual agreement in the past? Sheriff Cole said there was some type of agreement with Sheriff Kyle yet they were never signed. Commissioner Childers asked is this agreement in effect for the term of office until an election for the next sheriff. Mr. Housley relied yes. Commissioner Weter asked if the audience had any response? None replied. Commissioner Weter stated there is no further discussion.

Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between City of Billings.

<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 -**

- Motion City of Rebulic be added to agreement.

Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between City of Republic.

<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 -**

- Motion agreement with Ozark Police Dept.

Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between Ozark Police Department.

<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 -**

- Motion agreement with City of Nixa  
Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between City of Nixa.

<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 -**

- Motion agreement with Clever Police  
Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between the City of Clever.

<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 -**

- Motion agreement with Sparta  
Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between City of Sparta.

<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 -**

- Motion agreement with Highlandville.  
Commissioner Weter entertained a motion to approve the intergovernmental law and services agreement by and between City of Highlandville.

<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 - 11:30 AM Steve Childers-City of Ozark**

Discussion - County/City Staffing Cooperative Discussion

The meeting was attended by Commission Secretary Cheryl Mitchell, Mr. Steve Childers with the City of Ozark, Kolr 10 News Personnel, Sheriff Brad Cole, Attorney John Housley, Reporter Amelia Wigton - Headliner Newspaper, Ms. Kim Foster and Ms. Cindy Bilyeu with Christian County Health Department, Mr. Todd Wiesehan Planning & Development, Ozark Chief Police Steve Ijames and Mr. Ralph Phillips. Please note other attendees did not sign the attendee's sheet.

The Commission met with Mr. Childers regarding the County/City staffing cooperative discussion.

Mr. Steve Childers stated he will ask Ozark Chief Police Steve Ijames to speak. The Police Chief stated that after the election was confirmed, there was a layoff of staff and due to the layoff the Sheriff's department needed assistance. At the time the dialogue used was to get assistance from the City of Ozark, which we provided, and some off duty officers were made available, there were cost expenses and we are here to discuss the reimbursement to the City of Ozark Police Department that was not fully discussed at the time of the verbal agreement with Sheriff Cole. There was a discrepancy pertaining to the officers' hours, and yet the city is submitting an expense reimbursement invoice and we need to figure out where the funds are going to come from for payment. Chief of Police Ijames stated he spoke with Mr. Mike Robertson who said there was a walk out after the elections and on Wednesday following the new sheriff's election we needed help, staffing plan was discussed for a 5 day emergency and reimbursement etc., commencing with an agreement with the police station and was misinterpreted, Chief Ijames said with out any approval we acted with assistance according to requests from Sheriff Cole. The error was on my side. Commissioner Weter stated we have no standing agreement. Sheriff Cole said the services being offered had no written confirmation when offering their services. Mr. Housley and I discussed some options to resolve the police request for reimbursement. Commissioner Weter said being that I was out of town there were phone calls made, and I spoke with Mr. Housley. One thing came to mind that the County Commission would have to discuss and sign before and activity begins. Mr. Housley stated whether we pay or not, they made an offer and we said ok, from a legal stand point I don't know if the money is in the Sheriff's department budget, so as to if money can be spent without a contract involves the Commission, and can we agree to services retroactively, no we cannot, Mr. Housley stated we need to verify if there's money in the sheriffs' budget and consider the problem if comp time and vacation time is to be considered. Commissioner Weter said the auditor will state that if there is any expenditure of funds for payroll for the services. City personnel said what I have seen is everyone did the right thing that needed to be done for the county and the police services were committed by Ozark, the chief police and sheriff discussed what needed to be done for the county, therefore reimbursement is the right thing to do. Commissioner Childers stated I suggest our sheriff go to our auditor and discuss funds. Commissioner Barnett thanked the police for their availability and help concerning the matter. A Citizen thanked the officer from Ozark asked did the sheriff staff walked out or were they fired. The term walk out was used, and stated we should pay the police dept

for their expense. Commissioner Weter recommended for the sheriff to visit with the Auditor Lacy Hart and discuss the matter concerned. Mr. Steve Childers said we are looking to do the right thing.

Commissioner Weter entertained a motion to request Sheriff Cole to meet with the Auditor to explore the City of Ozark's reimbursement for their services.

<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 - 1:00 PM      Miranda Beadles-Highway Administrator & Great River Associates**

Bid Decision - Bid Decision-Arapaho Bridge Repairs & Mayberry Road Project

The meeting was attended by Commission Secretary Cheryl Mitchell, Highway Engineer Miranda Beadles & Great River Associate Travis Rapp, Richard Teague C1 Supervisor & Brent Young C2 Supervisor.

The Commission met with Ms. Beadles regarding the Arapaho Bridge Repairs & Mayberry Road Project discussion.

Mr. Rapp presented the two bids for the Bridge repairs. 1: For the Arapaho Bridge Repairs - Bidder: R & J - Bid amount \$65,207.25 2: For the Mayberry Road Project - Bidder: AT Urban Development - Bid amount \$6,777.00. Mr. Rapp stated that he tried to find out FEMA's pre-requisite requirements, which requires to list the vendors, publish advertisement, and so forth. Commissioner Barnett asked if we have reference on the Mayberry bidder? Travis said no we did not. Commissioner Childers asked did you read Mr. Housley's email on performance and bid bonds? Ms. Beadles said yes we did and its included.

Commissioner Weter entertained a motion to enter into agreement with AT Urban Development with a contract price of \$63,777.00 for the Mayberry Road Project.

<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 -**

- Motion Agreement for the Arapaho Bridge Repair

Commissioner Weter entertained a motion to enter into agreement with R & J for the Arapaho Bridge repairs in the amount of \$65,207.25.



<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 - 1:30 PM Brad Cole-Sheriff**

Bid Decision - Bid Decision--Network Managed Services

The meeting was attended by Commission Secretary Cheryl Mitchell, Sheriff Cole, Noah Helthebrand with PC solutions and Julia Maples Administrative Assistant.

The Commission met with Sheriff Cole regarding the Network Managed Services.

Sheriff Cole stated we reviewed the bids and PC Solutions was the lowest bidder at \$13,800.00 plus they have been with us for a while and request that we would like to use PC Solutions until the end of the year.

Commissioner Weter entertained a motion to accept the agreement with PC Solutions until the end of the year 2015.

<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 1:39 PM


The Commission is adjourned until Monday August 24, 2015.

**Motion/Vote - 1:39 PM**

- Motion to Adjourn

Commissioner Weter entertained a motion to adjourn.

<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



Ray Weter

Presiding Commissioner, Ray Weter

  
Bill Barnett

Western Commissioner, Bill Barnett



Sue Ann Childers

Eastern Commissioner, Sue Ann Childers

**TED NICHOLS****Christian County Collector**

100 W. Church Room 101

Ozark, Mo 65721

417-582-4330

To whom it may concern:

The Christian County Collector's has reviewed the bids for the tax statement printing and mail out and has determined that Ozark Mailing Service, LLC is the winning bid.

The reasons for this decision is that the office has done previous business with them and have been very satisfied with their services. They included a pre-printed form which we furnish from another vendor therefore it should not have been on the bid. Also after discussing with our current programmer if we change vendors, there would be an additional charges from the programmer so this is a hidden cost. Another thing is per the purchasing policy, the county should purchase from within the state of Missouri if possible.



Ted Nichols

Christian County Collector

2016 Quantity Projection / Approval Request

8/6/2015

# Christian

Please review quantities, sign, and return to 417-869-9019 (Fax)

Quantity Projections	Personal Lists	Postcards	Business Lists	#10 Window Envelope	#9 Return Envelope
<u>Quantities Ordered Last Year</u>	<u>45,000</u>	<u>6,812</u>	<u>3,500</u>		
<u>Quantities Returned to you Last Year</u>	<u>259</u>	<u>0</u>	<u>0</u>		
1st Mailing (quantity mailed last year)	31,102		2,481	33,583	33,583
2nd Mailing (quantity mailed last year)	0	8,237	0	0	0
Total Qty of each item mailed last year	31,102	8,237	2,481	33,583	33,583
+ In-Office use: Ship to Assessor before mailings	14,000		1,000	0	0
Preliminary Quantity (Subtotal mailed + In-House)	45,102		3,481	33,583	33,583
+ Production Cushion (return extras after mailings)	500		200		
Quantity Needed	45,602	8,237	3,681	33,583	33,583
<b>Final Order Quantity (Suggested)</b>	<b>45,700</b>	<b>8,237</b>	<b>3,700</b>	<b>33,583</b>	<b>33,583</b>

General Comments:

Personal Lists:

Business Lists:

Envelopes:

Postage Class: First Class Postage

Make Up Lists:  
**Only needed if** we run short for 2nd mailings.

**NOTE:** If we run out and need to print more lists, the prices below will apply. Production Cushion is for your protection!!

500 lists @ \$0.7395 each      1,000 lists @ \$0.4429 each      1,500 lists @ \$0.3325 each  
2,000 lists @ \$0.2727 each      2,500 lists @ \$0.199 each

Mailing Date:     Dec. 31     Jan. 2     \_\_\_\_\_

Requested Lists to Office Date: \_\_\_\_\_

Requested Invoice Date: \_\_\_\_\_ (County Payment Cut-Off Date)

Quantity Approved:  Approved "as is"     Approved w Changes noted above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: 2015 Assessor List & Printing Bid Proposals (2432 : Bid Opening-Assessment List & Printing)

Includes: Printing, Processing and Mailing of All Assessment Lists

Edward J. Rice Company, Inc.

**First Mailing: Forms with #10 & #9 Envelopes**

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
33,583	#9 Reply Envelopes	\$ 0.032	/Each	\$ 1,074.66
33,583	#10 Window Envelopes	\$ 0.036	/Each	\$ 1,208.99
31,700	INDIVIDUAL Personal Property Assessment Lists	\$ 0.080	/Each	\$ 2,536.00
14,000	Individual Personal lists: For In-House use. Ship to Assessor's Office	\$ 0.080	/Each	\$ 1,120.00
45,700	Total Qty of Individual Personal Property Assessment Lists			
1	TYPESETTING Individual List - Estimate - Minor Revisions**	\$ 135.00	/Each	\$ 135.00
2,700	BUSINESS Personal Property Assessment Lists	\$ 0.150	/Each	\$ 405.00
1000	Business lists:For In-House use. Ship to Assessor's Office	\$ 0.150	/Each	\$ 150.00
3,700	Total Qty of Business Assessment Lists			
1	TYPESETTING Business List - Estimate - Minor Revisions**	\$ 105.00	/Each	\$ 105.00
1	Back 2nd Color Plate for Business Lists	\$ 150.00	/Each	\$ 150.00
2	NCOA File Setup - Individual and Business (if applicable)	\$ 25.00	/Each	\$ 50.00
37,893	NCOA - Address Change Processing	\$ 0.010	/Each	\$ 378.93
1	NCOA Report of Address Changes	\$ 10.00	/Each	\$ 10.00
2	MAILING File Setup - Individual and Business (if applicable) (Includes ZIP+4, LACS Conversion and CASS Certification)	\$ 25.00	/Each	\$ 50.00
31,102	PROCESSING & MAILING- INDIVIDUAL PERSONAL	\$ 0.150	/Each	\$ 4,665.30
2,481	PROCESSING & MAILING - BUSINESS	\$ 0.150	/Each	\$ 372.15
	Processing Services: Image, Fold, Presort & Mail			
31,102	POSTAGE* INDIVIDUAL (Estimated - Actual cost will vary)	\$ 0.416	/Each	\$ 12,938.43
2,481	POSTAGE* BUSINESS (Estimated - Actual cost will vary)	\$ 0.430	/Each	\$ 1,066.83
101,566	SHIPPING (From Printing Plant to Mailing Center - All lists & Envelopes)	\$ 0.0030	/Each	\$ 304.70
2	SHIPPING (Loose Indiv. & Bus. Lists to Assessor's Office - Early Dec.)	\$ 15.50	/Each	\$ 31.00
1	SHIPPING (Left-Overs to Assessor after mailings completed)	\$ 30.00	/Each	\$ 30.00
<b>TOTAL FOR FIRST MAILING (to be billed in Dec):</b>				<b>\$ 26,781.98</b>

**Second Notice Mailing: Postcards**

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
0	#9 Reply Envelopes	\$ 0.032	/Each	\$ -
0	#10 Window Envelopes	\$ 0.036	/Each	\$ -
8,237	Postcards for 2nd Mailing	\$ 0.090	/Each	\$ 741.33
2	NCOA File Setup - Individual and Business (if applicable)	\$ 25.00	/Each	\$ 50.00
20,103	NCOA - Address Change Processing	\$ 0.01	/Each	\$ 201.03
1	NCOA Report of Address Changes	\$ 10.00	/Each	\$ 10.00
1	MAILING File Setup - Individual and Business (if applicable) (Includes ZIP+4, LACS Conversion and CASS Certification)	\$ 25.00	/Each	\$ 25.00
0	PROCESSING & MAILING- PERSONAL	\$ 0.150	/Each	\$ -
0	PROCESSING & MAILING- BUSINESS	\$ 0.150	/Each	\$ -
8,237	PROCESSING & MAILING- POSTCARDS	\$ 0.090	/Each	\$ 741.33
	Processing Services: Image, Presort & Mail			
0	POSTAGE* PERSONAL (Estimated -Actual Cost will vary)	\$ 0.416	/Each	\$ -
0	POSTAGE* BUSINESS (Estimated -Actual Cost will vary)	\$ 0.430	/Each	\$ -
8,237	POSTAGE* POSTCARDS (Estimated -Actual Cost will vary)	\$ 0.270	/Each	\$ 2,223.99
<b>TOTAL FOR SECOND MAILING (billed in March):</b>				<b>\$ 3,992.68</b>
<b>BUDGET TOTAL- BOTH MAILINGS - Includes Return Postage ests:</b>				<b>\$ 30,774.66</b>

Note: Quantities and Postage Costs are based on past usage history and are estimates only.

\* Postage Costs depend on the number of pieces being mailed to each 3-digit or 5-digit ZIP Code.

\* Exact Postage costs will be calculated upon receipt of your mailing list data.

\*\* Typesetting price may be higher if multiple major revisions are requested by the Assessor's Office

Estimated By:  
Elaina Evans

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: 2015 Assessor List & Printing Bid Proposals (2432 : Bid Opening-Assessment List & Printing)

2016 Quantity Projection / Approval Request

8/6/2015

# Christian

Please review quantities, sign, and return to 417-869-9019 (Fax)

Quantity Projections	Personal Lists	Business Lists	#10 Window Envelope	#9 Return Envelope
<u>Quantities Ordered Last Year</u>	<u>45,000</u>	<u>3,500</u>		
<u>Quantities Returned to you Last Year</u>	<u>259</u>	<u>0</u>		
1st Mailing (quantity mailed last year)	31,102	2,481	33,583	33,583
2nd Mailing (quantity mailed last year)	7,756	481	8,237	8,237
Total Qty of each item mailed last year	38,858	2,962	41,820	41,820
+ In-Office use: Ship to Assessor before mailings	14,000	1,000	0	0
Preliminary Quantity (Subtotal mailed + In-House)	52,858	3,962	41,820	41,820
+ Production Cushion (return extras after mailings)	500	200		
Quantity Needed	53,358	4,162	41,820	41,820
<b>Final Order Quantity (Suggested)</b>	<b>54,000</b>	<b>4,200</b>	<b>41,820</b>	<b>41,820</b>

General Comments:

Personal Lists:

Business Lists:

Envelopes:

Postage Class: First Class Postage

Make Up Lists:  
**Only needed if** we run short for 2nd mailings.

**NOTE:** If we run out and need to print more lists, the prices below will apply. Production Cushion is for your protection!!

500 lists @ \$0.7395 each      1,000 lists @ \$0.4429 each      1,500 lists @ \$0.3325 each  
2,000 lists @ \$0.2727 each      2,500 lists @ \$0.199 each

Mailing Date:     Dec. 31     Jan. 2     \_\_\_\_\_

Requested Lists to Office Date: \_\_\_\_\_

Requested Invoice Date: \_\_\_\_\_ (County Payment Cut-Off Date)

Quantity Approved:     Approved "as is"     Approved w Changes noted above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: 2015 Assessor List & Printing Bid Proposals (2432 : Bid Opening-Assessment List & Printing)

Includes: Printing, Processing and Mailing of All Assessment Lists

Edward J. Rice Company, Inc.

**First Mailing: Forms with #10 & #9 Envelopes**

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
33,583	#9 Reply Envelopes	\$ 0.029	/Each	\$ 973.91
33,583	#10 Window Envelopes	\$ 0.033	/Each	\$ 1,108.24
40,000	INDIVIDUAL Personal Property Assessment Lists	\$ 0.080	/Each	\$ 3,200.00
14,000	Individual Personal lists: For In-House use. Ship to Assessor's Office	\$ 0.080	/Each	\$ 1,120.00
54,000	Total Qty of Individual Personal Property Assessment Lists			
1	TYPESETTING Individual List - Estimate - Minor Revisions**	\$ 135.00	/Each	\$ 135.00
3,200	BUSINESS Personal Property Assessment Lists	\$ 0.150	/Each	\$ 480.00
1000	Business lists:For In-House use. Ship to Assessor's Office	\$ 0.150	/Each	\$ 150.00
4,200	Total Qty of Business Assessment Lists			
1	TYPESETTING Business List - Estimate - Minor Revisions**	\$ 105.00	/Each	\$ 105.00
1	Back 2nd Color Plate for Business Lists	\$ 150.00	/Each	\$ 150.00
2	NCOA File Setup - Individual and Business (if applicable)	\$ 25.00	/Each	\$ 50.00
37,893	NCOA - Address Change Processing	\$ 0.010	/Each	\$ 378.93
1	NCOA Report of Address Changes	\$ 10.00	/Each	\$ 10.00
2	MAILING File Setup - Individual and Business (if applicable) (Includes ZIP+4, LACS Conversion and CASS Certification)	\$ 25.00	/Each	\$ 50.00
31,102	PROCESSING & MAILING- INDIVIDUAL PERSONAL	\$ 0.150	/Each	\$ 4,665.30
2,481	PROCESSING & MAILING - BUSINESS	\$ 0.150	/Each	\$ 372.15
	Processing Services: Image, Fold, Presort & Mail			
31,102	POSTAGE* INDIVIDUAL (Estimated - Actual cost will vary)	\$ 0.416	/Each	\$ 12,938.43
2,481	POSTAGE* BUSINESS (Estimated - Actual cost will vary)	\$ 0.430	/Each	\$ 1,066.83
110,366	SHIPPING (From Printing Plant to Mailing Center - All lists & Envelopes)	\$ 0.0030	/Each	\$ 331.10
2	SHIPPING (Loose Indiv. & Bus. Lists to Assessor's Office - Early Dec.)	\$ 15.50	/Each	\$ 31.00
1	SHIPPING (Left-Overs to Assessor after mailings completed)	\$ 30.00	/Each	\$ 30.00
<b>TOTAL FOR FIRST MAILING (to be billed in Dec):</b>				<b>\$ 27,345.89</b>

**Second Notice Mailing: Forms with #10 & #9 Envelopes**

QTY	DESCRIPTION	PRICE	UNIT	AMOUNT
8,237	#9 Reply Envelopes	\$ 0.029	/Each	\$ 238.87
8,237	#10 Window Envelopes	\$ 0.033	/Each	\$ 271.82
0	Postcards for 2nd Mailing	\$ 0.130	/Each	\$ -
2	NCOA File Setup - Individual and Business (if applicable)	\$ 25.00	/Each	\$ 50.00
20,103	NCOA - Address Change Processing	\$ 0.01	/Each	\$ 201.03
1	NCOA Report of Address Changes	\$ 10.00	/Each	\$ 10.00
1	MAILING File Setup - Individual and Business (if applicable) (Includes ZIP+4, LACS Conversion and CASS Certification)	\$ 25.00	/Each	\$ 25.00
7,756	PROCESSING & MAILING- PERSONAL	\$ 0.150	/Each	\$ 1,163.40
481	PROCESSING & MAILING- BUSINESS	\$ 0.150	/Each	\$ 72.15
0	PROCESSING & MAILING- POSTCARDS	\$ 0.120	/Each	\$ -
	Processing Services: Image, Presort & Mail			
7,756	POSTAGE* PERSONAL (Estimated -Actual Cost will vary)	\$ 0.416	/Each	\$ 3,226.50
481	POSTAGE* BUSINESS (Estimated -Actual Cost will vary)	\$ 0.430	/Each	\$ 206.83
0	POSTAGE* POSTCARDS (Estimated -Actual Cost will vary)	\$ 0.270	/Each	\$ -
<b>TOTAL FOR SECOND MAILING (billed in March):</b>				<b>\$ 5,465.60</b>
<b>BUDGET TOTAL- BOTH MAILINGS - Includes Return Postage ests:</b>				<b>\$ 32,811.49</b>

Note: Quantities and Postage Costs are based on past usage history and are estimates only.

\* Postage Costs depend on the number of pieces being mailed to each 3-digit or 5-digit ZIP Code.

\* Exact Postage costs will be calculated upon receipt of your mailing list data.

\*\* Typesetting price may be higher if multiple major revisions are requested by the Assessor's Office

Estimated By:  
Elaina Evans

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: 2015 Assessor List & Printing Bid Proposals (2432 : Bid Opening-Assessment List & Printing)

# Locally collected fees and/or fines to support domestic violence shelters

## STATE LAW ALLOWS LOCAL FEES AND FINES TO FUND DOMESTIC VIOLENCE SHELTERS

MCADSV and its members have a successful history of gaining passage of state laws that provide local funding mechanisms for domestic violence shelters. These provisions were first passed in the early 1980s before there was state or federal funding for domestic violence services. Ongoing decades of public policy advocacy has expanded these state laws to create several approaches for local governments to fund domestic violence shelters serving their communities. While these fees and fines are established in Missouri statutes, most, but not all of them, require a local governing body, such as a city council or county commission, to pass a local ordinance or order to implement them.

### Fees and fines that can be locally collected to support domestic violence shelters

- **Marriage license fees** (collected by county Recorder of Deeds )
  - **Mandatory \$5:** Every county is to collect \$5 per marriage license (Section 451.151 RSMo).
  - **Optional \$5:** Counties may pass an order or ordinance to collect an additional \$5 surcharge on the issuance of a marriage license (Section 488.455 RSMo).
- **Civil case filing fees** (collected by county Circuit Court Clerk)
  - **Mandatory \$2 per case:** Every circuit court is to collect \$2 per filing of a civil action, with those funds designated to fund domestic violence shelters (Section 488.455 RSMo).
- **Municipal and county ordinance violation fines** (collected by municipal court clerks and/or county Circuit Court Clerk)
  - **Optional “up to” \$4 per case:** Cities or counties may pass an order or ordinance to collect up to \$4 per local ordinance violation case (Section 488.607 RSMo).
  - This state law changed, effective August 28, 2014, to allow these fines to increase “up to” \$4 per case from the previous limit of \$2 per case.

While these fees and fines are established in Missouri statutes, most, but not all of them, require a local governing body, such as a city council or county commission, to pass a local ordinance or order to implement them.



**A quick reference guide for local implementation of the 2014 law allowing a local ordinance violation fine increase**

**1. Existing ordinance in place for \$2 fine**

If your city or county already has a local ordinance that enacted the \$2 ordinance violation fine, ask a city council member or county commissioner to introduce an ordinance to amend that current city or county ordinance that will increase the existing fine to \$4 per case from the existing \$2 fine. They can work with the legal staff of the governing body to have the measure drafted. They also can tell you which other council or commission members (or aldermen or county legislators, in some communities) would be supportive and which you would need to meet with to tell them of the benefits to your community by increasing the resources for the local domestic violence shelter and its full range of services.

**2. No current ordinance for the fines**

Set up a meeting with your mayor, presiding county commissioner or other member of your city or county governing body to talk with them about the need for passage of this local funding measure to support your domestic violence shelter and its services to your community. You can tell them that the majority of Missouri counties have passed these measures, and many municipalities of all sizes have as well. Ask for their help in having an ordinance drafted to implement the \$4 fine, and for their guidance on how best to educate all of the members of the council or commission to generate support for the passage of the measure.

## COUNTY AND MUNICIPAL ORDINANCE VIOLATION FINES

**Local ordinance violation fine may increase to fund domestic violence shelters**

*Effective August 28, 2014*

**Section 488.607 RSMo**

- Missouri law in Section 488.607 RSMo allows county and municipal governing bodies to pass local ordinances that levy fines on county or city ordinance violation convictions, with those funds dedicated to supporting the operating costs of domestic violence shelters.
- This law allows a fine of up to \$4 per case of a municipal or county ordinance violation conviction.
- These fines previously had been capped at \$2 per case in state law and have not increased for more than 10 years.

**Funds collected through ordinance fines only to be used to fund operating expenses for domestic violence shelters**

- Missouri law in Section 488.607 RSMo states: “The county or city shall use such moneys only for the purpose of providing operating expenses for shelters for battered persons as defined in sections 455.200 to 455.230.”

**State laws specify eligibility for domestic violence shelters to receive ordinance violation fines**

- Missouri law in Section 488.607 RSMo cites other laws that define which domestic violence shelters are eligible to receive funding from county and/or municipal ordinance violation fines.

These are Sections 455.200-230 RSMo.

- o Advocates should note that these sections, 455.200-230 RSMo, were originally passed to define the eligibility for domestic violence shelters to receive locally collected marriage license and court filing fees. These sections of law, however, also define the eligibility requirements for domestic violence shelters to apply for and receive county and municipal ordinance violation fines.

**Eligibility for County/municipal ordinance fines, marriage license fees, civil court filing fees**

- Shelters for victims of domestic violence are the only organizations eligible to receive funding through:
  - o County and/or municipal ordinance violation fines (Section 488.607 RSMo)
  - o Marriage license fees (Sections 451.151 and 488.455 RSMo)
  - o Civil case filing fees (Section 488.455 RSMo)
- A shelter for victims of domestic violence is defined in Section 455.200 RSMo as “a facility established for the purpose of providing temporary residential service or facilities to family or household members who are victims of domestic violence.”