

# **Christian County Commission**

October Term

Thursday, October 29, 2015

~ Minutes ~ 8:25 AM

The Christian County Courthouse

### I. <u>Convene</u>

The meeting was called to order at 8:25 AM by Presiding Commissioner Ray Weter

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	8:25 AM
Bill Barnett	Western Commissioner	Present	8:35 AM
Sue Ann Childers	Eastern Commissioner	Present	8:25 AM
Ashley Hannah	Secretary	Present	8:25 AM
Kay Brown	County Clerk	Present	8:25 AM

### II. <u>Agenda</u>

### Motion/Vote - 8:25 AM Christian County Commission

Discussion - Approve Agenda

The meeting was attended by Commission Secretary Ashley Hannah, Treasurer Karen Matthews and Rance Duffy Director for the 911 Office.

Presiding Commissioner Ray Weter asked for approval of the agenda as published; are there any amendments or cancellations.

Presiding Commissioner Ray Weter entertained a motion to approve the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett

### Motion/Vote - 8:25 AM Kay Brown-County Clerk

Minutes & Financials Approval - Approve Minutes & Financials The meeting was attended by Commission Secretary Ashley Hannah, Treasurer Karen Matthews and Rance Duffy Director for the 911 Office.

The County Commission reviewed the minutes for October 26th, 2015, to be approved.

Presiding Commissioner Ray Weter asked for a motion to approve the October 26th, 2015 minutes.

RESULT:	APPROVED [UNANIMOUS]	
MOVER:	Sue Ann Childers, Eastern Commissioner	
SECONDER:	Ray Weter, Presiding Commissioner	
AYES:	Ray Weter, Sue Ann Childers	
ABSENT:	Bill Barnett	

### Motion/Vote - 8:35 AM Christian County Commission

Discussion - Pictometry Agreement

The meeting was attended by Commission Secretary Ashley Hannah, Treasurer Karen Matthews, County Auditor Lacey Hart and Rance Duffy Director for the 911 Office.

Presiding Commissioner Ray Weter said the last time the pictometry of the county was done was 2012. Commissioner Weter said he and Danny discussed the cost share in the amount of \$ 63,000.00, and decided the way to approach this is for the County to pay the full amount of \$ 63,000, to be reimbursed \$ 21,052.90 by the Assessor's office and the same amount by the 911 Board.

Presiding Commissioner Ray Weter told County Auditor Lacey Hart the 2016 budget will need to be adjusted to include the cost of the pictometry.

Presiding Commissioner Ray Weter entertained a motion to approve the pictometry agreement for the county to pay the entire amount of \$ 63,000.00, to be reimbursed a third of the cost each from the Assessor and 911. The agreement was signed by Presiding Commissioner Ray Weter.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

### Motion/Vote - 8:40 AM Kay Brown-County Clerk

Discussion - 2565: Levy Certification

The meeting was attended by Commission Secretary Ashley Hannah, County Auditor Lacey Hart and Treasurer Karen Matthews.

The County Commission received the certified levies presented by County Clerk Kay Brown for the all the taxing districts.

Presiding Commissioner Ray Weter entertained a motion to submit the certified levies for Christian County into the record.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

### Motion/Vote - 8:50 AM

Extend the Approval of Financials

The meeting was attended by Commission Secretary Ashley Hannah, County Auditor Lacey Hart and Treasurer Karen Matthews.

County Auditor Lacey Hart asked the Commission to extend the financial portion of the minutes to approve an amendment to the General Revenue budget and the County Auditor's budget which lie within the "101" fund. Auditor Hart asked to have an additional \$ 3,000.00 transferred from General Revenue to her budget to cover the cost of hiring Mary Argiso for the balance of 2015. Lacey said this amendment to the budget is covered in 50.630 and 50.622.1 RSMO. Mary Argisio will begin November 1, 2015.

Presiding Commissioner Ray Weter entertained a motion to approve an amendment to the 2015 Budget to transfer \$ 3,000.00 from General Revenue to the County Auditor's budget to hire a new employee for the remainder of the year, effective November 1, 2015.

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

### Motion/Vote - 8:45 AM Christian County Commission

Discussion - Insurance Decision

The meeting was attended by Commission Secretary Ashley Hannah, County Auditor Lacey Hart and Treasurer Karen Matthews.

Western Commissioner Bill Barnett made the motion to postpone the healthcare decision until Thursday, November 5th, 2015.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

### Motion/Vote - 9:15 AM Christian County Commission

Discussion - Purchasing/Policy Clarification

The meeting was attended by Judy Dollarhite, Amy Dent from the Prosecutors Office, Jason and Brent Young from the Common 2 Road Districts, County Auditor Lacey Hart, Treasurer Karen Matthews, Chief Deputy Payroll Clerk Paula Brumfield and Chief Deputy Clerk Norma Ryan.

Commissioner Sue Ann Childers opened the meeting and recalled a meeting held in April with County Clerk Kay Brown, County Auditor Lacey Hart, Paula Brumfield, Norma Ryan and Independent Auditor Andy Marmouget to discuss a way to expedite the process of paying the bills. Since then Commissioner Childers said she has had numerous phone conversations with Andy Marmouget. Commissioner Childers sent a letter and a copy of the current policy manual concerning accounting procedures. There was much discussion and opinions given as to how to remedy the problem.

The County Commission made no decisions but offered the recommendations from independent Auditor Andy Marmouget.

Commissioner Sue Ann Childers said County Auditor Lacey Hart agreed to a 24 hour turn around for the requisitions.

### Motion/Vote - 11:00 AM Miranda Beadles

Discussion - 2570: Selmore Special Sales Tax Distribution The meeting was attended by Commission Secretary Ashley Hannah and Miranda Beadles County Road Engineer.

The County Commission met with County Road Engineer Miranda Beadles to discuss a recent IGA submitted by Selmore Special District. Miranda said previously Selmore Special Road District submitted an IGA for \$ 138,000 and Great River Associates allocated \$ 90,000.00 for the project. The Selmore Special Road District declined the \$ 90,000.00 in sales tax funds that were approved by the County Commission.

Miranda said, about a month ago Selmore Special Road District submitted a request for another project in the amount of \$ 11,340.00, to crack seal and stripe Selmore Special Road. Miranda spoke with County Counselor Housley and he recommended a new IGA be provided for the new project and the previous IGA for \$138,000.00 be withdrawn.

Miranda asked the Commission what should be done with the balance of \$ 90,000.00 that is held in the Sales Tax Fund from the previous IGA designated for Selmore Special Road District. A decision should be made by the end of the year.

Commissioner Sue Ann Childers and the other Commissioners agreed it is very unfortunate that the citizens residing in the Selmore Special Road District did not receive the sale tax money that was originally allocated to them. We would have been willing to fund the entire crack seal project but they have chosen not to utilize the funds.

Miranda Beadles said Selmore Special Road District has chosen to apply for the third quarter distribution for the sales tax revenue of \$11,340.00.

Presiding Commissioner Ray Weter entertained the motion to approve the IGA regarding Selmore Special Road's request.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

### Motion/Vote -

Amended Motion For Selmore Special The meeting was attended by Commission Secretary Ashley Hannah and Miranda Beadles County Engineer.

Presiding Commissioner Ray Weter entertained a motion to amend the previous motion to accept the withdrawal of the original IGA submitted by the Selmore Special Road District and to approve the new IGA application in the amount of \$11,340.00.

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

### Motion/Vote - Miranda Beadles

Discussion - 2571: 3rd Quarter Sales Tax Distribution The meeting was attended by Commission Secretary Ashley Hannah and County Engineer Miranda Beadles.

The County Commission met with County Engineer Miranda Beadles to review the 3rd quarter sales tax distribution.

Miranda presented the third quarter sales tax proposed disbursements with 25 percent given for the 1st and 2nd quarters, 27 percent for the 3rd quarter and the remaining 23 percent to be distributed in the 4th quarter. Miranda said by making these adjustments

the Selmore Special Road District could receive the full amount of \$ 11,340.00 for their project if approved.

Commissioner Weter said a check for \$11,340.00 would be approved pending a new IGA application submitted and approved.

Presiding Commissioner Ray Weter entertained a motion to fully fund their request of \$ 11,340.00, pending a new IGA signed by all parties.

The County Commission recessed until which time a court order is presented to transfer funds to the Sheriff's office.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

### Motion/Vote - 1:23 PM

Approve Court Order 10-29-2015-01 The meeting was attended by Commission Secretary Ashley Hannah.

Presiding Commissioner Ray Weter entertained a motion to approve Court Order 10-29-2015-01 to transfer funds from Building Bond and General Revenue to COLE for a total amount of \$ 120,000, with \$120,000.00 from General Revenue and \$ 26,000.00 from Building Bond for a total disbursement of \$ 146,000.00.

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

### III. <u>Adjournment</u>

The meeting was closed at 1:25 PM

### Motion/Vote -

The meetings presented on the agenda were completed. The County Commission will resume session on Monday, November 2, 2015.

Thursday, October 29, 2015

8:25 AM

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



Presiding Commissioner, Ray Weter

mett

Western Commissioner, Bill Barnett

ann Childers

Sue Ann Childers

Eastern Commissioner, Sue Ann Childers

Statutory authorizations:

County commissions shall have power to authorize the transfer of any unencumbered appropriation balance.

50.630. The county commission may authorize the transfer within the same fund of any unencumbered appropriation balance or any portion thereof from one spending agency under its jurisdiction to another; but this action shall be taken only on the recommendation of the budget officer and only during the last two months of the fiscal year, except that transfers from the emergency fund may be made at any time in the manner herein provided.

(RSMo 1939 § 10929, A.L. 1945 p. 603, A.L. 1959 S.B. 64)

Section 50.622.1

Amendment of annual budget by any county during fiscal year receiving additional funds, procedure--decrease permitted, when.

\*4. County commissioners may reduce budgets of departments under their direct supervision and responsibility at any time without the restrictions imposed by this section.

<u>CERTIFIED COUR</u>	<u>T ORDER # 10-29-15-01</u>
STATE OF MISSOURI Ss. COUNTY OF CHRISTIAN Octo	ber 2015 Term,
In the Christian County Commission of said following, among other proceedings, were ha	County, on the 29th day of October 2015, the id, viz:
The Treasurer is hereby ordered to transfer in to the following: COLE (Leaving a balance of \$ 0.00)	the amount of \$ 120,000.00 from County Revenue
The Treasurer is hereby ordered to transfer in he following:	the amount of \$ 26,000.00 from Building Bond to
COLE (Leaving a balance of \$ 604,000.00)	IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the Seal of said Commission, at my office in Christian County this, the 29th day of October, 2015.

Packet Pg. 9

### COOPERATIVE AGREEMENT FOR ACQUISITION OF IMAGERY AND PHOTOGRAPHY SERVICES FROM PICTOMETRY INTERNATIONAL CORPORATION

THIS AGREEMENT, made and entered into this  $29^{\text{m}}$  day of  $32^{\text{m}}$ , 2015 by and between the City of Springfield, Missouri, hereinafter referred to as the "City", and County of Christian, Missouri, hereinafter referred to as "Agency."

WHEREAS, Section 70.220 of the Revised Statutes of Missouri provides that municipalities, counties and other persons may contract and cooperate with one another In connection with the provision of a common service; and

WHEREAS, City and Agency desire to cooperate in connection with the acquisition of imagery and photography services and other deliverables from Pictometry International Corporation as outlined in the City's Contract No. 2013-0172, as amended, for 1323 total tiles located in Greene and Christian Counties; and

WHEREAS, it is in the best interests of the citizens of City and Agency collectively to receive the benefits of a more accurate Geographical Information System; and

WHEREAS, City has agreed, on the terms and conditions set forth herein, on behalf of Agency, and to arrange for the delivery of imagery and photography services from Pictometry International Corporation on behalf of Agency; and

WHEREAS, Agency has agreed on the terms and conditions set forth herein, to accept said imagery and photography services upon final payment and to pay to the City the costs as set forth herein, upon delivery of imagery and photography services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, CITY AND AGENCY AGREE, AS FOLLOWS:

- City agrees to purchase on behalf of Agency, imagery and photography services from Pictometry International Corporation, as designated by Agency, approximately 627 tiles under City's Contract No. 2013-0172, as amended. Agency shall pay for said imagery and photography services at the time of delivery, which is anticipated to be in Spring 2016. Upon final payment, the Pictometry License shall be held jointly by the City of Springfield, Christian County, City Utilities, Greene County, the City of Nixa, the City of Ozark, the City of Republic, and the Ozarks Transportation Organization.
- 2. On final delivery, final payment will be made to City (no later than July 31, 2016), Agency agrees to pay to City the Agency's share of the total cost of the project, as outlined within the cost

2.3.a

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sharing document approved by the GIS Steering Committee and attached hereto as Exhibit A, including any change orders. Agency's cost is estimated to be \$63,158.

- 3. In no event shall City, its agents and employees, be liable to Agency for any special incidental or consequential damages as the result of any negligence by the City on Agency's behalf. Agency agrees to defend, indemnify and hold harmless, City, and its agents and employees, from and against any third party claims of liabilities for bodily injury, including death, and property damage, caused by the negligence of the City, or its contractor, in the performance of this agreement to the extent such claims constitute exceptions to the Missouri sovereign immunity statutes, Section 537.610, RSMo.
  - 4. If the City and Pictometry International Corporation fail to enter into an amendment to Contract No. 2013-0172 for purchase of imagery and photography services from a 2016 flight, this agreement shall be null and void, and no damages shall accrue to Agency.

SO AGREED AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

. . . .

AGENCY
ВҮ:
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APPROVED AS TO FORM:
ВҮ:
Agency Attorney
ATTEST:
BY:
Agency Clerk
FINANCIAL CERTIFICATION
I certify that the expenditure contemplated by
this document is within the purpose of the
appropriation to which it is to be charged and
that there is an unencumbered balance of
anticipated revenue appropriated for payment
of same.
Director of Finance

# Exhibit A

# 2016 Pictometry Aerial Flight - Cost Summary

Packet Pg. 12

# 2016 Pictometry Aerial Flight - Cost Summary

Total Flight Sector Cost	\$ 250,492.50
ECW / TIFF File Creation & HD*	\$ 1,323.00
Total Flight & Deliverables Cost	\$ 251,815.50

\* The cost for ECW / TIFF file creation and the Hard Drive will be split evenly between all partners.

## Cost Breakdown per Partner Entity

Christian County - 627 Tiles	
Total Flight Sector Cost	\$ 68,845.50
ECW & Tile Creation & HD	\$ 189.00
OTO Discount	\$ (5,875.78)
Total Actual Cost	\$ 63,158.72

Total Actual Cost	and the second	46,742.63
OTO Discount	Ś	_
ECW & Tile Creation & HD	\$	189.00
Total Flight Sector Cost	\$	46,553.63
City Utilities - 397 Tiles		

Greene County - 728 Tiles	
Total Flight Sector Cost	\$ 78,154.88
ECW & Tile Creation & HD	\$ 189.00
OTO Discount	\$ (15,793.64)
Total Actual Cost	\$ 62,550.24

Total Actual Cost	\$ 4,984.48
OTO Discount	\$ (2,307.77)
ECW & Tile Creation & HD	\$ 189.00
Total Flight Sector Cost	\$ 7,103.25
Nixa - 35 Tiles	

Ozark - 50 Tiles		
	Total Flight Sector Cost	\$ 9,542.25
	ECW & Tile Creation & HD	\$ 189.00
	OTO Discount	\$ (3,056.31)
	Total Actual Cost	\$ 6,674.94

Total Actual Cost	ć	23,989.48
OTO Discount	\$	(11,340.02)
ECW & Tile Creation & HD	\$	189.00
Total Flight Sector Cost		35,140.50
pringfield - 255 Tiles		
Total Actual Cost	\$	3,715.02
OTO Discount		(1,626.48
ECW & Tile Creation & HD		189.00
Total Flight Sector Cost		5,152.50

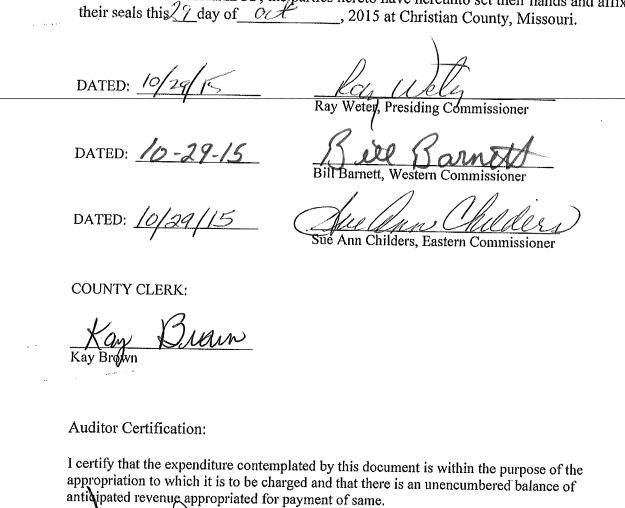
Actual Cost Summary	per Partne	r Entity
Ozarks Transportation Org		40,000.00
Christian County	\$	63,158.72
City Utilities	\$	46,742.63
Greene County	\$	62,550.24
Nixa	\$	4,984.48
Ozark	\$	6,674.94
Republic	\$	3,715.02
Springfield	\$	23,989.48
Total Actual Cost	\$	251,815.50

No Errors

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Revised:8/13/15

AGENCY



Lacey Hart Christian County Auditor

TO/FORM: APPROVED AS

John W/Housley, Attorney at Law 901 St. Louis Street 20<sup>th</sup> Floor Springfield, MØ 65806 Phone: 417-866-7777 Fax: 417-866-1752 2.3.a

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals this?? day of 2015 at Christian Country Minerey



### Christian County Emergency Services 110 W Elm Street, Room 50

Ozark, Missouri 65721

(417) 582-1030 • FAX: (417) 581-1523 www.cces911.org

October 28, 2015

**To: County Commissioners** 

**REF: Pictometry** 

Christian County Emergency Services is budgeting in its 2016 budget \$21,052.90 for the purposes of participating in the 2016 Pictometry flyover.

Rance Duffy Executive Director



Christian County Assessor's Office 100 West Church Rm # 301 Ozark MO 65721 Assessor Danny Gray Ph (417) 582-4310 Fax (417) 581-3029

October 28, 2015

Christian County Commission:

The Christian County Assessor's office has committed one third of the 2016 Pictometry aerial flight in the 2016 Christian County Assessor budget. To the amount of \$21052.90

Danny Gray )nn

Christian County Assessor

### OFFICE OF KAY BROWN CLERK OF THE COUNTY COMMISSION CHRISTIAN COUNTY 100 W. Church, Rm. 206, Ozark, MO. 65721

2015 Certified Levies

# THE FOLLOWING LEVIES WILL BE IN EFFECT IN CHRISTIAN COUNTY FOR THE YEAR 2015.

STATE	(STAT)0300			BLOTA		
	(CNTY) .0715	(Fire 1)	FIRE DIST	E PROTECT. DIS	ידי ד	.6380
LIBRARY (LIBR)	.0887		NIXA FIRE			.7339
HEALTH (HLTH)	.0444			GERSVILE FIRE	DIST.	.6157
SEN. BILL 40 BOARD (H			CLEVER FI			.3921
AMBULANCE DIST.(AM	B) .1324	(Fire 6)	BILLINGS F	FIRE DIST.		.3960
	(JC) .1494			VILLE FIRE DIST	Г.	.3953
	(SRTX) .3400		SPARTA FII			.5878
SEN. CITZ. SERV.	(SCSF) .0500		CHADWICK			.5546
		(Fire 3)	BROOKLIN	E FIRE DIST.		.2479
ROADS:						
BILLINGS SPECIAL RD.	(BL) .5666					
	(OS) .1482		SEI MODE S	PECIAL ROAD	(SL)	1705
	(C1) .2093			RTA SPECIAL R		.1785 .1690
	(C2) .0000			E SPECIAL RD	(ST)	.1690
GARRISON SPECIAL RD			BIONESIIIN	L SI ECIAL ND	(51)	.14/0
<u>SCHOOLS</u>						
CHADWICK SCHOOL	(R-1) 4.6676	BRA	DLEYVILLE	SCHOOL	(R-8)	4.4124
NIXA SCHOOL	(R-2) 4.2961	MAI	RIONVILLE S	SCHOOL	(R-9)	3.7300
SPARTA SCHOOL	(R-3) 4.1000		UBLIC SCHC	OOL	(R-10)	4.3600
BILLINGS SCHOOL	(R-4) 4.1757		SCHOOL		(R17)	2.7500
CLEVER SCHOOL	(R-5) 4.6486			<b>VILLE SCHOOL</b>	• •	3.9960
OZARK SCHOOL	(R-6) 4.1400		DLAND SCH		(R78)	3.5089
SPOKANE SCHOOL	(R-7) 4.2095	SCH	OOL AVERA	AGE		(4.0765)
CITIES						
BILLINGS	(BL) .7351	CLEV	FR		(CV)	.6212
FREMONT HILLS	(FH) .7713		(REAL ONL	V)	(UV) (NX)	.3316
OZARK (REAL ONLY)	(OZ) .2922	SPAR'	•	1)	(INA) (SP)	.3748
HIGHLANDVILLE	(HV) no levy			REAL ONLY)	(SA)	.7429
REPUBLIC (REAL ONLY		51100		CEAL ONLY	(SA)	.1429
CHRISTIAN COUNTY AS	SESSED VALUA	ATIONS	<u>.</u>			
	2012		2013	2014	20	15
REAL ESTATE	819,437,2	70 9	345,896,610	854,215,240	20 880 0	15 25,700
PERSONAL PROPERTY	164,203,6		182,698,561	184,946,122		23,700 68,177
RAILROAD & UTILITIES	27,856,0		30,748,869	32,546,919		84,462
TOTALS	1,011,496,9		)59,344,040	1,071,708,281	33,3 1,102,2	
	-,011,120,2	-, 1,0		<b>1</b> ,071,700,201	1,102,2	10,009

Dated this 18th day of September, 2015.

Kay Brown Christian County Clerk To all County Officials,

During conversations held with various county office holders and our employees, it is agreed that we have problems with efficiency in regard to the methods and procedures that we follow while handling and paying the county's bills.

I have made it known repeatedly that the accumulation of "late fees" is unacceptable. It damages the reputation of the county and hurts relationships with our vendors.

After reviewing our purchasing policy and several conversations with Andy Marmouget, our external auditor, I have prepared an outline of procedures that align with our purchasing policy and the recommendations of our external auditor.

**Requisitions:** Requisitions are the official form to request approval for the purchasing of items deemed necessary to a department. (See, J. Requisitions in Purchasing Policy of CC). This procedure should be followed as written. As stated in the policy, all requisitions will be turned into the County Auditor's office, no exceptions! This is not new or a change of policy, but we will start to follow this rule as written.

In discussions with our external auditor, he believes that discretionary funds that are budgeted by the Commission should still have prior approval by the Auditor. Also due to the \$4,500 rule it is still a good idea to receive approval prior to purchase for discretionary funds. This section could explain that the only thing being checked for in the prior approval from the auditor is that there is budget and actual balance availability and compliance with statutes in regards to the \$4,500 rule.

**Warrant requests:** Warrants (purchases already completed) will be turned into the Accounts Payable (County Clerk's) office. They will be processed according to our policy. <u>In order to become more efficient, checks will be written on Tuesday</u> and dated for Friday of the same week, consequently we are able to track purchases, etc. each week. This will allow the Auditor and Treasurer to complete their duties in an efficient manner to get those checks mailed on Friday.

<u>Warrants (purchases already made) will be processed daily in Accounts Payable and given to the County Auditor daily.</u>

In order to be sure that your vendors are paid appropriately, please follow the guidelines requiring the requisition/warrant forms be completely filled out, packing slips signed and verified. (See, Section J of the Purchasing Policy of CC). Please send these items to Accounts Payable timely, as checks will only be written on Tuesday of each week.

Attachment: 10-29-2015 Letter from Commission - Purchasing Policy (2568 : Insurance Decision)

### <u>Emergency requests of any kind should go directly to the County Auditor to begin</u> processing in an expedient manner.

I realize this is probably not new information for most, however this will be the policy until a new accounting program for accounts payable is in place. I appreciate your cooperation and adherence to the changes that have been made, if questions arise, please do not hesitate to contact me.

I believe if we can spend more time checking our forms for accuracy and attaching the correct invoices and receipts, time will be saved and we will be more efficient.

Sue Ann Childers Eastern Commissioner Immission has made a contract for such supplies, and presented to the county commission for approval or disapproval; and unless approval be given such requisition shall not be filled and any such requisition filled without such approval shall not be paid for out of county funds. The County shall not be liable for any debts for supplies except debts contracted as provided in sections 50.760 to 50.790.

<u>1.3. Surety bond</u>. The other officers, as the County Commission requires, shall each give surety bond in an amount fixed by order of the County Commission for the faithful performance of his duties and for a correct accounting for all moneys and other property in his custody. The sufficiency of the sureties shall be approved by the County Commission. Any premium on the bonds shall be paid by the county.

### J. Requisitions

<u>J.1 Requisition Procedures</u>-Requisitions are the official form to request approval for the purchasing of supplies. A separate one page similar document shall serve as warrants. The requisition form must be filled out completely (see attached example), signed by the authorized person, and turned into the County Auditor's office. Once the form has been received by the Auditor's Office and signed off on, it will be presented to the County Commission for approval to purchase. This can take a few days, so allow enough lead time. The Commissioners meet on Monday's and Thursday's to sign requisitions and take care of other county business. Please present your requisitions early on or before one of those days, taking into consideration holidays and weekends. Once your requisition is approved, the requisition number will become your purchase order number and a copy will be returned to the authorized person to place the order. All orders must be placed with a purchase order number, which must be documented on the invoice from the vendor. The invoice is what the accounts payable clerk uses to pay the vendor. The accounts payable clerk references the purchase order number on all invoices.

Prices must be filled out on the requisition. If you do not know how much something is going to cost, such as paper towels from Wal-Mart, for example, and you must have a signed requisition before purchasing, then estimate the cost in order to process the requisition. If you need to rush an order, we will try to assist you.

<u>J.2 Repairs & Maintenance items-</u>It is expected that emergencies occur and purchases must be made without having a signed requisition, such as vehicle repairs and the reasonable care of county buildings and property. Each receipt or invoice for an emergency repair or maintenance item received after the purchase must be accompanied by a requisition and an explanation of why the purchase was made before obtaining a signed requisition.

<u>J.3 Requisition Copies-</u>The Commission office will receive the white, yellow, and pink copy. After a requisition has been signed by the Auditor and the Commissioners, the white copy will be forwarded to Accounts Payable. The yellow copy will be kept on file in the Commission Office. The pink copy will be returned to the authorized person requesting the supplies. <u>The authorized person</u> can then place the order.

Attachment: 10-29-2015 Letter from Commission - Purchasing Policy (2568 : Insurance Decision

<u>.4 Packing slips</u>-Orders should be delivered to the department requesting the supplies. When an order is received, the packing slip should be verified that all items were received. If all items are received, the person accepting the shipment should sign off on the packing slip with their name and the date received. If an item is not received, a notation should be made on the packing slip. <u>The packing slip should then be forwarded to Accounts Payable for proof of receipt.</u>

<u>J.5 Invoices</u>-Any invoices received at any county offices, should be forwarded to the County Clerk's Office along with a warrant soon after receipt. Bills cannot be paid in a timely manner if the Accounts Payable department receives them late.

<u>J.6 Credit Card Purchases</u>-Occasionally, it is necessary to purchase supplies with a credit card. On occasions, use of any county credit card must be pre-approved by the County Commission Office. The <u>original credit card receipt</u>, and a copy of the signed requisition, must be turned into the Commission Office. The Commission Office will keep a record of all credit card purchases. It will then be forwarded to Accounts Payable for payment. Credit card purchases are not for personal use.

<u>J.7 Contracts</u>. The County Commission shall be responsible for the signing of all contracts for the acquisition of goods, services, and all items. No contract or order imposing any financial obligation on the county is binding on the county unless it is in writing and unless there is a balance otherwise unencumbered to the credit of the appropriation to which it is to be charged and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligation incurred and unless the contract or order bears the certification of the auditor, except that in the case of any contract for public works or buildings to be paid for from bond funds or from taxes levied for the purpose it is sufficient for the accounting officer to certify that the bonds or taxes have been authorized by vote of the people and that there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury. See section 50.660 RSMo.

All contracts will be given to the county counselor John Housley for review and approval. Then the Auditor will sign off certifying there are funds to cover the purchase. Finally, in open session the Commissioners and County Clerk will sign and execute the contract.

<u>J.8 Discretionary funds by Missouri State Statute-</u>There are certain offices which submit requisition and warrant requests that have discretionary funds that may not require the prior approval of the expenditures by the County Commission or the County Auditor. However, the warrant requests submitted by the officials who have discretionary funds require the signatures of a County Commissioner, the County Clerk and the County Treasurer for checks drawn on any account pursuant to the Depository Agreement between Christian County and Ozark Bank. The signature of any County Official on a check should not be construed as an approval of any items listed on the requisition, that the expenditure of funds are within the statutory requirements for that office, nor that the expenditure was within the appropriation to which it is to be charged, unless otherwise allowed by State Statute. Notwithstanding the foregoing, an office holder's expenditure from a discretionary fund does not relieve them of their duty to comply with the bidding requirements set forth in Section 50.660 RSMo., and the Christian County Purchasing Policy Manual.

# SELMORE SPECIAL ROAD DISTRICT PO BOX 2024 OZARK, MO 65721 417-581-4100

October 16, 2015

Christian County Commission 100 W. Church Street, Room 100 Ozark, MO 65721

**Dear County Commissioners:** 

RE: 2015 Sales Tax IGA

At our monthly Board meeting on October 8, 2015, the Board approved a motion to rescind the original request submitted for an overlay of Phase 2 of Selmore Road. Instead, we are hereby requesting approval of a Striping and Crack Sealing Project, as outlined in our attached request.

We ask for your utmost consideration of this request. Due to budget constraints, the Selmore SRD could not meet the matching requirements of our original request for an overlay of Phase 2; therefore, it is imperative that the portions of Selmore Road, referred to as Phase 2 and Phase 3 be crack sealed to prevent further damage to the existing road. The cost of this project is very difficult to estimate due to the numerous cracks in the 2+ miles that will be crack sealed.

Additionally, we are requesting assistance with the striping of Selmore Phase 1 which is needed prior to winter for safety reasons.

Sincerely,

Jack Brazeale Presiding Commissioner

Rick House Commissioner

Attachment: 2015 Selmore Special Road District Sales Tax Letter (2570 : Selmore Special Sales Tax

# CHRISTIAN COUNTY

100 W. Church Street, Room 100 Ozark, Missouri 65721 Phone: 417-581-2112 • Fax: 417-581-5924 Lou Lapaglia Presiding Commissioner

Bill Barnett Western Commissioner

Ray Weter Eastern Commissioner

November 20, 2014

2.8.a

City of Highlandville City of Ozark City of Nixa City of Sparta City of Clever City of Fremont Hills Garrison Special Road District Billings Special Road District Stoneshire Special Road District Ozark Special Road District Selmore Special Road District South Sparta Special Road District

Dear Mayors and Special Road District Commissioners,

Spencer Jones and Jerany Jackson with Great River Associates have done a great job this year selecting projects by reviewing safety, traffic volumes, project impacts, geographic distribution, and critical deterioration factors to determine which projects were crucial for our county road infrastructure. Ten entities submitted projects and a total of seventeen projects ranging from major road improvements to maintenance were considered. Each suggested improvement was evaluated against others in the same category to determine its priority rating. The evaluation provided technical support for the County's sales tax distribution. The evaluation focused on safety and operations, traffic organization, design standards, and growth management.

In mid-January the County Commission will ask Great River Associates along with the County's new Engineer Miranda Beadles, to review the various road improvements and maintenance projects for 2015. The Engineers are requesting specific technical information involving all projects submitted. Attached is our memorandum of understanding that must be entered into that specifies how the funds will be spent for your district. We ask you to return the MOU along with your "Exhibit A", describing projects in detail. Limit your projects to your top two and return to this office no later than January 15, 2015. Projects received after January 15, 2015 will not be considered. Along with your letter, we have attached a criteria worksheet from Great River Associates which focuses on technical information to be filled out and returned with your MOU and exhibit. We look forward to receiving your projects.

Sincerely,

Lou/Lapaglia

Presiding Commissioner

Bill Barnett Western Commissioner

Ray Wetter

Eastern Commissioner

Website: www.christiancountymo.gov

Email: countycommission@christiancountymo.gov

INWITNESS WHEREOF, Christian County, Missouri, acting through its County Commission, and the Special Road District have caused this Intergovernmental Cost Share Agreement to be duly executed by their proper officers, duly authorized by their respective Commission or Board, as of the day and year first written above, and hereby further agree that this agreement shall be binding upon the parties hereto, their respective representatives, successors and assigns.

CHRISTIAN COUNTY, MISSOURI, BY AND THROUGH ITS CHRISTIAN COUNTY COMMISSION

By:

2.8.a

Lou Lapaglia, Presiding Commissioner Dated\_\_\_\_\_

By:

Ray Weter, Eastern Commissioner Dated\_\_\_\_\_

By:

Bill Barnett, Western Commissioner Dated

Address: 100 W. Church Street, Room 100 Ozark, MO 65721

#### COUNTY CLERK:

By: Kay Brown APPROVED By: /Housley, John County & ounselor

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SPECIAL ROAD DISTRICT

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**<u>EXALLE</u>** Chairman of the Board of Directors

RV.MÕ

ATTEST Secretary

### INTERGOVERNMENTAL COST SHARE AGREEMENT

THIS INTERGOVERNMENTAL COST SHARE AGREEMENT (hereinafter "IGA"), made and entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2015, by and between CHRISTIAN COUNTY, MISSOURI, a first class county of the State of Missouri, without a charter form or government, acting by and through its County Commission (hereinafter referred to as "Commission") and the SPECIAL ROAD DISTRICT, a special road district organized pursuant to Missouri Revised Statutes, Section 233.170 (hereinafter referred to as "Special Road District") for the purpose of the improvement and maintenance of the County's network of roads.

#### WITNESSETH:

2.8

WHEREAS, Article VI, Section 16, of the Missouri Constitution and the Missouri Revised Statutes, Section 70.220, authorize any municipality, special road district, or county to contract and cooperate with other political subdivisions of this state for the planning, development, construction, acquisition or operation of any public improvement or facility or common service, and this IGA represents an opportunity for the Commission and Special Road District to work cooperatively for the common good of improving the network of roads in Christian County to facilitate economic activity, public safety, emergency response and the quality of life of their citizens; and

WHEREAS, it would be to the benefit of certain municipalities and special road districts in Christian County for the Commission to distribute a portion of Christian County's general revenue sales tax and the countywide sales tax earmarked for road and bridge improvements to provide funding on a project (hereinafter "the Commission's Cost Share Program"); and

WHEREAS, the Special Road District applied to the Commission's highway engineer for participation in the Commission's Cost Share Program; and

WHEREAS, the engineer has reviewed the applications for funding of road construction and maintenance projects of certain municipalities and special road districts and submitted its recommendations for funding said projects and the Commission has approved the Special Road District's application for participation in the Commission's Cost Share Program subject to the terms and conditions of this agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

- 1. <u>Purpose</u>. The purpose of this agreement is to coordinate the participation by the Commission in the cost of the Special Road District's road improvement project which is described on the attachment marked Exhibit "A" incorporated herein by reference.
- 2. <u>Financial Responsibilities</u>, With regard to the work being funded by the Commission under this agreement, the Special Road District and the Commission agree as follows:
  - A. The Commission will contribute an amount equal to \_\_\_\_\_\_ and \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_, no more and no less, as the funding amount for the Special Road District's requested project costs as set forth on Exhibit "A" attached hereto. The Commission shall remit a check payable to the Special Road

**2.**8.a

District in the amount of the funding amount authorized by the Commission within thirty (30) days of the parties' execution of this agreement.

- B. The Special Road District will be responsible for the remainder of the total financial obligation currently estimated as the Requested Project Cost on Exhibit "A" attached hereto. The Special Road District shall be solely responsible for any cost overruns of the balance of its project described in Exhibit "A".
- C. The Commission agrees that all funds remitted to the Special Road District pursuant to this agreement may be comingled by the Special Road District with other similar monies deposited from other sources. The Special Road District agrees to provide written documentation to the Commission sufficient to verify the specific county sales taxes received pursuant to this agreement were expended upon the Special Road District's project described in Exhibit "A", including, but not limited to, invoices, receipts payrolls, bank statements, contract documentation and other records. The accounting records for the project shall be supplied by the Special Road District to the County Auditor, at no charge, on a quarterly basis during the period of this agreement. The Special Road District shall also provide the County Auditor with other financial records or documentation as he or she deems necessary to verify the funds disbursed by the Commission to the Special Road District have been spent only for lawful purposes of the Special Road District as more specifically described in Exhibit "A".
- 3. <u>No Interest</u>. By contributing to the cost of the project described in Exhibit "A", the County shall gain no interest in any constructed roadways or improvements and shall not be obligated to keep the constructed improvements or roadway in place if the Special Road District, in its sole discretion, determines removal or modification of the roadway or improvements, is in the best interest of the road system under its jurisdiction. Upon completion of the construction of any improvements, the Special Road District shall maintain the improvement for all purposes as a part of its road system, at its own cost and expense, and at no cost or expense whatsoever to the Commission.
- 4. <u>General Independent Contractor Clause.</u> The Commission and the Special Road District who are parties to this agreement are each separate and independent political subdivisions of the state and, as such, the Commission and the Special Road District each retain their own identity and each is responsible for its own policies and activities. This Agreement shall not be construed as creating a joint venture between the Commission or the Special Road District.

#### 5. <u>Indemnity</u>.

- A. To the extent allowed or imposed by law, the Special Road District shall defend, indemnify, hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property, or to a person for any matter relating to or arising out of the Special Road District's wrongful or negligent performance of its obligations under this agreement.
- **B.** The Special Road District will require any contractor procured by the Special Road District to perform work under this agreement to carry commercial general liability insurance and commercial automobile liability insurance from a company

authorized to issue insurance in Missouri, and to name the Commission, and the Special Road District and their respective employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000.00 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Profession Registration, and published annually in the Missouri Register pursuant to Section 6537.610, RSMo.

C. In no event shall the language of this agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental or official immunities and protections as provided by federal and state constitutions, statutes, and laws.

#### 6. <u>Miscellaneous.</u>

2.8.

- A. The Special Road District agrees to pass such orders, ordinances or motions as may be necessary to implement the terms and conditions of this IGA.
- B. This Agreement sets forth the entire agreement between the parties and fully supersedes any and all prior and/or other contemporaneous agreements or understandings between the parties which pertain to the subject matter hereof.
- C. This Agreement may only be modified by a written instrument executed by the parties hereto.
- **D.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.
- 7. <u>Notices.</u> All notices, demands, and approvals required under this agreement may be personally delivered or sent by certified mail, postage prepaid, return receipt requested, addressed to the individuals identified in the heading of this IGA, or to their successors, at the addresses listed below:

Christian County Commission ATTENTION: Lou Lapaglia, Presiding Commissioner Christian County Commission 100 W. Church Street, Room 100 Ozark, MO 65721 Telephone: (417) 581-2112 Facsimile: (417) 581-8331 Email: <u>christiancountycommission@christiancountymo.org</u>

Special Road District
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# 2015 County Road Sales Tax Distribution Criteria Worksheet

Attachment: 2015 Selmore Special Road District Sales Tax Letter (2570 : Selmore Special Sales Tax

Agency Name:Selmore Special Road DistrictProject Name:Selmore Road Striping/Crack Sealing2015 Project Funding Request:11,340.00Estimated Total Project Cost:15,120.00Year Construction will occur:2015

Project Description (attach project location map and include details)

1. Stripe 1.1 miles of Selmore Road, consisting of solid white lines on the outside and a yellow dashed line down the center of the road. Cost is estimated at .18 per foot x 5,800' x 3 lines = \$3,120.00

2. Crack sealing approximately 2.2 miles of unimproved section of Selmore Road, starting at Old Prospect, then south to the intersection of EE. Cost is

estimated at \$12,000, based on using 10,000# @ .99 per pound.

Note:

ENTITY	PROJECT REQUEST/LOCATION	REQUESTED PROJECT COST PARTICIPATION	TARGET COST PARTICIPATION	% TARGET COST PARTICIPATION	TO DATE DISTRIBUTION	TO DATE % OF REQUESTED FUNDED	TO DATE % OF TARGET COST PARTICIPATION	3RD QUARTER DISTRIBUTION	3RD QUARTER % OF REQUESTED FUNDED	3RD QUARTER % OF TARGET COST PARTICIPATION	TOTAL % OF TARGET COST PARTICPATION TO DATE	TOTAL \$ DISTRIBUTION OF REQUESTED PROJECT FUNDING TO DATE
BILLINGS	TERRILL BRIDGE	\$200,000.00	\$100,000.00	50%	\$50,000.00	9.8%	50%	\$27,000.00	5.3%	27%	77%	\$77,000.00
CLEVER	PUBLIC AVENUE (BROWN TO INMAN)	\$55,000.00	\$55,000.00	100%	\$27,500.00	5.4%	50%	\$14,850.00	2.9%	27%	77%	\$42,350.00
FREMONT HILLS	LOAN SERVICE/REPAIR/RESURFACE	\$239,018.00	\$106,783.50	45%	\$53,391.75	10.5%	50%	\$28,831.55	5.7%	27%	77%	\$82,223.30
GARRISON	CHIP & SEAL/REPAIR	\$160,000.00	\$75,000.00	47%	\$37,500.00	7.4%	50%	\$20,250.00	4.0%	27%	77%	\$57,750.00
HIGHLANDVILLE	MELTON/MILLS OVERLAY	\$55,224.00	\$55,224.00	100%	\$27,612.00	5.4%	50%	\$14,910.48	2.9%	27%	77%	\$42,522.48
NIXA	TRUMAN BLVD DESIGN	\$150,000.00	\$125,000.00	83%	\$62,500.00	12.3%	50%	\$33,750.00	6.6%	27%	77%	\$96,250.00
OZARK	N 21ST ST RECONSTRUCTION	\$150,000.00	\$125,000.00	83%	\$62,500.00	12.3%	50%	\$33,750.00	6.6%	27%	77%	\$96,250.00
OZARK SPECIAL	NORTH ROAD WIDENING/OVERLAY	\$201,180.00	\$100,000.00	50%	\$50,000.00	9.8%	50%	\$27,000.00	5.3%	27%	77%	\$77,000.00
SELMORE	SELMORE RD CRACK SEAL & STRIPING	\$11,340.00	\$11,340.00	100%	\$0.00	0.0%	0%	\$11,340.00	2.2%	100%	100%	\$11,340.00
SPARTA	DIVISION ST PHASE 1 OVERLAY	\$37,050.00	\$37,050.00	100%	\$18,525.00	3.6%	50%	\$10,003.50	2.0%	27%	77%	\$28,528.50
SPARTA SPECIAL	CRACK SEAL/ROAD SEAL	\$67,200.00	\$50,000.00	74%	\$25,000.00	4.9%	50%	\$13,500.00	2.7%	27%	77%	\$38,500.00
STONESHIRE SPECIAL	ROAD MAINTENANCE	\$3,972.00	\$3,972.00	100%	\$1,986.00	0.4%	50%	\$1,072.44	0.2%	27%	77%	\$3,058.44
RESERVE	RESERVE	\$50,000.00	\$22,893.00	46%	\$11,446.50	2.2%	50%	\$6,181.11	1.2%	27%	77%	\$17,627.61
	N/A	\$162,000.00	\$162,000.00	100%	\$81,000.00	15.9%	50%	\$43,740.00	8.6%	27%	77%	\$124,740.00
					\$508,961.25	100%		\$286,179.08	100%			\$795,140.33

TARGET TO BE FUNDED IN 2015: \$1,107,923.00 CURRENT RESERVE FUND: \$303,224.24

AVAILABLE TO BE DISTRIBUTED: \$331,165.48