



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

January Term

<http://ChristianCountyMO.iqm2.com>

~ Minutes ~

Thursday, January 19, 2017

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
Ralph Phillips	Eastern Commissioner	Present	8:50 AM
Hosea Bilyeu	Western Commissioner	Present	8:50 AM
Krista Cronin	Deputy Clerk	Present	8:50 AM
Ashley Hannah	Secretary	Present	8:50 AM

II. Agenda

Motion/Vote - 8:50 AM Christian County Commission

Discussion - Approve Agenda

Attendees: Miranda Beadles - Highway Engineer

Presiding Commissioner Ray Weter noted the presence of a quorum, and then entertained a motion to approve the amended agenda for today, January 19, 2017 as published. Western Commissioner Hosea Bilyeu noted that the agenda for today was amended because a meeting with the Auditor was added at 1:00 p.m. and a new location was specified for the meeting at 2:00 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Hosea Bilyeu, Western Commissioner
SECONDER:	Ralph Phillips, Eastern Commissioner
AYES:	Ray Weter, Ralph Phillips, Hosea Bilyeu

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

Minutes & Financials Approval - Approve Minutes and Financials

Attendees: Miranda Beadles - Highway Engineer

Presiding Commissioner Ray Weter entertained a motion to approve the regular session minutes from January 11, 2017.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ralph Phillips, Eastern Commissioner
SECONDER:	Hosea Bilyeu, Western Commissioner
AYES:	Ray Weter, Ralph Phillips, Hosea Bilyeu

Motion/Vote - 9:00 AM Miranda Beadles-Highway Engineer

Discussion - Emergency Procurement-Salt Spreader

Attendees: Miranda Beadles - Highway Engineer

Late Arrival: Clerk Kay Brown

The Commissioners met with presenter Miranda Beadles, Christian County Highway Engineer, to discuss an emergency procurement of a salt spreader. Ms. Beadles said that last week at Common Two one of their salt spreaders broke down while prepping. The spreader is ten years old, and the supplier (Bus Andrews Truck Equipment, Inc.) was contacted for a quote to fix the spreader. The quote to fix it was \$3,000.00. Ms. Beadles said she requested a quote for a new salt spreader, which is \$6,000.00, and is asking the Commission to approve it. Ms. Beadles noted that this purchase falls under emergency procurement because it's winter and it could take up to two months to obtain a new salt spreader if she would have to go through the typical bidding process. She also noted that Bus Andrews Truck Equipment, Inc. is a sole source provider for these locally. Western Commissioner Hosea Bilyeu moved to act upon the emergency clause to obtain a salt spreader.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Hosea Bilyeu, Western Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Ralph Phillips, Hosea Bilyeu

Motion/Vote - 9:20 AM Kay Brown-Christian County Clerk

Discussion - Destruction of Records

Attendees: Kay Brown - Clerk

The Commissioners met with presenter Kay Brown, Christian County Clerk, to discuss destruction of records. Ms. Brown presented the Commissioners with a copy of her destruction list, and spoke about the retention schedule requirements. She noted that PC Net picked up several keyboards and monitors that were broken to recycle, and that the hard drives were removed. Ms. Brown said she gave away old cell phones that were of no use to her department to Freedom's Rest, but could be utilized by clients of Freedom's Rest in an emergency situation. Eastern Commissioner Ralph Phillips moved to approve the 2017 Destruction of Records for the County Clerk's office. Presiding Commissioner Ray Weter stated that we will stand in recess until 1:00 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ralph Phillips, Eastern Commissioner
SECONDER:	Hosea Bilyeu, Western Commissioner
AYES:	Ray Weter, Ralph Phillips, Hosea Bilyeu

Motion/Vote - 1:00 PM

Reconvene

Attendees: Todd Wiesehan - Planning and Development Administrator, Amelia Wigton - Christian County Headliner, Kay Brown - Christian County Clerk, Lacey Hart - Auditor, Norma Ryan

Western Commissioner Hosea Bilyeu declared the Commission back in session after recess, and noted that Presiding Commissioner Ray Weter would join them shortly.

Motion/Vote - 1:01 PM Christian County Commission

Discussion - Update with Auditor-Including But Not Limited To: 2017 Budget, Closing 2016 Financial Books, Upcoming Report Deadlines

Attendees: Todd Wiesehan - Planning and Development Administrator, Amelia Wigton - Christian County Headliner, Kay Brown - Christian County Clerk, Lacey Hart - Auditor, Norma Ryan, Miranda Beadles - Highway Engineer

The Commissioners met with Auditor Lacey Hart to discuss the 2017 budget, closing the 2016 financial books, upcoming report deadlines, and other topics. Western Commissioner Hosea Bilyeu asked Ms. Hart to give him an update on Tyler Technologies. Ms. Hart spoke about the upcoming training she and other departments have, and let the Commissioners know that final implementation of the program is scheduled for May 12, 2017.

Western Commissioner Hosea Bilyeu asked Ms. Hart when the vendors need to be loaded into the system, and added that there was an offer from the Clerk's office to assist with this. Ms. Hart answered that she doesn't want the same person who prepares accounts payable to load the vendors into the system, and said that it's an internal control issue/segregation of duties. Presiding Commissioner Ray Weter asked Ms. Hart how time-sensitive the creation of the vendor list is. Ms. Hart answered that the vendors need to be entered before they go live on May 12, 2017. Western Commissioner Bilyeu asked Ms. Hart if she's confident that she can get the work done from her office with all of her other plates spinning. Ms. Hart suggested contract labor with an agency such as Penmac. Presiding Commissioner Ray Weter said that he's not sure we would hire contract labor when we have employees that are capable of entering the vendor information into the system.

Ms. Hart said that she would like to have a private conversation about her concern with segregation of duties, and that she'd like to speak to the Commissioners one-on-one. Eastern Commissioner Ralph Phillips asked Ms. Hart to clarify what she means when she says, "one-on-one". Ms. Hart answered that if she's speaking to him about something that is of a sensitive nature she'd rather have that as a one-on-one conversation. She said she could discuss it in a closed meeting, but she wouldn't suggest doing that. Eastern Commissioner Ralph Phillips let Ms. Hart know that he can assure her that he doesn't do side-bars or private conversations, and any communication he has with her will be documented through email or otherwise so that the conversation is not misconstrued.

Western Commissioner Hosea Bilyeu then brought up the subject of the 2016 Financial Statement, and said that it is the responsibility of the Commission and the Clerk to produce the report. Ms. Hart said that the report has to be published by March 1st, and will also need to be submitted to the newspaper in a timely manner. Commissioner Bilyeu said to Ms. Hart that he had sent her an email in regards to this issue. Ms. Hart answered, "Yeah, and I asked you to have a conversation with me in person".

Commissioner Bilyeu said one of the things you said in your response is that I am making incorrect assumptions. Ms. Hart answered that one of the assumptions Commissioner Bilyeu made is that the Clerk is going to have access to the General Ledger and start making journal entries. Ms. Hart said that if she doesn't have that information, which she didn't to complete the December financials, than the Clerk won't have it either. She also mentioned the tax maintenance fund, how she needs a bank reconciliation on that, but she assumes Ted Nichols' office is busy and therefore won't press him for it. Commissioner Bilyeu said that he would feel better if he knew when the books were going to be closed for December, and that the information needed from Ms. Hart would be delivered to them in a timely manner. He asked Ms. Hart directly when she will get the information they need to them. He said that the County Clerk hasn't done this before, and he'd like to get this information in ample time. Ms. Hart answered that the first year she did the report she had to spend a lot of time digging for information that she hadn't been provided with. Commissioner Bilyeu asked Ms. Hart if she'd like to do that again. Ms. Hart answered, "Of course not". Commissioner Bilyeu said he'd like to have an answer to his question. He asked, "Will we get the information on time? We've missed other deadlines on things". Ms. Hart said that last year's report can be looked at as a guide, and that the Clerk already has that information. Commissioner Bilyeu asked Ms. Hart how much lead time she needs for it to be done by the February 22nd deadline to submit it to the newspaper. Ms. Hart answered that the Clerk has last year's report she can look at. Commissioner Bilyeu asked Ms. Hart if she could give the Commissioners an idea of when they would receive the information they need from her. Ms. Hart told Commissioner Bilyeu that he will have the information he needs in time to do the report, but if she's still waiting on information she can't provide it. Eastern Commissioner Phillips said for the purpose of this meeting and in the best interest of the tax payers of this county, who has not given you the information you need? Ms. Hart answered that she has all of the information she needs. Commissioner Phillips asked her when she can get the Commission the information they need. Ms. Hart answered that it will be done by the end of January or before. Commissioner Phillips asked Ms. Hart that because this information is needed by other county officials to do their job as required by law, would it be unfair to get it by Monday? Ms. Hart answered that it's unfair to ask that. Commissioner Phillips said to Ms. Hart that he'd like to know specifically when they can get the information they need so the Clerk can have it to perform her job, as she can't do her job without that information. Ms. Hart answered that the Clerk already has quite a bit of information available to her.

Presiding Commissioner Ray Weter said to Ms. Hart that she mentioned end-of-year balances, and they've been pressed into putting together an ad-hoc budget. Ms. Hart said when the financial statements are completed we do have year-end balances for 2016. Ms. Brown said that if she's going to do the 2016 Financial Statement, it will not be late, and she has to have the information to the newspaper no later than February 22, 2017. Ms. Brown mentioned that next week is the final certification for the election, and she has the responsibility of the election to work on. Ms. Hart asked Ms. Brown if she needs help on the report. Presiding Commissioner Ray Weter said that he would not turn down an offer for help. Commissioner Phillips said that as a representative of

the voters he'd like to see Ms. Brown and Ms. Hart come together to get the report done.

Ms. Brown said that there are penalties for the Clerk if she doesn't meet her deadlines, unlike other offices, and that as a taxpayer she thinks it's ridiculous to consider hiring an outside company when our Accounts Payable clerk is very capable of entering our vendors. Presiding Commissioner Ray Weter said that it's not unusual for the Accounts Payable clerk to create the vendor list. Ms. Hart said that she wouldn't have her do that, and that she doesn't want the Accounts Payable clerk entering in the vendors. Commissioner Phillips said that he's seen a lack of accountability with one using people's time with smoke screens and distractions, and he'd like to come to a solution.

Presiding Commissioner Ray Weter said that we're going to adjourn to the Mercy building for the next meeting, and entertained a motion to enter the update with the Auditor into the record.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Hosea Bilyeu, Western Commissioner
SECONDER:	Ralph Phillips, Eastern Commissioner
AYES:	Ray Weter, Ralph Phillips, Hosea Bilyeu

Motion/Vote - 2:00 PM Michael Younglove-Paragon Architecture

Discussion - Two or More Commissioners Will be Attending the New Building Discussion at the Christian County Resource Building at 1106 W Jackson, Ozark

Attendees: Michael Younglove - Paragon Architecture, Joshua Warren - Paragon Architecture, Brad Erwin - Paragon Architecture, Andy Pitts - TreanorHL, Cindy Childress, Prosecutor Amy Fite, Barb Stillings, Richard Teague, Bruce Colony - DeWitt & Associates, Perry Barnes, Jared Roderick, Amelia Wigton - Christian County Headliner

Presiding Commissioner Ray Weter said that the Christian County Commission is reconvening in the Planning and Development building to consider updates on the new Judicial Facilities building. The presenter was Brad Erwin with Paragon Architecture. Mr. Erwin reviewed plan development for each floor of the new building, and said that it is designed to expand if needed in the future. Eastern Commissioner Ralph Phillips asked about expanding the building by constructing another level on top of the levels that are planned to be built, and Mr. Pitts suggested building the expansion when the construction begins instead of waiting until the building is occupied. There was discussion about the project costs, and Presiding Commissioner Ray Weter expressed his concern that interest rates will increase. Eastern Commissioner Ralph Phillips agreed, and expressed his concern with the floor plans in reference to the visitor rooms. Mr. Erwin spoke about schematic design and future design development. Presiding Commissioner Ray Weter asked Mr. Erwin when financing should be pursued. Mr. Erwin answered that in speaking with Ms. Bock there's an element of timing with rates and how much the County wants to pursue from a bonding perspective. He said it's their goal to meet the budget, and at the end of February they'll be in a better place to know. Presiding Commissioner Ray Weter said our property tax levy is the revenue stream for this project, and it's going to stay within the ability of this levy. Commissioner Phillips

said operating costs are sometimes an afterthought and is something we need to consider as a county overall.

III. Adjournment

The meeting was closed at

3:20 PM

Statement

Western Commissioner Hosea Bilyeu said we are adjourned.



Ray Weter

Presiding Commissioner, Ray Weter



Hosea Bilyeu

Hosea Bilyeu

Western Commissioner, Hosea Bilyeu



Ralph Phillips

Ralph Phillips

Eastern Commissioner, Ralph Phillips