



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

April Term

~ Minutes ~

Thursday, April 27, 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 |
| Malinda Young | Secretary | Present | 8:50 AM |

II. Establish Quorum

III. Agenda

Motion/Vote - 8:50 AM Christian County Commission

Discussion - Approve Agenda

Attendees: Richard Teague

Presiding Commissioner Weter noted the presence of a quorum, and then entertained a motion to approve the Christian County Commission's amended agenda for today, April 27, 2017. The agenda was amended because of scrivener's errors, and not because any of the scheduled discussions were changed.

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| 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 Christian County Clerk-Kay Brown

Minutes & Financials Approval - Approve Minutes & Financials

Attendees: Richard Teague

Presiding Commissioner Weter entertained a motion to approve the regular session minutes from April 21, 2017. There are no financials to discuss.

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

Motion/Vote - 8:57 AM

Approve Minutes

Attendees: Richard Teague

Presiding Commissioner Weter entertained a motion to approve the regular session minutes from April 26, 2017.

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

Motion/Vote - 8:58 AM

Approve Minutes

Attendees: Richard Teague

Presiding Commissioner Weter entertained a motion to approve the regular session minutes from April 24, 2017.

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| 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 Building & Maintenance-Richard Teague

Discussion - Quarterly Report

Attendees: Richard Teague, Leo Snelling

Late Arrival: Todd Wiesehan

The Commissioners met with Richard Teague, Building and Grounds Supervisor, to hear his quarterly report. Mr. Teague went over the Statement of Building/Custodian Expenditures and Changes in Fund Balance document he presented to the Commissioners, saying that he has about 82% left in his fund, so he feels the budget looks great. He said this week they had a surprise inspection from the State, and it was discovered that the hot water heater tank located in the jail kitchen delivery area was leaking. He said the cost to replace it will be over \$40,000.00, however, to install on-demand water heaters and do the re-piping will cost around \$25,000.00, so he will put it up for bid this coming quarter. The on-demand water heaters should make a positive difference in utility costs. Mr. Teague then talked about how his department has helped out multiple offices with moving, demolition, mold removal, painting, furniture assembly, and installation, lawn maintenance, and have resolved electrical and plumbing issues. Mr. Teague then talked about upcoming projects, including installing a mini split system in E911 dispatch to supplement the air conditioning, and jail lock maintenance. He said when this service was outsourced it cost \$15,000.00 a year, and since he's gone to school and the service can be done in-house, the cost should be

about \$600.00 per year. Mr. Teague said if the budget allows his department will be patching and painting public areas of the historic courthouse. There was then discussion about the continuing education classes that Mr. Teague has been attending. Presiding Commissioner Weter said they were entertaining funding Mr. Teague's continuing education so he was able to obtain his current certification in HVAC and electrical, and we have never addressed the issue of reimbursement. Mr. Teague said he had to sign up for grants and student loans. There were two grants awarded at \$5,000.00 each, and there is about \$19,000.00 worth of expense in student loans. Presiding Commissioner Weter said Mr. Teague is saving us about \$15,000.00 a year in doing in-house jail lock maintenance, and he's not sure if it would be considered income or not if the Commission wrote the check for the student loans directly to Mr. Teague. Mr. Teague said the Commission can write the check directly to the college (Vatterot), and then the college will reprocess the student loans that he had to apply for to become enrolled. He said the classes are broken up into 10-week sections, which are at a fixed price per session, and the state then sends the college the funds for the next 10-week section. He's completed three sections so far. Presiding Commissioner Weter talked about catching up with what has been payed in so far, and then paying each 10-week cycle at a time. Western Commissioner Bilyeu said he'd be delighted if the Commission could reimburse Mr. Teague for the continuing education courses, but said we need to be careful because through the IRS taxable income they might end up paying more than what was budgeted for the position. Mr. Snelling said he believes at least part of it would be taxable, and we might have to go to a tax advisor to get more information. He said he's appreciated Mr. Teague's work, and asked the Commission to keep in mind the investment they've made as stakeholders of the County into Mr. Teague's education, since he has no obligation or commitment on his part to stay with the County. Presiding Commissioner Weter said County Counselor Housley has proposed a type of agreement or non-compete contract. He then asked Mr. Teague to gather information on how much is owed on the student loans. There was then brief discussion on parking once construction begins on the proposed annex to the judicial facility, and Eastern Commissioner Phillips suggested the Sheriff's office vehicles could be parked at the bus barn or the resource building. Presiding Commissioner Weter entertained a motion to enter the quarterly report as presented by Richard Teague, Building and Grounds Supervisor, into the record.

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

Motion/Vote - 9:30 AM Planning & Development-Todd Wiesehan
Discussion - Right of Ways-Oldfield Rd-C1, E County Line Rd-C1, Cottonwood Rd-C1, Elkhead Rd-C1,W Pawnee Rd-C2
Attendees: Leo Snelling, Todd Wiesehan

The Commissioners met with presenter Todd Wiesehan regarding a right-of-way acquisition for approval within Common One. Todd Wiesehan presented the Commission with a right-of-way on Oldfield Road, the grantors being Michael and Retha Nelson and Sandra and Dave Maggard. Presiding Commissioner Weter entertained a motion to approve the acquisition of the right-of-way on Oldfield Road on behalf of the Christian County Common One Road District.

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

Motion/Vote - 9:33 AM Ashley Hannah, Christian County Commission

Right of Way Dedication - Right of Way - Elkhead Rd - C1

Attendees: Leo Snelling, Todd Wiesehan

The Commissioners met with presenter Todd Wiesehan regarding a right-of-way acquisition for approval within Common One. Todd Wiesehan presented the Commission with a right-of-way on Elkhead Road, the grantors being Gary and Patricia McMurry. Presiding Commissioner Weter entertained a motion to approve the acquisition of the right-of-way on Elkhead Road on behalf of the Christian County Common One Road District.

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

Motion/Vote - 9:35 AM Ashley Hannah, Christian County Commission

Right of Way Dedication - Right of Way - Pawnee Rd - C2

Attendees: Leo Snelling, Todd Wiesehan

The Commissioners met with presenter Todd Wiesehan regarding a right-of-way acquisition for approval within Common Two. Todd Wiesehan presented the Commission with a right-of-way on West Pawnee Road, the grantors being Kurt and Derek Bodendorfer. Presiding Commissioner Weter entertained a motion to approve the acquisition of the right-of-way on West Pawnee Road on behalf of the Christian County Common Two Road District to provide in the future a 65-foot right of way on the road identified in the OTO thoroughfair plan. Western Commissioner Bilyeu asked if this right of way has any impact on the residents on the other side of the road. Mr. Wiesehan answered no, not at this time.

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

Motion/Vote - 9:38 AM Ashley Hannah, Christian County Commission

Right of Way Dedication - Right of Way - E County Line Rd - C1

Attendees: Leo Snelling, Todd Wiesehan

The Commissioners met with presenter Todd Wiesehan regarding a right-of-way acquisition for approval within Common One. Todd Wiesehan presented the Commission with a right-of-way on East Countyline Road, the grantors being Nikolay and Oskana Kozlov. Presiding Commissioner Weter entertained a motion to approve the acquisition of the right-of-way on East Countyline Road on behalf of the Christian County Common One Road District.

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

Motion/Vote - 9:41 AM Ashley Hannah, Christian County Commission

Right of Way Dedication - Right of Way - Cottonwood Rd - C1

Attendees: Leo Snelling, Todd Wiesehan

The Commissioners met with presenter Todd Wiesehan regarding a right-of-way acquisition for approval within Common One. Todd Wiesehan presented the Commission with a right-of-way on Cottonwood Road, the grantors being David and Rebecca Mooney. Presiding Commissioner Weter entertained a motion to approve the acquisition of the right-of-way on Cottonwood Road on behalf of the Christian County Common One Road District.

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

Motion/Vote - 9:45 AM Purchasing Director-Leo Snelling

Discussion - Quarterly Report

Attendees: Leo Snelling, Julia Maples, Todd Wiesehan

The Commissioners met with presenter Leo Snelling, Director of Purchasing, to receive his quarterly report. Mr. Snelling said he appreciates the fact that the County Commission has given him time to get familiar with county government, and said he attends as many Commission meetings as he can to become familiar with the work flow. He talked about difficulties with the Tyler System's training program, but said he

received a lot of help from Doug Sebert in person. Mr. Snelling what he most appreciates about the Tyler software system is its ability to give the County an up-to-the-minute snapshot of where we are financially, as we've experienced difficulty in getting that information from other sources. He then spoke about his role in negotiating a contract with the new Human Resources consultant, and said he's inserting himself into the bid process in order to save the Commission's Administrative Assistant time. Ms. Maples said she thinks a Purchasing Agent was greatly needed, and applauded Mr. Snelling's and Ms. Young's efforts. Presiding Commissioner Weter entertained a motion to enter the quarterly report presented by Leo Snelling, Director of Purchasing, into the record.

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

Motion/Vote - 10:15 AM Christian County Commission

Discussion - System Administrator Decision & Recurring Payments Process Discussion and Possible Decision

Attendees: Todd Wiesehan, Miranda Beadles, Julia Maples, Leo Snelling, Paula Brumfield, Karen Matthews, Amelia Wigton, Lacey Hart, Kay Brown, Norma Ryan, Leo Snelling

The Commissioners met for a decision on who would be designated as System Administrator for the Tyler accounting system, as well as to discuss the recurring payments process. Western Commissioner Bilyeu said in an ideal situation we would see things moving through our system in a timely fashion, and the fact that it hasn't happened is part of the reason they're having this discussion. He said we are feeling the need to make alternate paths in order to accomplish what already should have been accomplished. Western Commissioner Bilyeu talked about information that he's gathered from different sources on the issue, and said it's more important that they make a good decision rather than a fast one. He then read from his draft, which states:

Tyler Technologies Incode 10 implementation is transitioning from setup and implementation to live. In conjunction with this transition, the role of County Project Manager will now be limited to coordinating the final implementation of Project Accounting and Bank Reconciliation. Bank Reconciliation is scheduled to go live the week of 15 May 2017. The date for final implementation of Project Accounting is to be determined. In conjunction with this transition, the Commission is assuming the responsibility as Incode 10 System Administrator, and will have the responsibility of assigning users, security roles, and access to designated County employees and Elected Officials. All requests for access to the Incode 10 software will be in writing to the Commissioners. The Commissioners will make the final decision, consulting as needed with the person requesting access, our County Auditor, the County Counselor and/or our outside auditor whenever clarification is necessary as to the level of access being requested. Presiding Commissioner Weter suggested that the draft be amended to

include another consultant, that being the appropriate Tyler software technical staff. Presiding Commissioner Weter said he agrees with Western Commissioner Bilyeu's suggestion to assign the Commissioners the position of System Administrator temporarily, as there might be conflicts. Ms. Hart then voiced her complaints and concerns about her perceived delays in the process of going live with Incode 10. Presiding Commissioner Weter said Tyler software said Project Accounting and Bank Reconciliation needs to be done. Ms. Maples said that her department and others have received little to no training, therefore, they're not ready to go live. She also applauded the Commissioners for their discernment and the management of this system on behalf of all of the offices. Ms. Hart suggested that Ms. Maples utilize the online classes that Tyler software provides. Ms. Maples answered that she believes you have to be provided with a user name and password in order to take the classes, and she hasn't been provided with those yet. Ms. Hart said Mr. Sebert said he will be able to do some in-person training with a group, but they'll have to be ready on short notice to receive said training. Presiding Commissioner Weter asked Mr. Snelling if they're ready to go live on purchasing. Mr. Snelling answered no, because only Ms. Hart and Ms. Matthews had access to the Tyler account codes up until yesterday, when Ms. Matthews sent the codes to the Clerk who shared them with Mr. Snelling. There was then discussion about running both systems (Tyler software and Sage) parallel. Presiding Commissioner Weter asked if everyone had the account codes would it fix the problem of the system going live. Mr. Snelling answered if they had the codes, and if they had adequate training. Ms. Matthews voiced concerns about the Commission taking the role of System Administrator. Western Commissioner Bilyeu said we do not have an ideal situation, because of the lack of timeliness. He then quoted from Statute 55.160.1 which states: The auditor shall, during the first four days of each month, strike a balance in the case of each county and township officer, showing the amount of money collected by each, the amount of money due from each to the county, and the amount of money due from any source whatever to such office, and the auditor shall include in such balance any fees that have been returned to the county commission or to the auditor as unpaid and which since having been returned have been collected. Western Commissioner Bilyeu said he remains convinced if we keep doing what we've been doing we'll continue to not get things in a timely fashion, and moved that they adopt the draft, namely that the Commission assumes the responsibility of System Administrator.

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

Motion/Vote - 11:15 AM

Recurring Payments

Attendees: Todd Wiesehan, Miranda Beadles, Julia Maples, Leo Snelling, Paula Brumfield, Karen Matthews, Amelia Wigton, Lacey Hart, Kay Brown, Norma Ryan, Leo Snelling

The Commissioners met for a discussion and possible decision about the recurring payments process. There was discussion about how utility bills are a recurring expense, would not require a requisition or purchase order, and therefore could be processed differently in order to expedite the process. Ms. Hart had objections to some vendors being processed as recurring expenses, but said all utility bills could be processed as recurring payments. Clerk Kay Brown presented a list of companies that are paid on a regular monthly basis. The list of agreed upon vendors to be processed as recurring expenses are as follows: Suddenlink, CenturyLink, Ozark Water, Missouri Gas Energy, Empire District, White River, AT&T, Ozark Electric, and Republic Trash Services. The vendors submitted by Ms. Brown that were not agreed upon to be processed as recurring expenses are: Aire Master, Culligan d/b/a Edney Enterprises, Paychex, Blackburn sewer, Yates Mauck Bohrer Eliff & Fels P.C., and Expert Pest Control. Western Commissioner Bilyeu said we've identified the vendors we're in agreement on, and asked Ms. Brown to bring any other vendors back that she wants further consideration on. Ms. Brown asked the Commission for a letter stating the County Clerk can pay the vendors as agreed upon on a recurring basis. Western Commissioner Bilyeu asked Ms. Brown to comprise a list, write the letter she needs, and bring it to the Commission for their signature. Western Commissioner Bilyeu moved to approve the recurring payments process for the list in which we are in agreement.

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

Motion/Vote - 11:29 AM Planning & Development-Todd Wiesehan

Discussion - Resource Management Proposed Organizational Changes

Attendees: Todd Wiesehan, Leo Snelling, Miranda Beadles

The Commissioners met with presenter Todd Wiesehan, Planning and Development Administrator, regarding proposed organizational changes to Resource Management. Mr. Wiesehan said he'd like to act on some restructuring in order to be more reflective of what takes place, as well as make some changes. He said essentially we're looking at putting the Building Inspections and Planning & Development underneath one umbrella, and the benefit of the restructuring will include better organization, better coordination in serving the public, cost efficiency, formal accountability, and consistent performance appraisals. He presented the Commission with an organizational chart, which outlines the proposed restructuring. He said he thinks they can find viable candidates for Mr. Barnhart's position fairly quickly, and they've been trying to bank some hours with Randy Long so he can fill in while seeking a candidate. Eastern Commissioner Phillips suggested they start the selection process sooner than later. There was discussion about how Mr. Barnhart has verbally expressed his inclination to retire June 30, 2017 to Mr. Wiesehan, Mr. Phillips, and Mr. Weter. Western Commissioner Bilyeu suggested sending Mr. Barnhart a letter that states based on his verbal indication of his will to retire, his position will end on a certain date. There was then discussion about the

reconfiguration and whether it's needed to list the positions of Planning Administrator and Resource Management Director separately. Ms. Beadles cautioned that there are changes to their codes that refer to a Planning Administrator, and wants to make sure it's thought about before it comes up. Mr. Wiesehan said the codes reference Resource Management Director, but it references Planning Administrator more, and they can alter the codes and the wording. Presiding Commissioner Weter said he likes the restructuring plan, and knows Mr. Wiesehan will do a great job. Compensation was discussed, and Mr. Wiesehan presented a salary matrix. Presiding Commissioner Weter said the Commission will send Mr. Barnhart the aforementioned letter, and asked Mr. Wiesehan to develop a recruitment ad for Mr. Barnhart's position. There was then discussion about the possibility of moving the Recycling Department underneath the restructuring umbrella so the Resource Management Director could deal with any issues they have. Presiding Commissioner Weter entertained a motion to enter into the record the Resource Management Director proposal as presented by Todd Wiesehan, Planning and Development Administrator.

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

IV. Adjournment

The meeting was closed at 11:53 AM

11:53 AM

Adjournment

Attendees: Todd Wiesehan, Leo Snelling

Presiding Commissioner Weter said seeing no further business we are adjourned.

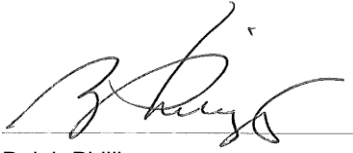


Presiding Commissioner, Ray Weter



Hosea Bilyeu

Western Commissioner, Hosea Bilyeu

A handwritten signature in black ink, appearing to read 'R. Phillips', written over a horizontal line.

Ralph Phillips

Eastern Commissioner, Ralph Phillips