



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

January Term

~ Minutes ~

Thursday, January 24, 2019

8:50 AM

The Christian County Historic Courthouse

## I. Convene

The meeting was called to order at 8:50 AM by Presiding Commissioner Ralph Phillips

## II. Call to Order

| Attendee Name  | Title                                 | Status  | Arrived |
|----------------|---------------------------------------|---------|---------|
| Ralph Phillips | Presiding Commissioner                | Present | 8:50 AM |
| Hosea Bilyeu   | Western Commissioner                  | Present | 8:50 AM |
| Mike Robertson | Eastern Commissioner                  | Present | 8:50 AM |
| Madi Hires     | Deputy Clerk                          | Present | 8:50 AM |
| Krista Cronin  | Executive Assistant to the Commission | Present | 8:50 AM |

## III. Agenda

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

Discussion - Establishment of Quorum

Attendees: Kevin Tiggard, Captain Ramage

Presiding Commissioner Phillips noted the presence of a quorum.

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

Discussion - 01-24-19-1 Approval of Agenda

Attendees: Kevin Tiggard, Captain Ramage

Presiding Commissioner Phillips entertained a motion to approve Christian County Commission's regular session agenda for today, January 24th, 2019.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Mike Robertson, Eastern Commissioner         |
| <b>SECONDER:</b> | Hosea Bilyeu, Western Commissioner           |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

### **Motion/Vote - 8:55 AM Christian County Commission**

Discussion - 01-24-19-2 Approval of Minutes and Financials

Attendees: Kevin Tiggard, Captain Ramage, Alicia Monsanto

Presiding Commissioner Phillips entertained a motion to approve Christian County Commission's regular session minutes dated January 17th, 2019.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Hosea Bilyeu, Western Commissioner           |
| <b>SECONDER:</b> | Mike Robertson, Eastern Commissioner         |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 8:56 AM**

01-24-19-2 : Approval of Minutes and Financials

Attendees: Kevin Tiggard, Captain Ramage, Alicia Monsanto

Presiding Commissioner Phillips entertained a motion to approve Christian County Commission's closed session minutes dated January 17th, 2019.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Mike Robertson, Eastern Commissioner         |
| <b>SECONDER:</b> | Hosea Bilyeu, Western Commissioner           |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 8:57 AM      Christian County Commission**

Minutes &amp; Financials Approval - 01-24-19-2 : Approval of Minutes and Financials

Attendees: Kevin Tiggard, Captain Ramage, Alicia Monsanto

Presiding Commissioner Phillips entertained a motion to approve Certified Court Order No.1-24-2019-01, representing the January 2019 CART Fund.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Hosea Bilyeu, Western Commissioner           |
| <b>SECONDER:</b> | Mike Robertson, Eastern Commissioner         |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 9:00 AM      Captain Richard Ramage**

Discussion - 01-24-19-3 Bid Opening - Inmate Commissary Services

Attendees: Kevin Tiggard, Captain Ramage, Alicia Monsanto, Sheriff Brad Cole

The Commission met with presenters Sheriff Brad Cole and Captain Ramage for inmate commissary service bid openings. Three bids were received; Tiger Correctional Services, Summit, and Keefe. Sheriff Cole and Captain Ramage will review the bids and make a recommendation to the Commission on Monday January 28th, 2019. No action was taken.

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

Discussion - 01-24-19-4 Senior Citizens Tax Fund Board Appointment

No Attendees

The Commission met to discuss appointing a new member to the Senior Citizens Tax Fund Board. Presiding Commissioner Phillips entertained a motion to appoint Mr. William Barnett to the Senior Citizens Tax Fund Board, effective January 24th, 2019, with a term expiring August 1st, 2021.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Hosea Bilyeu, Western Commissioner           |
| <b>SECONDER:</b> | Mike Robertson, Eastern Commissioner         |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 9:20 AM      Treasurer Karen Matthews**

Discussion - Updating of Bank Signature Cards

Attendees: Chief Deputy Clerk Norma Ryan, County Clerk Kay Brown, Treasurer Karen Matthews, Deputy Treasurer Melissa Bilyeu, Human Resources Director Amber Bryant, Deputy Auditor Rhonda Purvis

The Commission met with presenter Karen Matthews, Christian County Treasurer, to have the Commission sign updated bank signature cards.

**Motion/Vote - 9:30 AM      Christian County Clerk Kay Brown**

Discussion - 01-24-19-5 Quarterly Report

Attendees: County Clerk Kay Brown, Human Resources Director Amber Bryant, Deputy Auditor Rhonda Purvis

The Commission met with presenter Kay Brown, Christian County Clerk, for her quarterly report. Clerk Brown noted that in the last quarter her office was extremely busy with absentee voting, processing of new voter registrations, Election Judge training and the General Election held November 6th, 2018. Clerk Brown stated this was the highest percentage of ballots cast in an off general election year during her tenure. Her office also saw open enrollment for all employees of the County in late November, a new software program for records management installed, and packets sent to taxing entities for candidate filing and certification for the 2019 April Municipal Election. Presiding Commissioner Phillips entertained a motion to approve Clerk Brown's quarterly report as presented.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Hosea Bilyeu, Western Commissioner           |
| <b>SECONDER:</b> | Mike Robertson, Eastern Commissioner         |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 10:06 AM      Building and Maintenance Supervisor Richard Teague**

Discussion - 01-24-19-6 Quarterly Report

Attendees: Human Resources Director Amber Bryant, Building and Maintenance Supervisor Richard Teague, Pam Duitsman, Kathy Pyeatt, Josh Bird, Cindy Childress, Walt Martens

Late Arrivals: Deputy Auditor Rhonda Purvis

The Commission met with presenter Richard Teague, Building and Maintenance Supervisor, for his quarterly report. Mr. Teague discussed the multiple projects that are being worked on including a water leak in the jail, installing additional outlets in the Historic Courthouse, the possibility of replacing and condensing unit for the Treasurer's office, and purchasing needed building maintenance equipment. Discussion was held. Presiding Commissioner Phillips entertained a motion to approve Mr. Teague's quarterly report as presented.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Mike Robertson, Eastern Commissioner         |
| <b>SECONDER:</b> | Hosea Bilyeu, Western Commissioner           |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 10:17 AM County Engagement Specialist Pamela Duitsman**

Discussion - 01-24-19-7 MU Extension Monthly Update

Attendees: Human Resources Director Amber Bryant, Pam Duitsman, Kathy Pyeatt, Josh Bird, Cindy Childress, Walt Martens, Deputy Auditor Rhonda Purvis

The Commission met with presenter Pam Duitsman, County Engagement and Community Development Specialist with MU Extension, for her monthly update. Ms. Duitsman reviewed their impact over the 2018 year and goals for 2019. MU Extension will be working on several targets including: increasing the number of high school graduates participating in post-secondary education (from the current 51% to 60%), collaborating with their partners to improve Missouri's national health ranking from 40th to 25th, and improving the economy of Missouri by more than doubling their economic impact from \$945 Million to \$2 Billion over the next 10 years. Walt Martens, Council Chair, discussed improving communication between MU Extension and the County, suggesting a Commissioner be present at their monthly meetings. Presiding Commissioner Phillips entertained a motion to approve Ms. Duitsman's monthly update as presented.

|                |  |
|----------------|--|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>AYES:</b>   | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 10:36 AM Christian County Commission**

Discussion - 01-24-19-8 Space Utilization and Positioning of County Offices Post-Construction of Circuit Court Building

Attendees: Prosecuting Attorney Amy Fite, Building and Maintenance Supervisor Richard Teague, Sheriff Brad Cole, Emergency Management Director Phil Amtower, Human Resources Director Amber Bryant, Rance Burger with the Christian County Headliner, Circuit Clerk Barb Stillings, Walt Martens, Josh Bird, Pam Duitsman, Kathy Pyeatt, Captain Koch, Deputy Auditor Rhonda Purvis

The Commission met to discuss space utilization and positioning of County Offices post-construction of the Circuit Court Building. Presiding Commissioner Phillips wants to ensure everyone is on the same page as far as staffing needs are concerned, when the Circuit Court Building opens. Sheriff Brad Cole noted that staffing needs will be dependent on what is in operation and what is expected of his office. Western Commissioner Bilyeu wants to avoid any assumptions for empty rooms or unused space in the Circuit Court Building, as all space utilization will be decided by the Commission. Ms. Duitsman with MU Extension presented a floor plan of the current Juvenile building and recommendations they would like to make for best utilization of their future space. No action was taken.

**Motion/Vote - 11:17 AM Christian County Commission**

Discussion - 01-24-19-9 Renewal of Accounting Software

Attendees: Treasurer Karen Matthews, Highway Administrator Miranda Beadles

The Commission met to discuss the renewal of the County accounting software. Presiding Commissioner Phillips entertained a motion to approve renewing Christian County's bid award of accounting software with Tyler Technologies, Inc. for 2019.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Hosea Bilyeu, Western Commissioner           |
| <b>SECONDER:</b> | Mike Robertson, Eastern Commissioner         |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 11:30 AM Christian County Commission**

Discussion - 01-24-19-10 5023 : Paychex (Time-Keeping System) Approval within the Commission Department

Attendees: Highway Administrator Miranda Beadles, Resource Management Director Todd Wiesehan

The Commission met to discuss approval of time cards for department heads in the Commission Department. Discussion was held. Western Commissioner Bilyeu moved that Presiding Commissioner Phillips will approve time cards for those specified department heads.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Hosea Bilyeu, Western Commissioner           |
| <b>SECONDER:</b> | Mike Robertson, Eastern Commissioner         |
| <b>AYES:</b>     | Ralph Phillips, Hosea Bilyeu, Mike Robertson |

**Motion/Vote - 11:45 AM Highway Administrator Miranda Beadles**

Discussion - 01-24-19-11 5026 : Riverside Bridge Right-Of-Way and Easements

Attendees: Highway Administrator Miranda Beadles, Rance Burger with the Christian County Headliner, Collector Ted Nichols

The Commission met with presenter Miranda Beadles, Highway Administrator, in reference to the acquisition of Right of Way for Project No. BRO-B022(09), Riverside Road over Finley River Bridge No. 20900151. Ms Beadles requested acceptance of three approved offers for right of way acquisitions related to this project. Western Commissioner Bilyeu entertained a motion to proceed with approval of the right of way easement for 1.39 acres (Property owners Steve & Debby Spencer) in the amount of \$1.00.

|                  |                                      |
|------------------|--------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>          |
| <b>MOVER:</b>    | Mike Robertson, Eastern Commissioner |
| <b>SECONDER:</b> | Hosea Bilyeu, Western Commissioner   |
| <b>AYES:</b>     | Hosea Bilyeu, Mike Robertson         |
| <b>ABSENT:</b>   | Ralph Phillips                       |

**Motion/Vote - 11:48 AM Highway Administrator Miranda Beadles**

Agreements - 5026 : Riverside Bridge Right-Of-Way and Easements

Attendees: Highway Administrator Miranda Beadles, Rance Burger with the Christian County Headliner, Collector Ted Nichols

Western Commissioner Bilyeu entertained a motion to proceed with approval of the right of way acquisition for 0.16 acres (Property owners Joshua & Ashley Jennings) in the amount of \$1,200.00.

|                  |                                      |
|------------------|--------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>          |
| <b>MOVER:</b>    | Mike Robertson, Eastern Commissioner |
| <b>SECONDER:</b> | Hosea Bilyeu, Western Commissioner   |
| <b>AYES:</b>     | Hosea Bilyeu, Mike Robertson         |
| <b>ABSENT:</b>   | Ralph Phillips                       |

**Motion/Vote - 11:49 AM Highway Administrator Miranda Beadles**

Agreements - 5026 : Riverside Bridge Right-Of-Way and Easements

Attendees: Highway Administrator Miranda Beadles, Rance Burger with the Christian County Headliner, Collector Ted Nichols

Western Commissioner Bilyeu entertained a motion to proceed with approval of the right of way TCE (Temporary Construction Easement) for 0.01 acres (Property owners Doug & Carin Martens) in the amount of \$0.

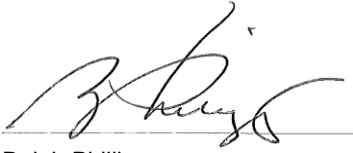
|                  |                                      |
|------------------|--------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>          |
| <b>MOVER:</b>    | Mike Robertson, Eastern Commissioner |
| <b>SECONDER:</b> | Hosea Bilyeu, Western Commissioner   |
| <b>AYES:</b>     | Hosea Bilyeu, Mike Robertson         |
| <b>ABSENT:</b>   | Ralph Phillips                       |

#### **IV. Adjournment**

The meeting was closed at 11:51 AM

Attendees: Highway Administrator Miranda Beadles, Rance Burger with the Christian County Headliner, Collector Ted Nichols

Western Commissioner Bilyeu adjourned the meeting.



Ralph Phillips  
Presiding Commissioner, Ralph Phillips



Hosea Bilyeu  
Western Commissioner, Hosea Bilyeu



Mike Robertson  
Eastern Commissioner, Michael Robertson