



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

SCHEDULED

MEETING ATTACHMENTS (ID # 5138)

Meeting: 01/23/20 08:55 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5138

Meeting Attachments

ATTACHMENTS:

- 012320 ROBERT CRAWFORD - APPOINTMNET TO CCES BOARD (PDF)
- 012320 JASON MASSENGALE - REAPPOINTMENT TO BOE (PDF)
- 012320 CLERK - Fourth Quarter Report 2019 (PDF)



CHRISTIAN COUNTY COMMISSION

100 W Church Street, Room 100

Ozark, Missouri 65721

Phone: 417-582-4300 • Fax: 471-581-5924

Ralph Phillips
Presiding Commissioner

Hosea Bilyeu
Western Commissioner

Mike Robertson
Eastern Commissioner

23 January 2020

Chief Robert Crawford
Ozark Fire District
604 N. 3rd St.
Ozark, MO 65721

Dear Chief Crawford,

The Christian County Commission wishes to confirm your appointment to the Christian County Emergency Services Board. You are filling a vacancy with a term expiring April 30th, 2021.

We thank you for your willingness to serve on this board and greatly appreciate you making Christian County a better place!

Sincerely,

Hosea Bilyeu
Western Commissioner

Ralph Phillips
Presiding Commissioner

Mike Robertson
Eastern Commissioner



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Western Commissioner

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23 January 2020

Jason Massengale
P.O. Box 1530
Nixa, MO 65714

Dear Jason,

The Christian County Commission wishes to confirm your re-appointment to the Board of Equalization. Your term will expire January 9th, 2023.

We thank you for your willingness to serve on this board and greatly appreciate you making Christian County a better place!

Sincerely,

Hosea Bilyeu
Western Commissioner

Ralph Phillips
Presiding Commissioner

Mike Robertson
Eastern Commissioner

2019 YEAR – END 4TH QUARTER REPORT OF THE COUNTY CLERK

OCTOBER:

- October 1, 2019, The final tax book was printed by the Assessor and all the taxes and levies were checked for accuracy.
- October 5, 2019, The final assessed valuation letters were prepared and mailed to all political subdivisions.
- October 15, 2019, Prepared and submitted Form 11A to the State Tax Commission
- October 23, 2020, Prepared and submitted Form 1309 and Form 1310 to the Missouri Department of Revenue and the Missouri State Tax Commission.
- October 24, 2019, Salary Commission meeting held. County Clerk serves as the Secretary to the Salary Commission. Minutes were prepared and emailed to all the elected officials.
- October 29, 2019, Swore in several new Voter Registrants for the County Library.
- In October, the first process of the Voter Canvass started with the UNCOA report from the U.S. Post Office. All the return mail must be processed, each card pulled from the files, changes made, sending out confirmation letters, and refiling each card.
- October 23-2019 – January 17, 2020, 885 New Voter Registrations processed and 1,300 Address changes processed.
- In October, Paula Brumfield completed the 3rd quarter 941 reports for the Federal Government. Ms. Brumfield paid the State unemployment quarterly report as well as CERF, LAGERS, and insurance.
- October 31- November 1, 2019, Worked with Cyber Defenses and PC Net for a Cyber Security Audit.
- Norma Ryan completed and submitted the reimbursement for the Assessor's Quarterly Report.

NOVEMBER:

- Prepared the prior election mailings for all the districts to assist them in the process of Candidate filing for the 2020 April Election.
- Processing all the address changes and on GIS and those received in the mail.
- All monthly duties

DECEMBER:

- December 6, 2019, Attended the SWMCCA meeting for a Cyber Security Presentation
- December 17, 2019, Candidate filing began in the Clerk's Office for all the Special Road District Commissioners.
- December 17, 2019, Webinar with Secretary of State
- December 31, 2019, Paula Brumfield completed the fourth quarter 941 reports for the Federal Government. Ms. Brumfield paid the State unemployment quarterly report as well as CERF, LAGERS, and insurance.
- Before Christmas, the required voter ID card canvass was mailed to 50,538 voters in Christian County.
- 3,119 Voter Identification Cards were returned from the canvass to change addresses, and some with no return or forwarding address. For each of these voters their card must be pulled and documented and then refiled.
- December 31, 2019, Paula Brumfield arrived at 5:30 a.m. to process payroll due to the servers being down on Monday. Processing payroll in a short week with holidays is a challenge to meet the time deadlines for direct deposit while the servers are working. The deadline for direct deposit is crucial and Paula accomplished the task.
- December 31, 2019, Paula Brumfield completed the 4th quarter 941 reports for the Federal Government. Ms. Brumfield paid the State unemployment quarterly report as well as CERF, LAGERS, and insurance.
- Prepared two newspaper notices one for the Presidential Preference Primary and one for the August Primary Elections.

JANUARY:

- Prepared the ballot assignment sheet for the March 10, 2020 Presidential Preference Primary.
- Paula Brumfield entered all the payroll changes for all the county employees that received a wage increase.
- January 16 and 21 attended webinars with the Secretary of State.
- January 22, began receiving certifications from the political subdivisions for the 2020 April Municipal Election.
- Candidate filing continued through the month of January, ending January 21, 2020, in the Clerk's Office for all the Special Road District Commissioners.
- Assisting the political subdivisions with their certification of the 2020 April Election. Candidate filing ended January 21, 2020, in the Clerk's Office for all the Special Road District Commissioners.
- Paula Brumfield processed and completed 272 W2's and 272 1095C Forms.

DAILY and MONTHLY DUTIES ACCOMPLISHED

- Norma Ryan pays all the bills for the county and reconciles all accounts.
- Norma Ryan preprocesses all new voter registration cards received by mail each day.
- Paula Brumfield continues to process bi-weekly payroll for all county employees.
- Each month Chief Deputy Payroll Clerk Paula Brumfield prepares the grant reimbursement invoice for the Sheriff’s Department, Juvenile Department, Emergency Management, and the Prosecutor’s Office. All grant payroll reimbursements are submitted in a timely manner.
- Paula Brumfield prepared and submitted the monthly collection reports of the County Collector to the Department of Revenue and the State Tax Commission for the months of: October, November and December.
- Elections have received an increase in the number of new voter registrations due to the presidential election year. In addition they continue to stay very busy with the on-line registrations, ERIC reports and working on the voter canvass.

Deputy Clerks: Eryn Burton, Destany Mills daily serve the public by doing voter registration, issuing ATV Permits, swearing in numerous notaries, providing Public Service Requests, Auctioneer licenses, and assisting all those that call or come to the Clerk’s Office for help. In addition, they process many reports provided by the Circuit Courts, Secretary of State, Department of Revenue, Library and Family Services. In addition, the listing below is a record of revenue received in the County Clerk’s Office for licenses, public service requests and copies:

Total			2019 OCTOBER		2019 NOVEMBER		2019 DECEMBER	
	#	Total Amount	#	Amount	#	Amount	#	Amount
ATV \$ 15.00 EACH	55	\$ 825.00	24	\$360.00	19	\$ 285.00	12	\$ 180.00
Notary \$ 6.00 EACH	73	\$ 438.00	21	\$126.00	28	\$ 168.00	24	\$ 144.00
Auction \$52.00	0	\$ 0.00	0	\$0.00	0	\$ 0.00	0	\$ 0
Public Service Req. \$ 10.00	1	\$ 10.00	0	0	0	\$ 0.00	1	\$ 10.00
Copies 10 cents per page	5	\$ 0.50	0	0	5	\$ 0.50	0	\$ 0.00
GRAND TOTAL	134	\$ 1,273.50	45	\$486.00	52	\$ 453.50	37	\$ 334.00

Eryn Burton and Destany Mills are responsible for collecting all fees listed above and providing these services to our citizens.