



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

SCHEDULED

MEETING ATTACHMENTS (ID # 5183)

Meeting: 07/09/20 09:10 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5183

Meeting Attachments

ATTACHMENTS:

- 070920 CERTIFIED COURT ORDER NO. 07-09-2020-01 (PDF)
- 070920 ELECTION HAZARD PAY SPREADSHEET (PDF)
- 070920 COUNTY CLERK - 2nd QUARTER REPORT (PDF)
- 070920 MAINTENANCE - 2nd QUARTER REPORT (PDF)
- 070920 TREASURER - 2nd QUARTER BUDGET REPORT (PDF)
- 070920 OZARK BANK - SIGNATURE CARD UPDATES (PDF)

The Treasurer is hereby ordered to pay the following entities:

RECEIVED
 11:33 a.m.
 JUL 17 2020
 KB
 KAY BROWN
 COUNTY CLERK

2020 #310 Sales Tax
 R# 3321
 July 7, 2020

July 2020 Term

Sales Tax #310 Received			443,277.48		CKS
Common Road I		30.98%	137,327.36	231-49290	
Common Road II		30.39%	134,712.03	232-49290	
Common Road I			17,708.33	231-49290	
Common Road II			17,250.00	232-49290	
Budget Apportionment					
Common I Total			155,035.69	221-800-59501	
Common II Total			151,962.03	221-800-59502	
Amount To Remain in Pool			136,279.76		

~~ABSENT~~
 Presiding Commissioner Ralph Phillips
 Hosea Bilyeu
 Western Commissioner Hosea Bilyeu
 Mike Robertson 07.09.2020
 Eastern Commissioner Mike Robertson

IN TESTIMONY WHEREOF I, have hereunto set my hand and affixed the seal of said Commission, at my office in Christian County this, the 9th day of July, 2020.

Kay Brown
 Kay Brown, Clerk of the County
 Commission

2020 ELECTIONS HAZARD PAY

	QUANTITY	June 2, 2020	QUANTITY PROJECTED WAGES FOR 300	
Election Judges	105	\$14,592.50	300	\$40,483.60 PER ELECTION
Election Assistants	38	\$3,700.00	300	\$55,483.60 With a \$ 50.00 hazard pay
Security	2	\$164.95	300	\$58,483.60 With a \$ 60.00 hazard pay
Verification Board	4	\$1,784.35	300	\$61,483.60 With a \$ 70.00 hazard pay
Total	149	\$20,241.80		

300 JUDGES & ASSISTANTS

ADDITIONAL HAZARD PAY

\$ 50.00 per person	\$15,000.00			
\$ 60.00 per person	\$18,000.00			
\$ 70.00 per person	\$21,000.00			
		300 @ \$50.00 each	300 @ \$60.00 each	300 @ \$70.00 each
2016 August Election Costs	\$78,685.77	\$93,685.77	\$96,685.77	\$99,685.77
2016 November Election Costs	\$77,538.05	\$92,538.05	\$95,538.05	\$98,538.05
2018 August Election Costs	\$69,686.92	\$84,686.92	\$87,686.92	\$90,686.92
2018 November Election Costs	\$65,061.62	\$80,061.62	\$83,061.62	\$86,061.62

2020 2ND QUARTER REPORT OF THE COUNTY CLERK

APRIL & MAY:

- April 1, 2020, Filed August Primary Candidates with the Missouri Ethics Commission
- April 17, 2020, Prepared the Local Railroad and Utility Book for all the Taxing Districts.
- April 28, 2020, Prepared and submitted Form 40: Statement of Railroad and Utility Property to the State Tax Commission
- April 21, 2020, Summer Lampe, swore in Nixa Fire Board Member
- May 4, 2020, Swore in Paula Brumfield as Chief Deputy Clerk
- May 12, 2020, Swore in Pam Maggard and Kathern Davis to the Chadwick Fire Board
- May 11, 2020, Prepared and submitted the June 2, 2020 Election Notice to newspaper
- May 13, 2020, Prepared the Board of Equalization Newspaper Notice
- May 26 & 27, 2020, Training was held for the Election Judges for the June 2, Election
- April 1- June 30, 2020; Eryn Burton, Destany Mills, and Vicki Mitchell, have processed over 5,000 filings, which includes voter registrations, address changes, names changes and deletions
- Eryn Burton paid all the bills for the county beginning May 5, 2020 and continues to serve as a back up to accounts payables. Prior to that Norma paid the bills.
- Assessors 1st Quarter Report to the State Tax Commission was submitted to the State Tax Commission
- Paula Brumfield continues to process bi-weekly payroll

• JUNE:

- June 2, 2020, General Municipal Election Per Order from the Governor
- June 16, 2020, Swore in Terry Young and Steve Russell for the Nixa Fire Board
- June 15-17, 2020, Urban Board Conference of the County Clerks and Election Authorities
- June 23, 2020, Absentee voting began for the August Primary Election
- June 25, 2020, County Clerk prepared and submitted the Annual Report of the County Clerk to the Missouri Department of Elementary and Secondary Schools. This report was for all 13 school districts
- June 30, 2020, Paula Brumfield completed the second quarter 941 reports for the Federal Government. Ms. Brumfield paid the State unemployment quarterly report as well as CERF, LAGERS, and insurance
- 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.

- 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: April, May and June

Deputy Clerks: Eryn Burton, Destany Mills and Vicki Mitchell daily serve the public by 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

The listing below is a record of revenue received in the County Clerk's Office for licenses, public service requests and copies:

Total			2020 APRIL		2020 MAY		2020 JUNE	
	#	Total Amount	#	Amount	#	Amount	#	Amount
ATV \$ 15.00 EACH	64	\$ 1,065.00	15	\$330.00	19	\$ 285.00	30	\$ 450.00
Notary \$ 6.00 EACH	50	\$ 300.00	15	\$90.00	19	\$ 114.00	16	\$ 96.00
Auction \$52.00	2	\$ 104.00	0	0		\$ 0.00	2	\$104.00
Public Service Req. \$ 10.00	7	\$ 70.00	0	0	1	\$ 10.00	6	\$ 60.00
Copies 10 cents per page	0	\$ 0.00	0	0	0	0		0
Labels	1	\$ 5.00			1	\$ 5.00		
GRAND TOTAL \$	124	\$ 1,544.00		\$420.00		\$ 414.00		\$ 710.00

Quarterly Report July 9, 2020

Large projects completed:

- Concrete pad poured for new dumpster enclosure next to County Jail.
 - Cost \$3,250
- Repaired 2 air conditioning units damaged by lightening on Christian County Jail
 - Cost \$6,500
- Replaced vinyl flooring in Christian County Jail booking area
 - Cost \$2,274.70
- Install new flooring in historic building elevator
 - Cost \$281.84
- Install new carpet in CC resource building after 2 storage rooms were converted into offices
 - \$1,163.24
- Roofing repairs to historic building in large scupper downspout openings to prevent downspouts from blocking water flow.
 - Cost \$400
- New landscaping in front of justice Center. Removed all existing plants. Redid flower beds and planted new vegetation.
 - Cost \$9,809
- Transplanted oak hydrangeas from Justice Center to the Resource building
 - Cost \$1,120
- Building Maintenance Dept. shop building wiring completed and electricity run to the building.
 - Cost \$5,999
- New roof, gutters and downspouts have been installed at house recently purchased by Christian County
- Stainless steel shower liners in County Jail installation has been completed.
- Lightening protection on Circuit Court Building has been completed.

Building Maintenance took advantage of the public being shut out of the County Justice Center. We took this opportunity to paint and repair the public waiting areas along with the Circuit court offices.

- Justice Center: 1st floor lobby drywall repair and added stainless steel chair rail and wall corner protectors.
 - Cost \$5,250
- Justice Center 2nd floor lobby painted and added stainless steel chair rail and wall corner protectors.
 - \$6,925
- Justice Center Circuit clerk 2nd floor repaired drywall, paint and add stainless steel corner protectors.
 - \$3,105
- Juvenile Lobby in Circuit court building: Installed stainless steel chair rails and repairs some drywall.
 - \$720
- Repaired drywall and paint and plaster due to damage from roof leak in Kay Browns office in the Historic Courthouse.
 - \$1,380
- 3rd floor Kay Browns office: Installed custom doorway to enlarge office as requested by Kay Brown. Paint paid for by Kay Browns office.

- Projects not yet completed:**
- Dumpster enclosure next to county Jail
 - This has not been completed due to product availability
- Stainless steel wall protection in county Justice Center at security area
- Stainless steel wall protection in security area in Circuit Court building

Cares Act Purchases

The Maintenance department has ordered over \$33,000 in order to combat COVID-19 This includes:

- C17 disinfection restroom machines
- Carpet cleaning machines
- Hard surface floor scrubbers
- Cleaning and disinfectants supplies
- Electrostatic backpack sprayers
- Face masks, gloves, etc.

Daily Maintenance continues

- Plumbing, Electric, HVAC, Lawn Maintenance as needed.

New equipment purchased

- 18 foot box trailer
 - Cost \$5,700

Older equipment transfer/sale

- 1 chevy van
- 1 chevy pickup



Christian County, MO

Detail vs Budget Report

Account Detail

Date Range: 06/01/2020 - 06/30/2020

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - Christian County General Fund								
Expense								
<u>101-060-51110</u>	Salary Elected Official - TREASURER	0.00	60,595.00	25,559.46	4,661.16	30,220.62	30,374.38	50.13 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/05/2020	PYPKT00614	PYPKT00614 - PPE 05/30/...		PYPKT00614 - PPE 05/30/2020 - PD 06/05/2...			2,330.58	
06/19/2020	PYPKT00622	PYPKT00622 - PPE 06/13/...		PYPKT00622 - PPE 06/13/2020 - PD 06/19/2...			2,330.58	
<u>101-060-51120</u>	Salary Other - TREASURER OTHER	0.00	35,780.00	15,078.99	2,742.02	17,821.01	17,958.99	50.19 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/05/2020	PYPKT00614	PYPKT00614 - PPE 05/30/...		PYPKT00614 - PPE 05/30/2020 - PD 06/05/2...			1,377.20	
06/19/2020	PYPKT00622	PYPKT00622 - PPE 06/13/...		PYPKT00622 - PPE 06/13/2020 - PD 06/19/2...			1,364.82	
<u>101-060-51210</u>	Health Insurance	0.00	9,700.00	4,040.00	808.00	4,848.00	4,852.00	50.02 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/05/2020	PYPKT00614	PYPKT00614 - PPE 05/30/...		PYPKT00614 - PPE 05/30/2020 - PD 06/05/2...			404.00	
06/19/2020	PYPKT00622	PYPKT00622 - PPE 06/13/...		PYPKT00622 - PPE 06/13/2020 - PD 06/19/2...			404.00	
<u>101-060-51220</u>	FICA	0.00	7,375.00	2,869.50	518.48	3,387.98	3,987.02	54.06 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/05/2020	PYPKT00614	PYPKT00614 - PPE 05/30/...		PYPKT00614 - PPE 05/30/2020 - PD 06/05/2...			259.71	
06/19/2020	PYPKT00622	PYPKT00622 - PPE 06/13/...		PYPKT00622 - PPE 06/13/2020 - PD 06/19/2...			258.77	
<u>101-060-51230</u>	Lagers	0.00	12,820.00	5,404.95	984.63	6,389.58	6,430.42	50.16 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/05/2020	PYPKT00614	PYPKT00614 - PPE 05/30/...		PYPKT00614 - PPE 05/30/2020 - PD 06/05/2...			493.14	
06/19/2020	PYPKT00622	PYPKT00622 - PPE 06/13/...		PYPKT00622 - PPE 06/13/2020 - PD 06/19/2...			491.49	
<u>101-060-51250</u>	Unemployment Insurance	0.00	96.00	91.09	0.00	91.09	4.91	5.11 %
<u>101-060-51260</u>	Workers' Compensation	0.00	300.00	0.00	0.00	0.00	300.00	100.00 %
<u>101-060-52430</u>	Repairs & Maintenance Equipment	0.00	1,400.00	0.00	0.00	0.00	1,400.00	100.00 %

Detail vs Budget Report

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Date Range: 06/01/2020 - 06/30/2020								
<u>101-060-52500</u>	Dues	0.00	400.00	0.00	0.00	0.00	400.00	100.00 %
<u>101-060-52522</u>	Bond	0.00	4,500.00	0.00	0.00	0.00	4,500.00	100.00 %
<u>101-060-52530</u>	Phone	0.00	400.00	86.52	17.03	103.55	296.45	74.11 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/16/2020	APPKT03692	060820-MAIN	140387	ACCT 418049626	01083 - CENTURYLINK		17.03	
<u>101-060-52580</u>	Mileage	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
<u>101-060-52590</u>	Training	0.00	2,000.00	11.00	0.00	11.00	1,989.00	99.45 %
<u>101-060-53600</u>	Office Expense	0.00	3,500.00	246.63	0.00	246.63	3,253.37	92.95 %
<u>101-060-53605</u>	Postage	0.00	3,000.00	458.95	110.80	569.75	2,430.25	81.01 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/02/2020	GLPKT07481	JE001146		May 2020 Postage			110.80	
<u>101-060-53618</u>	Small Equipment	-65.00	500.00	840.00	-840.00	0.00	565.00	113.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
06/08/2020	POPKT03750	62780	140349	Webcam for Meetings	01407 - PC NET		65.00	
06/30/2020	GLPKT07650	JE001152		2020 CARES Act Reimbursements			-905.00	
Expense Totals:		-65.00	143,366.00	54,687.09	9,002.12	63,689.21	79,741.79	55.62 %
101 - Christian County General Fund Totals:		-65.00	143,366.00	54,687.09	9,002.12	63,689.21	79,741.79	55.62 %
Report Total:		-65.00	143,366.00	54,687.09	9,002.12	63,689.21	79,741.79	55.62 %



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

09 July 2020

Ozark Bank
P.O. Box 220
Ozark, MO 65721

To whom it may concern,

The Christian County Commission voted in session today, Thursday, July 9th, 2020 to update signature cards on the accounts listed below:

County Revenue (3701)

Christian County Treasurer Road and Bridge Fund (0506)

Christian County Treasurer Bond Debt Service Fund Judicial Expansion (5383)

Christian County Treasurer 2020 CARES Act (8472)

The two required signatures will remain Presiding Commissioner Ralph Phillips and Treasurer Karen Matthews. Facsimile stamp will be utilized by Executive Administrative Assistant Madison Hires and Chief Deputy Treasurer Melissa Bilyeu.

If you have any additional questions regarding this update please contact Treasurer Karen Matthews.

Sincerely,

Hosea Bilyeu
Western Commissioner

Ralph Phillips
Presiding Commissioner

Mike Robertson
Eastern Commissioner