



Christian County Commission

Notice is hereby given that the Christian County Commission met in regular session at:

The Historic Christian County Courthouse
 100 W. Church Street Room 100
 Ozark, Missouri, 65721

On **March 4th, 2021** at **8:55 a.m.**

MEETING MINUTES

Attendee Name	Title	Status	Arrived	Adjourned
Hosea Bilyeu	Western Commissioner	Present	8:55 a.m.	10:09 a.m.
Ralph Phillips	Presiding Commissioner	Present	8:55 a.m.	10:09 a.m.
Lynn Morris	Eastern Commissioner	Present	8:55 a.m.	10:09 a.m.
Madi Hires	Executive Administrative Assistant	Present	8:55 a.m.	10:09 a.m.

Attendees: Treasurer Karen Matthews, Purchasing Agent Sarah Schafer, Krista Raleigh, Ashley Hannah, EMA Director Phil Amtower, Human Resources Director Amber Bryant, Paula Brumfield, Bridgett Young with S&H Farm Supply

A quorum was established. Presiding Commissioner Phillips entertained a motion to approve the consent agenda, which included the Christian County Commission's agenda for today, March 4th, 2021 as posted, a financial from Treasurer Matthews, Annual Settlements report per RSMo 54.290, and an emergency purchase by Maintenance for Cintas Fire to exceed the \$6,000.00 threshold by up to \$2,000.00 to bring all offices/departments across the County up to compliance. Eastern Commissioner Morris so moved. Western Commissioner Bilyeu seconded the motion.

Aye: Bilyeu, Phillips, Morris. Nay: None. Absent: None. Abstain: None.

Presiding Commissioner Phillips noted an item for removal, Treasurer's Annual Settlements; item presented in financials.

The Commission met Highway Administrator Beadles for a bid opening for a common II salt spreader. Administrator Beadles noted the existing spreader when fully loaded is too heavy for the existing trucks to haul it. The two bids received are from Midwest Systems Truck Equipment for \$5,950.00 with \$785.00 trade in on the old spreader and Bus Andrews for \$5,850.00 with \$750.00 trade in on the old spreader. These bids will be reviewed, and Administrator Beadles will return at a later date for recommendation of award. No action was taken.

The Commission met with Highway Administrator Beadles for a MoDOT bid for a tractor purchase. This is for a purchase of two (2) tractors, one for each road district that are primarily utilized for brush cutting. This bid was a 29% off msrp for a 2021 Massey Ferguson 571 1D – Cab 4WD and trade in options for both district tractors of \$22,000.00 & \$23,000.00 (JD 6615 w/ Diamond Boom Mower) through S&H Farm Supply.

Presiding Commissioner Phillips entertained a motion to award S&H Farm Supply for the tractor purchase as recommended by Administrator Beadles. Western Commissioner Bilyeu so moved. Eastern Commissioner Morris seconded the motion.

Aye: Bilyeu, Phillips, Morris. Nay: None. Absent: None. Abstain: None.

The Commission met to review a facility use agreement for the Union Hill Church to be used for upcoming vaccinations. The agreement has been drafted by Counselor Housley and approved by Union Hill Church.

Presiding Commissioner Phillips entertained a motion to approve the agreement as presented. Eastern Commissioner Morris so moved. Western Commissioner Bilyeu seconded the motion.

Aye: Bilyeu, Phillips, Morris. Nay: None. Absent: None. Abstain: None.

9:25 a.m. The Commission stood in recess until 9:45 a.m.

The Commission met with Highway Administrator Miranda Beadles for a bid opening for side arm boom mowers. Two (2) bids were received from S&H Farm Supply for an 18' for \$50,956.00 or a 22' for \$54,968.00; both with options for a right front axle stabilizer or frame protection side guard. The bids will be reviewed, and Administrator Beadles will return at a later date for recommendation of award. No action was taken.

The Commission met with Human Resources Director Bryant for handbook updates. The handbook was shared electronically with the Commissioners. Director Bryant noted several amendments or updates; recruitment (pg. 2) as all applications are now tracked online, paper applications are only used for reserve, performance evaluations (pg. 4) are now done 100% across the board, separation of employment (pg. 7) is further explained with the addition of some departments asking for more than a two week written notice when separating, and health care insurance (pg. 9) verbiage changed for open enrollment and when cobra payments are expected.

One of the biggest suggested changes is holidays (pg. 10), as holiday pay is unlike PTO (paid time off), employees are gifted holiday hours and when specified departments are not able to be off on those days the hours are banked. Director Bryant suggested those hours for holiday pay expiring on an annual basis. This change would go into effect on January 1st, 2022, noting no hours would expire until December 31st, 2022.

Additional changes included leave donation (pg. 12), these requests will go through Human Resources instead of direct supervisors to ensure hours are available, Military leave (pg. 19) is nothing new, the policy is just being stated in the handbook to show the County follows the Missouri law on this, County closing for inclement weather etc. (pg. 23) notes that the County will only pay for an 8hr work day when closed, so those who work 10hr shifts will make arrangements through Human Resources or their supervisor to make up missing hours, absentee/tardy (pg. 34) is a new policy as the County never had one prior, this states that if an employee is absent from for more than 3 days with no notice it will show as a voluntary separation, safety sensitive jobs (pg. 38) was discussed as it is show on each job description when someone is hired and employees are asked to sign-off on this yearly, covering the County both ways.

Presiding Commissioner Phillips entertained a motion to approve the handbook amendments and updates as presented by Director Bryant. Western Commissioner Bilyeu so moved. Eastern Commissioner Morris seconded the motion.

Aye: Bilyeu, Phillips, Morris. Nay: None. Absent: None. Abstain: None.

The meeting was adjourned at 10:09 a.m.



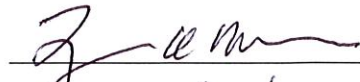
Date: 3-01-2021

Hosea Bilyeu
Western Commissioner



Date: 3/11/2021

Ralph Phillips
Presiding Commissioner



Date: 3/11/21

Lynn Morris
Eastern Commissioner