



Christian County Commission

Notice is hereby given that the Christian County Commission met in regular session at:
 The Resource Management Building
 1106 W. Jackson St.
 Ozark, Missouri, 65721

On the **9th day of August 2021** at **8:55 a.m.**

MEETING MINUTES

Attendee Name	Title	Status	Arrived	Adjourned
Hosea Bilyeu	Western Commissioner	Present	8:55 a.m.	10:22 a.m.
Ralph Phillips	Presiding Commissioner	Present	8:55 a.m.	10:22 a.m.
Lynn Morris	Eastern Commissioner	Present	8:55 a.m.	10:22 a.m.
Madi Hires	Executive Administrative Assistant	Present	8:55 a.m.	10:22 a.m.

Attendees: Auditor Amy Dent, Maintenance Supervisor Richard Teague, Purchasing Agent Kim Hopkins-Will, Human Resources Amber Bryant, Highway Administrator Miranda Beadles, Collector Ted Nichols, Krista Raleigh, Resource Management Director Todd Wiesehan, Sheriff Brad Cole, Alicia Chaves, Andrea Sitzes and Anna Evans with SMCC, Cindy Robbins, Chandra Hodges, and Sam Payne

A quorum was established. Presiding Commissioner Phillips noted the removal of one item: PCnet Monthly Update. Presiding Commissioner Phillips entertained a motion to approve the consent agenda which includes the Christian County Commission's agenda for today, August 09, 2021, as posted, and a financial by Maintenance Supervisor Teague to purchase a sprayer priced at \$2,299.00 (to combat the black locust on the trees surrounding the square) from Race Brothers. Western Commissioner Bilyeu so moved. Eastern Commissioner Morris seconded the motion.

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

The Commission met to discuss the bricks removed from the Commission Office renovation change orders. Change order no. 1: coffee bar (\$3,260.51) includes cabinetry, countertop, and addition of power; change order no. 2: exposed brick corner (\$800.00) includes the labor to remove and dispose of plaster covering the existing brick; change order no. 3: staining trim, includes material and labor to stain existing trim around the commission meeting room door and windows, including existing door and material and labor to stain existing door and trim leading into office area; change order no. 4: remove suspended ceiling (\$6,797.96) includes removal of suspended ceiling and lights, demo of old conduit/MC cables feeding existing light fixtures, replacing with new conduit and wiring, providing install for new light fixtures (pendant style), install dimmer switch, paint ceiling and walls, and patch, repair plaster on ceiling etc.

Western Commissioner Bilyeu inquired to Auditor Dent how these additional expenses could be covered. Auditor Dent noted that she had not reviewed the change orders but thought possibly CARES funding could be utilized.

Maintenance Supervisor Teague recommended leaving the suspended ceiling due to the electrical component and concerns for echoing. Western Commissioner Bilyeu agreed with this suggestion. He also suggested that they just add the cabinetry on change order no. 1, removing the electrical component. Presiding Commissioner Phillips agreed.

Presiding Commissioner Phillips entertained a motion to approve change orders 2 and 3 as is, change order no. 1 with the amendment of removing the electrical component, and declining change order no.4. Western Commissioner Bilyeu so moved. Eastern Commissioner Morris seconded the motion.

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

The Commission met with President & CEO Andrea Sitzes and Vice President of Business Retention & Expansion Anna Evans from Show Me Christian County. This meeting is for a joint business communication presentation.

President Sitzes presented a comprehensive report on business licenses in the State of Missouri, drafted by their intern (Mattea Miller). It compares all 114 Counties in Missouri; note only Schuyler County issues a county-wide business license, all other counties issue merchant licenses. She stated the goal would be to have a county-wide business license for Christian County. The number one task to start this process would be to simply survey the businesses in the county. As there is no complete database for all merchants and businesses in the county, there is no mechanism to get communication out, that is leaving out a lot of prime employers. The long-term goal would allow SMCC a mechanism for continual communication, so businesses are aware of funding availabilities, or other needed information. Today's meeting is to open discussion and see how this could move forward or be implemented.

Eastern Commissioner Morris inquired what the timeline on a project like this looks like? President Sitzes stated that it would honestly depend on the County's timeline and resources, as it could be centralized, it would be up to your staffing resources; our goal is to impact the long-term future. Eastern Commissioner Morris also inquired if business licenses were for outside city limits or for the entire country? President Sitzes noted that in Schuyler County, it was both.

Western Commissioner Bilyeu inquired for clarification, is this something that the County would provide personnel and funding, office space etc., or something SMCC would do given the support they receive? President Sitzes stated that from her leadership, she would be open to explore either option, adding that the need is there.

Collector Nichols noted that to his knowledge counties only sell merchant licenses according to statute. Businesses that reside in the county at large only require a merchant's license (wholesale, retail, or manufacturing) and businesses that reside in city limits require a county merchant's license and a city business license.

Western Commissioner Bilyeu noted that the average citizen or business owner in the county might think this is the county looking for another way to get their money. What is really wanted is an exhaustive database, I suggest we move away from the terms merchant vs. business license, the response might be very different. The focus should be on communication. President Sitzes inquired what the best verbiage or vernacular would be the goal? Western Commissioner Bilyeu noted that he would think on it.

There was brief discussion with present city officials on what software they utilize to track their business licenses.

Presiding Commissioner Phillips noted that there needs to be a more in-depth discussion as the county does not have the staffing to take on a project such as this, in his opinion. He added that SMCC might gain more trust from the average citizen as they are not the "government".

Eastern Commissioner Morris noted that reflecting on what Commissioner Bilyeu and Phillips stated he agrees. The project will be more successful if the communication does not come from the government. He added that we can all still work together and help to accomplish this goal.

President Sitzes noted that she believes SMCC can utilize support from SMCOG (Southwest Missouri Council of Government) and could begin by launching a survey to collect information. She inquired if SMCC could return to the Commission with their findings? The Commission in unison stated absolutely.

No action was taken.

The Commission met with Human Resources Director Amber Bryant to discuss office space. Director Bryant noted that she requested this meeting as the new IT Specialist has been hired and currently there is no space for him. At this time a spare storage closet has been converted to a temporary office to accommodate. As of this most recent hire, Human Resources has four employees two of which will go on to run their own departments in 18-24 months. For that all to work, (to meet the timeline goal) it is important that those employees are close to her office. During the initial training and coaching period Director Bryant will need to spend a large amount of time with these new employees. As all employees within Human Resources serve the entire county, they spend a great deal of time driving between buildings, with that in mind Director Bryant's suggestion, based on the assumption that MU Extension is not meeting regularly in their larger building, perhaps there could be a beginning conversation regarding Human Resources utilizing that building.

Western Commissioner Bilyeu inquired when this question first arose, the thought of utilizing that building for something other than MU Extension? Maintenance Supervisor Teague stated that he thought it went back to when Ray Weter was the Presiding Commissioner, and the new Circuit Court Building was being constructed. It was decided the Juvenile department would relocate to the new building and move MU Extension to that vacant building to save on paying rent for MU Extension. He added that as an outsider looking in, it appears that the building is not being fully utilized aside from a single staff member. His department cleans the facility weekly and has not witnessed more than one staff member during normal hours. Western Commissioner Bilyeu noted that his part in asking was that a member from MU Extension indicated that there had been 1-2 people commenting about future uses of their building. Supervisor Teague noted he only recalled at one point the possible thought of moving a commission office there, otherwise he is unsure of those comments. Western Commissioner Bilyeu noted that he is getting two very different descriptions concerning the utilization of that facility; from Dr. Duitsman the facility is used daily, there are scheduled classes and trainings etc. He added that he did not know what the best description of the actual use was, this has crafted a challenge for him.

Western Commissioner Bilyeu inquired as to the advance of having all staff housed in Human Resources near Director Bryant, noting that the Commission supervisors several employees not in their own building. He added that the hub of the IT flows from the Historic Courthouse. Director Bryant noted that she is very busy, and to be coaching and mentoring these positions in the beginning it is time consuming. If these employees were not in proximity, she would have to be out of her office more, which means her work would not be getting done, it would cause a hardship, down the road it would not be a dealbreaker to have those positions housed in a separate place. Auditor Amy Dent

added that each officer or department houses all their own employees in the same building. Western Commissioner Bilyeu replied that Auditor Dent was exactly right, and he is in full agreement. He added that the county must be careful making significant changes if we foresee changes and must make more moves again, it would be like playing musical chairs. Director Bryant noted that she would not want to move HR again, it needs to be in a set place, that's why she is suggesting this proposed move. Western Commissioner Bilyeu noted that there has been previous discussion that his office area would make a good area for purchasing, additionally there is the "ranch" property to consider utilizing at some point. He added that perhaps there needs to be a study group put together by those this would impact the most, where MU Extension would be moved to and how to utilize the space in the current MU Extension building. Director Bryant noted that she has not engaged in any other way as she assumes MU Extension will not want to move. She added that their proximity to the other county buildings is her main point as they do not have the same need HR does, she believes this is the best option for the county.

Sheriff Brad Cole inquired what obligation the county has concerning what they provide extension. Auditor Dent stated the county must provide space (not specifically their own building), and a minimum of \$10,000.00 yearly.

Director Bryant inquired what the plan would be now that this has been discussed. Resource Management Director Todd Wiesehan noted that long-term the county will need to develop the new property, to do that they need a direction from the Commission to move forward for utilizing scoping that would help with planning. Presiding Commissioner Phillips stated he thought that decision was already made.

Presiding Commissioner Phillips entertained a motion. Eastern Commissioner Morris moved to allow Director Wiesehan the authority to begin a utility study on the "ranch" property. Western Commissioner Bilyeu seconded the motion.

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

Presiding Commissioner Phillips noted another meeting for the appropriation of funding for the above task will be had at a later time.

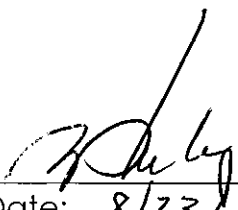
The Commission met with Sheriff Brad Cole and Purchasing Agent Kim Hopkins-Will for a bid opening for graphics for fleet vehicles. No bids were received, Agent Hopkins-Will stated that she would reach out to vendors and would like to re-bid. No action was taken.

The Commission met with Sheriff Brad Cole and Purchasing Agent Kim Hopkins-Will for a bid opening for inmate transportation. 1 bid was received from US Corrections: with a cost of \$1.75/mile (\$500 trip minimum). Sheriff Cole noted that their certificate of liability did not meet the minimum requirements listed in the bid, he would need time to review the bid and return at a later date. No action was taken.

The Commission met with Sheriff Brad Cole for destruction of records. Sheriff Cole stated the listing of records or documents are being destroyed pursuant to statute and HR has been included as well. No action was taken.

The meeting was adjourned at 10:22 a.m.


Date: 8-23-21
Hosea Bilyeu
Western Commissioner


Date: 8/23/2021
Ralph Phillips
Presiding Commissioner


Date: 8/23/21
Lynn Morris
Eastern Commissioner