



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

SCHEDULED

MEETING ATTACHMENTS (ID # 5303)

Meeting: 10/14/21 08:25 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5303

Meeting Attachments

ATTACHMENTS:

- 101421 CERTIFIED COURT ORDER NO. 10-14-2021-01 (PDF)
- 101421 SMCC BRE JULY 2021 MEETING (PDF)
- 101421 SMCC BRE AUGUST 2021 MEETING (PDF)
- 101421 SMCC BRE SEPTEMBER 2021 MEETING (PDF)
- 101421 SMCC STAFF REPORT JULY 2021 (PDF)
- 101421 SMCC STAFF REPORT AUGUST 2021 (PDF)
- 101421 SMCC STAFF REPORT SEPTEMBER 2021 (PDF)
- 101421 HR - 3rd QUARTER REPORT (PDF)

The Treasurer is hereby ordered to pay the following entities:

RECEIVED

OCT 07 2021

KAY BROWN
COUNTY CLERK

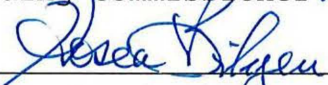
2021 #310 Sales Tax Road & Bridge Sales Tax
R#: 4818
October 7, 2021

October 2021 Term

Sales Tax #310 Received			452,946.27		CKS
Common Road I		30.98%	140,322.76	231-49290	
Common Road II		30.39%	137,650.37	232-49290	
Common Road I			17,708.33	231-49290	
Common Road II			17,250.00	232-49290	
Budget Apportionment					
Common I Total			158,031.09	221-800-59501	
Common II Total			154,900.37	221-800-59502	
Amount To Remain in Pool			140,014.81		



Presiding Commissioner Ralph Phillips

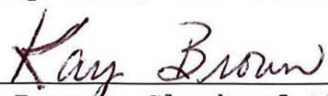


Western Commissioner Hosea Bilyeu



Eastern Commissioner Lynn Morris

IN TESTIMONY WHEREOF I, have hereunto set my hand and affixed the seal of said Commission, at my office in Christian County this, the 14th day of October, 2021.



Kay Brown, Clerk of the County Commission

Business Retention & Expansion - Show Me Christian County

June 21 - July 21, 2021

Submitted by: Anna Evans, VP - BRE

I. Strong Business Council

A. Interviews Completed

1. Utility provider (50-60 employees) - County
2. Professional services (10-15 employees) - Nixa
3. Finance/insurance (30-35 employees) - Ozark
4. Family owned small business (1-5 employees) - Sparta

B. Meetings

1. Monthly Strong Business Council meeting June 2021
 - a) Visit recaps

C. Aggregate Feedback

1. Top issues/concerns identified (most commonly mentioned):

a) Workforce challenges

- (1) Workforce continues to be the most frequently mentioned challenge, with employers across industries operating on a reduced staff with multiple openings.
- (2) Candidate no-shows have been mentioned by at least four respondents. Multiple instances of scheduling interviews with candidates without the candidate showing up.

b) Internet service

- (1) Businesses continue to cite high speed internet service as a concern. Multiple challenges when it comes to speed, reliability, customer service, and price. Majority of businesses interviewed in 2021 have used either CenturyLink or Suddenlink.
- (2) One respondent reported a Springfield-based business looking seriously at a Christian County community for relocation who withdrew consideration after adequate internet service was not available.

II. Fortify Christian County

A. SMOG - Resilience and recovery planning

1. Working with SMOG to set timeline for recovery plan initiation. Initial participation confirmed from Christian County, Clever, Highlandville, Nixa, Ozark, and Sparta.
2. [LINK](#) - overview of recovery plan process

III. Continuing Education

- #### **A. Completed Business Retention / Expansion course through University of Oklahoma Economic Development Institute**

IV. Outreach

- A. MEDC Annual Conference - Lake Ozark, MO (June 14-17)
- B. Christian County ladies' gathering - Ozark, MO
 - 1. Morning and afternoon meetings
- C. Sparta Chamber monthly meeting
- D. Highlandville City Council - guest speaker

V. Operations/Other

- A. Conducted a virtual business plan review with potential new business in hospitality industry

Business Retention & Expansion - Show Me Christian County

July 22 - August 17, 2021

Submitted by: Anna Evans, VP - BRE

I. Strong Business Council

A. Interviews Completed

1. Countywide community service (60-75 employees) - County
2. Professional services - small business (10-15 employees) - Nixa
3. Industrial services (35-50 employees) - Ozark

B. Interviews Scheduled

1. Highlandville (2)
2. Clever (1)
3. Business Walk scheduled in Clever (Sept. 21)
 - a) Collaboration with Clever Chamber of Commerce
 - b) LINK: [Business Walk overview](#)

C. Meetings

1. Monthly Strong Business Council meeting August 2021
 - a) Visit recaps
 - b) Business walk discussion
2. BRE Recap - Nixa biweekly economic development update
3. BRE Recap - Ozark biweekly economic development update

D. Aggregate Feedback

1. Top issues/concerns identified (most commonly mentioned):
 - a) Physical limitations**
 - (1) Cost of land is prohibitive for expansion plans (both Nixa and Ozark)
 - (2) Infrastructure challenges dictate alternate routes for large vehicles (Ozark)
 - b) Internet service**
 - (1) Internet speed/reliability cited as prohibitive to remote work (necessary every day, not dependent on COVID protocols)
 - (2) Cost and access to fiber prohibitive even to commercial districts (Nixa and Ozark)

II. Fortify Christian County

A. SMOG - Resilience and recovery planning

1. Initial meeting held Monday, Aug. 16
2. [LINK](#) - overview of recovery plan process

B. County Commission meeting - Opening conversation re: countywide business contact database for emergency communications

III. Continuing Education

A. Nothing pending

IV. Outreach

- A. Ribbon Cutting - Creative Audio expansion (Springfield)
- B. Ribbon Cutting - Nixa Team Store at Price Cutter (Nixa)
- C. Sparta Chamber monthly meeting
- D. Confirmed as featured speaker for 2021 E3 Women's Conference through SCORE of Southwest Missouri
 - 1. In person and virtual sessions Sept. 15-16
 - a) Session title: "Business Continuity: Risks, Interruptions, Disasters, and Predicting the Future"
 - 2. LINK: <https://www.facebook.com/e3score/posts/2946561435557889>

V. Operations/Other

- A. Updating Neoserra system with SBDC counseling hours
- B. Assisting with Admin Assistant onboarding
- C. Print ad for Site Selection Magazine
 - 1. **CLICK HERE** to view
- D. Met with Lamar Advertising for fall billboard campaign (plans ongoing)
- E. Updated BRE one-page flyer and SMCC lead sheet (links below)
 - 1. [Flyer](#)
 - 2. [Lead sheet](#)
- F. Started preliminary SMCC Standards document for internal standard operating procedures

Business Retention & Expansion - Show Me Christian County

August 18 - September 10, 2021

Submitted by: Anna Evans, VP - BRE

I. Strong Business Council

A. Interviews Completed

1. Countywide community service (60-75 employees) - County
2. Professional services - small business (10-15 employees) - Nixa
3. Industrial services (35-50 employees) - Ozark

B. Interviews Scheduled

1. Highlandville (2)
2. Clever (1)
3. Business Walk scheduled in Clever (Sept. 21)
 - a) Collaboration with Clever Chamber of Commerce
 - b) LINK: [Business Walk overview](#)

C. Meetings

1. Monthly Strong Business Council meeting August 2021
 - a) Visit recaps
 - b) Business walk discussion
2. BRE Recap - Nixa biweekly economic development update
3. BRE Recap - Ozark biweekly economic development update

D. Aggregate Feedback

1. Top issues/concerns identified (most commonly mentioned):
 - a) Physical limitations**
 - (1) Cost of land is prohibitive for expansion plans (both Nixa and Ozark)
 - (2) Infrastructure challenges dictate alternate routes for large vehicles (Ozark)
 - b) Internet service**
 - (1) Internet speed/reliability cited as prohibitive to remote work (necessary every day, not dependent on COVID protocols)
 - (2) Cost and access to fiber prohibitive even to commercial districts (Nixa and Ozark)

II. Fortify Christian County

A. SMOG - Resilience and recovery planning

1. Initial meeting held Monday, Aug. 16
2. [LINK](#) - overview of recovery plan process

B. County Commission meeting - Opening conversation re: countywide business contact database for emergency communications

III. Continuing Education

A. Nothing pending

IV. Outreach

- A. Ribbon Cutting - Creative Audio expansion (Springfield)
- B. Ribbon Cutting - Nixa Team Store at Price Cutter (Nixa)
- C. Sparta Chamber monthly meeting
- D. Confirmed as featured speaker for 2021 E3 Women's Conference through SCORE of Southwest Missouri
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V. Operations/Other

- A. Updating Neoserra system with SBDC counseling hours
- B. Assisting with Admin Assistant onboarding
- C. Print ad for Site Selection Magazine
 - 1. **CLICK HERE** to view
- D. Met with Lamar Advertising for fall billboard campaign (plans ongoing)
- E. Updated BRE one-page flyer and SMCC lead sheet (links below)
 - 1. [Flyer](#)
 - 2. [Lead sheet](#)
- F. Started preliminary SMCC Standards document for internal standard operating procedures

a) BUSINESS DEVELOPMENT AND ATTRACTION

- i) Project Life - Received a request for a local incentives package from SREP for all four sites submitted in May. Coordinated a response with Presiding Commissioner Phillips and Mayors Jackson & Steele. Worked with city staff and the county Assessor to complete the response.
- ii) Project Spin - Funds should be disbursed from USDA by the end of July. Working with the owners to plan and coordinate an announcement and ground breaking.
- iii) Ozark Market Study Grant through SMOG is underway. A consultant has been selected and SMCC staff have been working on scope of work and providing background materials for research.
- iv) Project Eli - Debrief meeting held with owners. Waiting on cost estimates from design professionals on site plan before further work can be done on the business plan and projections.
- v) Project Mirabella: Scheduled and attended prep meeting for pre-application with developer design professionals for mixed-use development.
- vi) PROSPECTS:
 - (1) Provided local Brokerage firm with community specific reports including traffic counts and disposable income report for a potential client.
- vii) SREP Projects (Leads funneled from the Missouri Partnership or region):
 - (1) Project Jane: Unable to respond. Site required an adjacent location to an airport.
 - (2) Project Scoop: Unable to respond. Requested existing building of 40,000 SF or larger with 28-30' ceiling height. Inventory unavailable.

b) BUSINESS RETENTION AND EXPANSION

- i) [BRE Report](#) - Click to view
- ii) Connected local business HQ with Broker for retail location expansion possibilities.

c) WORKFORCE DEVELOPMENT AND ATTRACTION

- i) Attended University of Missouri workforce development webinar

d) REGIONALISM AND ALIGNMENT

- i) Hosted meetings with video production companies concerning county-wide branding initiatives
 - (1) Vetting bids and refining scope of work
- ii) SMOG monthly board meeting
- iii) MEDC board of directors meeting

e) INVESTORS

- i) Total for the Capital Campaign is \$367,000. Received increased pledge from Great Southern Bank.

f) PREPARED COMMUNITIES / NETWORKING

- i) Met with the Nixa Fire District to discuss updates in census data
- ii) Connected county homeowners' association with broadband solutions due to a shift in local company's coverage
- iii) Ozark Chamber Ambassadors Committee meeting
- iv) Ribbon Cutting: Mundos

g) COMMUNITY/LEGISLATIVE RELATIONS

- i) Ozark Economic Development Update meeting
- ii) Nixa monthly joint meeting
- iii) Presented Nixa City Council Economic Development Update
- iv) Presented Ozark Board of Aldermen Update
- v) Attended SB 262 ceremonial signing
- vi) Highlandville Board of Aldermen - July meeting guest presentation
- vii) Meeting with Marketing & Communications division of Missouri Partnership

h) OPERATIONS / ADMINISTRATIVE / MARKETING

- i) Vetted candidates for admin position; performed interviews with three qualified individuals; extended offer
(1) Administrative Assistant to start Monday, July 26
- ii) Updated board of directors agreements
- iii) Andrea Vacation: July 12-16, 2021

a) BUSINESS DEVELOPMENT AND ATTRACTION

- i) Project Eli - Met with lenders and packaged projections for an Aug. 30 goal of submission for SBA loan.
- ii) Ozark Market Study Site visit will take place Sept 1-3. SMCC staff are working on coordinating those efforts and scheduling the agenda for the consultant during their time in Christian County.
- iii) PROSPECTS:
 - (1) Food & Beverage retailer looking for new location
 - (2) Utility vehicle dealer looking for location. Require an existing building for purchase. No inventory available that met their needs.
 - (3) Lender partner has a client looking to expand in their region. 10,000SF+ have submitted potential options, waiting on next steps. Have not been able to contact the client directly.
- iv) SREP Projects (Leads funneled from the Missouri Partnership or region):
 - (1) Project Singularity: unable to respond. Existing building 40,000-80,000 SF
 - (2) Project Warmth: Unable to respond. Existing building 20,000-25,000 SF for lease.
- v) Assisted local housing analyst with data and projections for Ozark projects
- vi) Meeting with SVN to discuss future opportunities of the Convoy property.

b) BUSINESS RETENTION AND EXPANSION

- i) [BRE Report](#) - Click to view
- ii) Meeting with Liberty Utilities to discuss site planning

c) WORKFORCE DEVELOPMENT AND ATTRACTION

- i) Met with John Pace of Victory Mission to discuss Christian County WORKS and potential partnership opportunities.
- ii) Monthly BST partners meeting, hosted by the Missouri Job Center
- iii) Meeting with Clever Schools to discuss WORKS overview
- iv) Meeting with Missouri State University to discuss leadership program opportunities
- v) Attended SBJ Economic Growth Survey for workforce development discussion
- vi) WORKS 5-year action plan development meeting

d) REGIONALISM AND ALIGNMENT

- i) SMCOC monthly board meeting
 - (1) CEDS Committee meeting
- ii) MEDC board of directors meeting
- iii) Joint meeting with Springfield CVB to discuss economic impact of tourism in Christian County
- iv) Meeting for MEDC fall conference planning

- v) Assisted Joplin Chamber of Commerce with leadership program development

e) INVESTORS

- i) Presented Capital Campaign ask for city of Clever BOA
- ii) Ozark Electric investor meeting follow up.

f) PREPARED COMMUNITIES / NETWORKING

- i) Met with SMCOG and Highlandville to explore the use of CDBG funds for demolition of blighted property in downtown.
- ii) Attended Sparta Chamber of Commerce luncheon
- iii) Participated in Ozark Chamber of Commerce monthly meeting
- iv) Ozark Chamber Ambassadors Committee meeting
- v) Biz 417 Advisory Board meeting
- vi) Meeting with Alpha Realty to discuss overview of pending Christian County developments
- vii) Meeting with Christian County government to connect with new senior planner
- viii) Attended and sponsored a teacher at Nixa Chamber annual teacher welcome event
- ix) Clever Chamber of Commerce monthly meeting
- x) Ribbon Cutting: HRD Ozark Square gazebo; Creative Audio new storefront; Alps Pharmacy; Price Cutter Nixa
- xi) Meeting with Finley Farms regarding expansion.

g) COMMUNITY/LEGISLATIVE RELATIONS

- i) Ozark Economic Development Update meeting
- ii) Nixa monthly joint meeting
- iii) Presented Nixa City Council Economic Development Update
- iv) Presented Ozark Board of Aldermen Update
- v) Attended 2021 State of the State meeting with local elected officials
- vi) Bi-Weekly Ozark Market Study Meeting
- vii) Meeting with OTO to discuss County transportation initiatives
- viii) Meeting with Christian County Commission to discuss potential marketing partnership
- ix) Joint meeting between Christian County, Ozark, and Nixa to discuss potential business communications list
- x) Meeting with MSU to discuss CDBG funding
- xi) Meeting with the City of Nixa to discuss business license.

h) OPERATIONS / ADMINISTRATIVE / MARKETING

- i) Onboarding for Jennifer Torres, new admin for SMCC
- ii) Joint county meeting discussing potential avenues for marketing funds
- iii) Chmura database integration and training

Christian County Business Development Corporation
August 18, 2021 (*July 22-August 13, 2021*)
Agenda item: SMCC Staff Report



- iv) SMCC Team training for internal CRM
- v) MSU Leadership Program: Submitted three projects for completion.
 - (1) County-wide business database
 - (2) Competitive analysis of regional building costs
 - (3) Resource guide for municipal incentive policies

a) BUSINESS DEVELOPMENT AND ATTRACTION

- i) Project Eli - Met with lenders and packaged projections for an Aug. 30 goal of submission for SBA loan.
- ii) Startup consultation with potential health/wellness clinic system - preliminary meeting to discuss business plan, financing
- iii) Ozark distribution/e-commerce market study site visit conducted Sept 1-3, with 10+ meetings held. We expect the report from this visit to be presented by mid-October.
- iv) PROSPECTS:
 - (1) Project Sunshine, 10-15 acres. Gathering information for submission.

b) BUSINESS RETENTION AND EXPANSION

- i) BRE Report - attached.

c) WORKFORCE DEVELOPMENT AND ATTRACTION

- i) CC Links Presentation
- ii) Monthly BST partners meeting, hosted by the Missouri Job Center
- iii) Meeting with Clever Schools to discuss WORKS overview
- iv) Meeting with Missouri State University to discuss leadership program opportunities
- v) Attended SBJ Economic Growth Survey for workforce development discussion
- vi) WORKS 5-year action plan development meeting

d) REGIONALISM AND ALIGNMENT

- i) SMOG monthly board meeting
 - (1) CEDS Committee meeting
 - (2) SMOG LTRC Priorities - County
 - (3) County Comp Plan - August 25th
- ii) MEDC board of directors meeting
- iii) Meeting for MEDC fall conference planning

e) INVESTORS

f) PREPARED COMMUNITIES / NETWORKING

- i) 4x4 Brewing Ground Breaking
- ii) Clever Chamber of Commerce monthly meeting
- iii) Ozark Chamber of Commerce monthly meeting
- iv) Ozark Chamber Ambassadors Committee meeting

g) COMMUNITY/LEGISLATIVE RELATIONS

- i) Meeting with Jeff Jochems
- ii) Nixa monthly joint meeting

- iii) Presented Nixa City Council Economic Development Update
- iv) Presented Ozark Board of Aldermen Update
- v) Bi-Weekly Ozark Market Study Meeting
- vi) Met with hospitality developer on Christian County opportunities.

h) OPERATIONS / ADMINISTRATIVE / MARKETING

- i) SMCC Executive Committee meeting
- ii) Christian County marketing roundtable discussion
- iii) Treasurer Meeting with Jeff Allen
- iv) Governor's Conference for Economic Development - Sept 8-10
- v) CLV - Springfield, Sponsored the pre-trip reception. Sept 15-17
- vi) MSU Leadership Program: Submitted three projects for completion.
 - (1) County-wide business database
 - (2) Competitive analysis of regional building costs
 - (3) Resource guide for municipal incentive policies

Human Resources Quarterly Review

July – September 2021

CURRENT EMPLOYMENT UPDATE

Active Employees: 227

Third Quarter 2021:

New Hires:	3 rd Quarter: 23
Separation of Employment:	3 rd Quarter: 21 (3 Terminations) (18 Resignations)

Human Resources

- Human Resource Management software (CivicHR) for applicant tracking and onboarding of new employees is completely up and running successfully.
- Worked with Croley to secure the best deal for new insurance for our auxiliary needs.
- Communicated Pandemic Policy Changes/Reminders and changes to American Rescue Plan (ARPA) as it applied to employees (COVID-19 Leave/COBRA).
- Created and conducted Sexual Harassment Training for all employees.
- HR has tracked each employee absence since 3/30/2020 to ensure proper dispersion of employee benefits (Emergency Paid Sick Leave/EPSL, Emergency Family Medical Leave Act/EFMLA, Workers' Comp, ect.); to track costs (leave/testing fees); and for containment/mitigation of exposure. The Emergency Paid Leave ended on 9/30/21 but we will continue to track absences for exposure/containment purposes.
- HR orders/tracks/monitors on-site rapid COVID-19 testing for employees and inmates.
- 23 (up from 9 the previous quarter) Employees tested Positive for COVID-19 in the 3rd Quarter, HR has completed an action plan for each positive case and conducted all contact tracing of employee exposures.
 - Positive Employees are contacted to discuss their HIPPA rights and to identify anyone who might have been exposed through their employment. (We use the recommended guidelines of the CDC.)
 - All Employees (and potentially citizens) identified as highly exposed are contacted within the hour of positive results.
 - If warranted, an Internal Memo is drafted and sent to Office/Building exposed
 - Focused cleaning is arranged with Maintenance as needed
 - Positive and Exposed Employees are monitored through their exposure period/return-to-work date
- Together HR and Payroll, work to ensure our employees are paid correctly and caps are not exceeded ARPA guidelines
- Completed all reimbursement/Check Requests for Employee Testing and COVID-19 EPSL reimbursements for all departments.
- Tracked multiple FMLA leaves
- Tracked and monitored multiple Worker's Comp injuries/claims.
- Conducted personal orientations for all new hires/benefits and Exit Interviews with separating employees (remotely as needed)
- Employee of the Quarter completed for 3rd Quarter
- Remain point person for County Website
- Serves as Chair for internal Safety Committee (Meets Quarterly)
- To date, all offices are 100% Compliant with Annual Performance Evaluations

- Hired IT Specialist and Purchasing Agent (now under HR)
- Recruitment (143 Applications)
 - 23 Positions Filled
 - 22 positions currently Open
 - Correction Officers/Deputies
 - Assistant Prosecuting Attorney
 - EMA Assistant Director
 - Campus Security Deputy
 - Jail Custodian
 - Lead Recycling Center Attendant
 - MULES Operator
 - Patrol Deputy

Purchasing Agent Update

The new purchasing agent, Kim Hopkins-Will, has now been in position for eight weeks. In that time, Kim has met with all the departments to offer her assistance, continues to learn the Tyler procurement software module, Word Press and how the county runs statutorily. Kim is keeping up with the demands of the county's requisitions, with a 24-hour turnaround on all requisitions to purchase orders. Kim has issued 5 Invitations to Bid for the following: Assessor's Office, County Clerk's Office, Recorder of Deed's Office and Maintenance Department (note: these bids are all over the \$12,000 County purchasing threshold). On 9/21/21 Kim amended the Christian County Purchasing Policy Manual on which provided compliance with the new statutory regulations Section 50.660 Rules governing contracts, enacted by the State on 8/28/21. Kim searches for ways to save the county money. One is by utilizing the State of Missouri Cooperative Contracts for county purchases. Utilizing these contracts reduces the cost of goods and services by combining the collective buying power of the state, which saves the county money. For example, the maintenance department was looking for a construction vehicle, Kim researched and found the item on the State of Missouri 's cooperative contract for heavy construction equipment. By utilizing this state contract, the county realized a savings of \$10,400 off the market price of the vehicle.

IT Specialist Update

Jon Jackson joined the County in early August, since then he's received review/admin access to PCNet's trouble ticketing system and can now review all the tickets that Christian County opens with PCNet. He attended multiple (4) cybersecurity webinars and in person training sessions to better understand CC's Cybersecurity posture and future needs. Completed tours of PCNet's offices in Springfield and the "85Under" location where PCNet keeps CC's backup data. Completed tours of all CC's locations that he will be supporting. Compiled a "vendor list" to help track software packages and resources that CC uses per office. Assisted with upgrades of CCSO IAPro software and CCSO Cody software. He assisted Capt. Koch with setting up annual third party (CISA) cybersecurity audit of County & Sheriff's office assets. Completed a review (75%) of current hardware in use at CC locations (Historic Courthouse, Justice Center, Circuit Courts). Started mapping out the County's network hardware layout. He also was able to join the highway department trainings for their new work order tablet system (PubWorks) rollout.