



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 St. Room 100
Ozark, Missouri, 65721

on the **19th** day of **December 2023** at **9:00 a.m.**

MEETING MINUTES

Attendee Name	Title	Status	Arrived	Adjourned
Hosea Bilyeu	Western Commissioner	Present	9:00 a.m.	10:21 a.m.
Bradley A. Jackson	Eastern Commissioner	Present	9:00 a.m.	10:21 a.m.
Lynn Morris	Presiding Commissioner	Present	9:00 a.m.	10:21 a.m.
Madi Hires Raines	Minutes Secretary	Present	9:00 a.m.	10:21 a.m.

Attendees: Auditor Amy Dent, Coroner Mandi Armitage, Public Administrator Ken Davis Recorder Kelly Hall, Treasurer Karen Matthews, Employee Services Director Amber Bryant, Highway Administrator Miranda Beadles, IT Manager Bill Rawlings, Maintenance Supervisor Teague, Purchasing Manager Kim Hopkins-Will, Resource Management Director Todd Wiesehan, John Beadles, Melissa Bilyeu, Jonathan Mitchell, Tressa Rosso, Patricia Ramage, Cpt. Rocky Seiner, Sean Carleton, Roger Wery, Kelly Morris, Mark Stephens, Krista Raleigh, Colton Craig, Cpt. Daren Whisnant, Lt. Justin Gargus, Nathan Law, Devin Wagner, JerryAnn Beadles

A quorum was established.

Presiding Commissioner Morris entertained a motion to approve the consent agenda, which included Christian County Commission's agenda for today, December 19, 2023, as amended, Christian County Commission's regular session minutes dated December 12, 2023, Christian County Commission's regular session minutes dated December 13, 2023, no financials to address. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met to hand out the County Service Awards. The below awards were given.

- 20 years – Treasurer Karen Matthews
- 15 years – Mark Thompson, Todd Wiesehan & Patricia Ramage
- 10 years – Coroner Mandi Armitage, Assessor Danny Gray, Katharine Amador
- 5 years – Mark Stephens, Devin Wagner, Jonathan Mitchell, Sayer Lee, Roger Wery, Scott Moore, Eldon Hampton, Tressa Rosso, Alvin Nelson, Coleen Laas, Colton Craig, Nathan Law, Jeffrey Harms, Melissa Bilyeu, Joshua Collom, Trey Davis, Amber Bryant, Brandon Nook, Sean Carleton and Shana Mora

The Commission met to announce the employee of the 4th quarter. The Commission presented Campus Security Deputy Kelly Morris with a certificate and gift card. Deputy Morris was chosen as employee of the quarter for going above and beyond customer service and helping a citizen whose juror debit card was not working; she called the card company and walked through the entire automated system to ensure the card was activated and work for the citizen.

The Commission met to award employee of the year. The Commission presented IT Manager Bill Rawlings and IT Specialist John Beadles with certificates and gift cards. These gentlemen were chosen as they are the County's first internal IT Department and have worked 24/7 to improve the County's IT systems and create a roadmap for where the County needs to be in the next 5 years.

The Commission met with Auditor Amy Dent and Public Administrator Davis for his 2024 Budget Hearing. Auditor Dent noted the only increase to note are the Commission approved COLA and phones.

Presiding Commissioner Morris entertained a motion to approve the Public Administrator's budget for 2024 as presented. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Auditor Amy Dent and Assessor Danny Gray for his 2024 Budget Hearing. Auditor Dent noted an increase in salaries due to the Commission approved COLA and aerial photography which will take place next year.

Presiding Commissioner Morris entertained a motion to approve the Assessor's budget for 2024 as presented. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Auditor Amy Dent and Highway Administrator Beadles for her 2024 Budget Hearing. Auditor Dent noted no increases to note aside from the Commission approved COLA.

Presiding Commissioner Morris entertained a motion to approve the Highway Department's budget for 2024 as presented. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Auditor Amy Dent and Employee Services Director Bryant for her 2024 Budget Hearing. Auditor Dent noted that this is the fastest growing department in the county and encompasses Human Resources, Benefits, IT and Purchasing.

Presiding Commissioner Morris entertained a motion to approve the Employee Services' budget for 2024 as presented. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Employee Services Director Bryant for policy updates. Director Bryant noted that after reviewing a number of employee policies over the year there were several that needed to be adjusted. The policies to change include the number of hours required for part-time qualifying employees, final PTO payouts on employment separation of employees within their initial 90 days, seat belts being worn in County Vehicles and internet usage. Discussion was held.

Presiding Commissioner Morris entertained a motion to approve the County policies as presented by Director Bryant. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Auditor Amy Dent and Resource Management Director Wiesehan for his 2024 Budget Hearing.

Presiding Commissioner Morris entertained a motion to approve the Resource Management's budget for 2024 as presented. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Auditor Amy Dent and Maintenance Supervisor Teague for his 2024 Budget Hearing. Auditor Dent noted an increase the Commission approved COLA, fuel costs, and building maintenance.

Presiding Commissioner Morris entertained a motion to approve the Maintenance Department's budget for 2024 as presented. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Auditor Amy Dent and Coroner Mandi Armitage for her 2024 Budget Hearing. Auditor Dent noted as the Coroner has no employees and utilizes contract help there are no increases to note.

Presiding Commissioner Morris entertained a motion to approve the Coroner's budget for 2024 as presented. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Auditor Amy Dent for the 2023 CART Fund Budget Amendment. Auditor Dent noted this would be an adjustment rather than an amendment. This adjustment is due to more funds being received than were anticipated and must be dispersed to the special road districts and county road districts.

Presiding Commissioner Morris entertained a motion to approve the 2023 CART Fund adjustment in the amount of \$605,885.00. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Auditor Amy Dent for her 2024 Budget Hearing. She noted there were not many increases aside from the Commission approved COLA.

Presiding Commissioner Morris entertained a motion to approve the Auditor's 2024 budget as presented. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Auditor Amy Dent for the Commission's 2024 Budget Hearing. Auditor Dent noted the salary is budgeted for 1.3 people (Administrative Assistant and a 1/3 of the purchasing assistant), which includes the Commission approved COLA built in.

Presiding Commissioner Morris entertained a motion to approve the Commission's 2024 budget as presented. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

Purchasing Manager Kim Hopkins-Will requested to do both approvals that concern the Recorder's Office one right after the other, adjusting the order of the agenda.

The Commission met with Purchasing Manager Kim Hopkins-Will for award of SS 2023 County Recorder Software, I County Technology

Presiding Commissioner Morris entertained a motion to approve SS 2023 – County Recorder Software with iCounty Technology. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Purchasing Manager Kim Hopkins-Will for renewal of document technology solutions for restoration services with Satterfield Technology. 1st renewal

Presiding Commissioner Morris entertained a motion to approve the renewal of document technology solutions for restoration services with Satterfield Technology. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Purchasing Manager Kim Hopkins for renewal of Contract #R-TC-17006 - Online Marketplace - Amazon. The County is utilizing the Prince William County Public Schools (PWCS), bid under this procurement. This bid was out nationwide by PWCS (VA) for the purpose of using this as an Omnia Cooperative solution.

Presiding Commissioner Morris entertained a motion to approve the renewal of Contract #R-TC-17006 Online Marketplace-Amazon to purchase products and services as presented. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

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

The Commission met with Purchasing Manager Kim Hopkins-Will for renewal of ARC GIS Services with ESRI.

Presiding Commissioner Morris entertained a motion to approve the renewal of ARC GIS Services with ESRI. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

The Commission met with Purchasing Manager Kim Hopkins-Will for renewal of ITB#2023-1 Annual Heavy Equipment Services with Rob Muilenburg Excavating and Darrell Mrotek Construction, Inc.

Presiding Commissioner Morris entertained a motion to approve the renewal of ITB#2023-1 Annual Heavy Equipment Services with Rob Muilenburg Excavating and Darrell Mrotek Construction, Inc. Eastern Commissioner Jackson so moved. Western Commissioner Bilyeu seconded the motion.

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

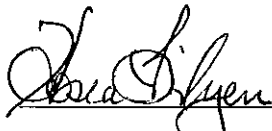
The Commission met to discuss use of the Commissioners facsimile stamp. Discussion was held. Cheryl Mitchell will be designated to use all Commission stamps if anyone is absent. The Commissioners added that they would like to be notified promptly if their stamps are utilized.

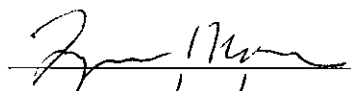
Presiding Commissioner Morris entertained a motion to approve Cheryl Mitchell utilizing the Commissioners facsimile stamps. Western Commissioner Bilyeu so moved. Eastern Commissioner Jackson seconded the motion.

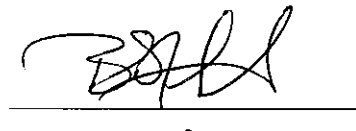
Aye: Bilyeu, Jackson, Morris. Nay: None. Absent: None. Abstain: None.

The Commission covered communications on various topics including renovations of the 2nd floor restrooms and 1st floor breakroom. Presiding Commissioner Morris noted that there will be no meeting next week the day after Christmas.

The meeting was adjourned at 10:21 a.m.


Date: 1-9-24
Hosea Bilyeu
Western Commissioner


Date: 1/9/24
Lynn Morris
Presiding Commissioner


Date: 1-9-2024
Bradley A. Jackson
Eastern Commissioner