

PHELPS COUNTY COMMISSION RECORD

September 2, 2021 Twentieth day of the July term

Now at this the 2nd day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
PER DIEM MEAL REIMBURSEMENT:

The Commissioners reviewed a request from the Prosecuting Attorney's office for increased meal per diem from the current \$7.50, \$10.00 and \$20.00 (respectively) for breakfast, lunch and supper meals while at training or traveling for work. The Commission did not take action on an increase; this allowance is to offset the increased cost of meals eaten away from home and not intended to reimburse the cost of meals completely.

IN THE MATTER OF
COUNTY INVENTORY:

The clerk notified the Commissioners that RSMo 49.093 that annual county inventory would be due from Office Holders and Department Heads by October 10. This will be a process of checking current inventory of items in excess of a \$500.00 purchase price against the existing inventory records as retained in the clerk's office.

IN THE MATTER OF
STATE BICENTENNIAL:

Collector Faith Barnes entered at 0920 to share her ideas for the parade float.

IN THE MATTER OF
COLLECTOR'S ZERO VALUE REPORT:

Barnes said on her recent chat the Collector's Zero Value Report was discussed; once she filtered obvious non-profits and cities, etc. there were some 20 remaining properties. She then explained that a few were actively being used as churches; several church facilities were now in private hands; several parcels with peculiar circumstances were dwelt on in some detail.

IN THE MATTER OF
AMERICAN RESCUE PLAN ACT (ARPA):

The potential application for ARPA funds by a neighborhood with septic problems was reviewed in spare detail.

IN THE MATTER OF
COURTHOUSE LEAK:

Director of Building and Grounds Sissy Korich entered at 1030 to report that remediation of the leaking pipe in the basement electrical room seemed to have been achieved. Significantly, lawn sprinklers had been used and no leaking was noted.

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IN THE MATTER OF
COURTHOUSE HVAC:

The status of this project was discussed. Korich found a vendor with extensive experience in doing this type of work who had worked for the county extensively in the past, who might be able to finally deliver a non-proprietary control system which will be properly programmed and can be serviced "by anyone." The proposal cost was reviewed but not revealed by the Presiding Commissioner. The company representative will be scheduled in to meet with the Commission. Following elaboration of more details, Korich left at 1110.

IN THE MATTER OF
CLOSED SESSION:

As moved by Commissioner Hicks and seconded by Commissioner Auxier at 1110 the meeting entered closed session at with Treasurer Carol Green pursuant to RSMo 610.021(14). No actions having been taken, the meeting returned to open session at 1144 as moved by Commissioner Hicks and seconded by Commissioner Auxier. Presiding Commissioner Verkamp left to attend another meeting at 1145.

IN THE MATTER OF
COURTHOUSE ELEVATORS:

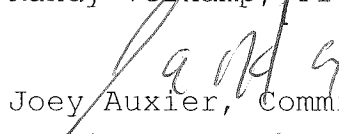
Korich and Mike Barnett of the Building and Grounds Department returned at 1150 as Green was leaving; she informed the remaining two Commissioners that the elevator inspector reported that the circuit board controllers are no longer supported and in addition there may have been a leak near the top of the elevator shaft, as a bucket and signs of water were found there. The phone in the elevator, used to place a one-way call to the Sheriff's Department in the event of a malfunction stranding passengers, is no longer functional. Barnett will post a sign telling those using the elevators to only enter if equipped with a cell phone.


IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of 9 invoices in the amount of \$18,919.01 for contract pay, as well as 48 and 57 general invoices for \$23,073.33 and \$106,093.34, respectively.

READ AND APPROVED.


Randy Verkamp, Presiding Commissioner


Joey Auxier, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 7, 2021 Twenty-first day of the July term

Now at this the 7th day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2

In the absence of the clerk, minutes were taken by Deputy Clerk Peter Cook.

IN THE MATTER OF
SENIOR CENTER:

Phelps County Treasurer Carol Green requested a letter of support from the Commission, which stated they agreed to sponsor on behalf of Phelps Connections for Seniors, Inc. (PCS), an application for a Community Development Block Grant. As moved by Commissioner Hicks and seconded by Commissioner Auxier, this was approved. Phelps County Focus Staff Writer Andrew Sheeley was also present.

IN THE MATTER OF
GRANT HOURS:

As moved by Commissioner Hicks and seconded by Commissioner Auxier, Phelps Connections for Seniors was given up to 5 hours of the County's MRPC grant-writing time. Sheeley then left.

IN THE MATTER OF
ROAD 8200:

Local resident Chester Kojro entered to present his concerns about a culvert on County Road 8200.

IN THE MATTER OF
ROAD 8280:

Local resident Donald Green entered to ask when County Road 8280 was going to be repaired, saying it had been over 10 years since the road had been touched.

IN THE MATTER OF
DOCUMENT DESTRUCTION
PER STATE RETENTION GUIDELINES:

Commissioner Hicks moved, Commissioner Auxier seconded, that the document destruction be approved for some 41 boxes of General Revenue Checks and Receipts from years 2005-2009.

IN THE MATTER OF
CHIP AND SEAL:

Michelle Bock of the Road Department gave an update on the chip and seal on the 8000's County Roads.

IN THE MATTER OF
COURTHOUSE PARKING LOT:

PHELPS COUNTY COMMISSION RECORD

September 7, 2021 Twenty-first day of the July term

COURTHOUSE PARKING LOT, Continued:

Commissioner Hicks presented a request for proposal for the courthouse parking lot and moved have the following proposal published as seconded by Commissioner Auxier:

Phelps County is currently seeking proposals for the rehabilitation of parking lots located at the Phelps County Courthouse. The general scope of anticipated work is asphalt patching, sealing and restriping of approximately 8,000 square yards of parking lots. For further information, contact the Phelps County Clerk's office. Proposals must include proof of Worker's Compensation and Liability Insurance, as well as Performance Bond. Proposals should specify in detail the scope of work to be accomplished. Sealed proposals, addressed to Pamela K. Grow, County Clerk, 200 N. Main St., Rolla, MO 65401, will be received until 10:30 a.m. on Thursday, September 30, 2021, after which time they will be publicly opened and read aloud. Phelps County reserves the right to accept or reject any or all proposals received and to waive or not to waive any or all irregularities.

Done in my office in Rolla, Missouri this 7th day of September, 2021.


s/s Pamela K. Grow, Phelps County Clerk


PUBLISH: Rolla Daily News, September 15, 2021
Phelps County Focus, September 16, 2021

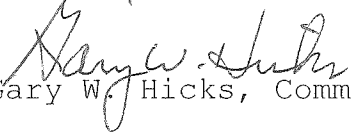
IN THE MATTER OF
USE TAX:

The Commission discussed the option of putting use tax on the ballot again, earmarking where it would be used, and whether a tax roll-back would be required.

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Joey Auxier, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 9, 2021 Twenty-second day of the July term

Now at this the 9th day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2

In the absence of the clerk, minutes were taken by Deputy Clerk Peter Cook.

IN THE MATTER OF HEALTH INSURANCE AND LIABILITY BROKER SERVICES:

Jeff Chronister and Ryan Allison of Ollis, Akers, Arney Insurance and Business Advisors entered at 0900. They explained what they would be able to offer the county. They exited at 0956.

IN THE MATTER OF HEALTH INSURANCE BROKER SERVICES:

Dustin Bly CEO of Legacy Advisors entered at 0956. He explained what he could offer the county. He exited at 1015.

IN THE MATTER OF SALES TAXES:

Treasurer Carol Green presented the monthly sales tax receipts, showing County Revenue 0.5% sales tax raised \$386,764.05 for the county. This was up 10.34% in the month-to-month comparison, 9.12% in the year-to-date, and up 9.89% in the rolling twelve-month comparisons.

IN THE MATTER OF PHELPS COUNTY SHERIFF'S DEPARTMENT AND FEDERAL ASSET FORFEITURE:

Sherriff Mike Kirn entered at 1040 and informed the Commission that they had been moved into high risk by the federal government due to incomplete requests for responses to audit findings, and had 30 days to respond to their last email. The Sherriff left at 1110.

IN THE MATTER OF CITIZEN INPUT (DAVID SHAW):

Local resident David Shaw entered at 1130 and asked about removal of a culvert on County Road 3450; he also spoke about a break-in that happened on his property. Shaw left at 1140

IN THE MATTER OF ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of 34 and 45 invoices in the amounts of \$132,651.07 and \$43,412.43, respectively.

PHELPS COUNTY COMMISSION RECORD

September 9, 2021 Twenty-second day of the July term

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Joey Auxier, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 14, 2021 Twenty-third day of the July term

Now at this the 14th day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
PUBLIC HEARING 5-YEAR TIF REPORT
ROLLA WESTISDE MARKETPLACE:

Local resident Mark Taylor and Rolla City Administrator John Butz were present as was Phelps County Focus Staff Writer Andrew Sheeley. Presiding Commissioner Verkamp convened the public hearing at 0900 as published. Butz presented the process of annual filing by the 15th of each year; the city also must meet the statutory requirements of a five-year report. Treasurer Carol Green and Local resident Ray Schweikhardt entered at 0905. Butz related that on August 30, 2016 the plan for the Rolla Westside Marketplace TIF was approved by the Commission. Twenty-five percent of property tax on the improvements is redistributed to the developer for costs; 50% of the sales taxes generated by all the new retail developments there are referred to as Economic Activity Taxes (EATS) and are returned to the developer for costs as well. EATS does not include the quarter-percent sales tax revenue generated for the Phelps County Emergency Services Board (PCEsb), which chose not to participate. In answer to the clerk's questions, Butz said that the state sales tax of 4.225% also is not rebated; this leaves Rolla City 2.25%, Phelps County 0.5%, and Law Enforcement Sales Tax of 0.375%; all of which are rebated at 50%. Fifty percent of the 1% TDD sales tax is also returned. Butz related the favorable outcome of the TDD Bond Redemption, and believes that maybe the TIF Project will be paid off in 13 years. He provided a handout showing that TIF bond redemption forecasting had been developed based on several possible circumstances. Under Case 1, 100% of the study projected revenues were realized; in Case 2, 73%; in Case 3, 80% of the study projected revenues with no growth after 2020 were suggested. The best case, then, was Case 1, which suggested a cumulative redemption of \$2.4 million in bonds by early summer, 2021. The actual cumulative redemption has been \$5.48 million, far outpacing even the best forecast. Butz asked Mark Spykerman and Mark Grimm, attorneys with bond counsel Gilmore and Bell, if the Commission had to take any actions and he reported it did not. Administrator Butz reminded all that by law TIF's only can exist for 23 years. Chester Kojro entered at 0925. Taylor mentioned his dislike of the use of blight as a justification. Kojro mentions that his concern at the time the TIF was approved and subsequently has been that the land owner can sell the property for an "extremely marked-up value" and the effect on property values is, overall, a detriment in his opinion. Local resident Don Riley entered at 0925. Both Presiding Commissioner Verkamp and Butz commented on how difficult the law on this subject was to understand. On the motion of Commissioner Auxier, seconded by Commissioner Hicks, Presiding Commissioner Verkamp closed the hearing at 0930. Collector Faith Barnes briefly entered at 0930. Commissioner

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September 14, 2021 Twenty-third day of the July term

PUBLIC HEARING 5-YEAR TIF REPORT ROLLA WESTSIDE MARKETPLACE,
Continued:

Hicks moved, Commissioner Auxier seconded, to accept the 5-year TIF report. Taylor, Green, and Butz then left.

IN THE MATTER OF
OLD IRON WORKS DAYS:

Schweikhardt said the annual Old Iron Works Days would be Saturday October 9, from 10-6.

IN THE MATTER OF
BRO-B081(13) ROAD 7100:

As moved by Commissioner Hicks and seconded by Commissioner Auxier the Progress Invoice #21 in the amount of \$1000 to Gene Haile Excavating and the cover letter to MoDOT was approved. This is the final invoice on the project and covers signage.

IN THE MATTER OF
SHERIFF'S DEPARTMENT LITIGATION:

The letter from MoPERM detailing the Reservation of Rights and details regarding legal representation, in litigation brought by a jail inmate, was received and reviewed.

IN THE MATTER OF
BICENTENNIAL PARADE:

Collector Faith Barnes entered at 0950 and spoke about plans for the float. County Surveyor and Ex-officio Land Commissioner Terris Cates also entered.

IN THE MATTER OF
ROAD 8030:

Barnes said her road is "great" and she and her husband are very appreciative of the work on her road.

IN THE MATTER OF
COUNTY PARCELS IN NEWBURG:

Bid opening commenced as scheduled at 1000. One bid was received for each parcel, all from Beta Holdings LLC. Cates said that the buyer would be responsible for paying all costs. Commissioner Auxier moved and Commissioner Hicks seconded to accept the bids for a total of \$801.00 from Beta Holdings, LLC which was determined to be a registered business on the Missouri SOS' website. Cates will work with the bidder on transfer documents and costs.

IN THE MATTER OF
PRESIDENTIAL ORDER
REGARDING VACCINE MANDATES:

Presiding Commissioner Verkamp asked the clerk if she had received the email from NaCO regarding President Biden's Presidential Executive Order; she had not.

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September 14, 2021 Twenty-third day of the July term

IN THE MATTER OF
AMERICAN RESCUE PLAN ACT (ARPA):

The Commissioners reviewed an ARPA proposal received from the Health Department for Premium Pay; this will necessarily have to wait for the US Treasury to issue the Final Rule.

IN THE MATTER OF
COURTHOUSE HVAC PROJECT:

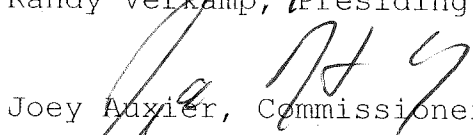
At 1042 Chris Ruth and Lee Tiberghien with IFS entered with Director of Support Services, Building and Grounds Sissy Korich and Mike Barnett of the Building and Grounds Department to discuss THE Courthouse HVAC project for controls and building automation. Ruth began to speak about the new control system for the whole building. He had reviewed the scope of work remaining and had broken it into several portions, giving priority to the water detection elements. Ruth says that the current system is Johnson Controls, which is proprietary and requires the county to work with a limited number of qualified vendors. An open protocol is provided by IFS; this permits service and maintenance by many more providers in addition to IFS themselves. Commissioner Hicks asks if there is anything installed by the last vendor that is workable; Ruth replied that the dampers/relays/water sensors all seem to be in good working order. Ruth says there is "a lot of it that is good, functional, and viable," but other than Johnson Controls there is no way to carry through. Ruth briefly described the American Society for Heating, Refrigeration and Appliance Engineers (ASHRAE) as the government entity that governs the standards. Phelps/Maries Health Department Director Ashley Campbell entered at 1057; Ruth, Tiberghien, Korich and Barnett left shortly after.


IN THE MATTER OF
PHELPS/MARIES HEALTH DEPARTMENT:

Campbell reported on several positions open in her department and the duress she is under, trying to attract new hires who are qualified. There was a somewhat lengthy discussion of the sanitarian positions which are both now open and the qualifications, as well as staffing for COVID response. One positive bit of news is that her most recently departing sanitarian worked to get her restaurant and septic system inspections caught up so that there are no pending routine items, at least.

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Joey Auxier, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 16, 2021 Twenty-fourth day of the July term

Now at this the 16th day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
ROADS 3250 and 3120:

Use of this road by bicycles, and the risk posed to larger groups of twenty or more cyclists, by motor vehicles was discussed. Commissioner Auxier thought that perhaps a stop sign somewhere would be warranted. Phelps County Focus Staff Writer Andrew Sheeley was also present. As moved by Commissioner Hicks and seconded by Commissioner Auxier, a stop sign placed facing southbound traffic on Road 3250 at the intersection with Road 3120 was approved.

IN THE MATTER OF
TECHNICAL ASISTANCE CONTRACT ADDENDUM,
MRPC AND MERAMEC REGIONAL EMERGENCY PLANNING COMMITTEE:

Commissioner Hicks moved to approve and Commissioner Auxier seconded the amended contract be approved.

IN THE MATTER OF
SENIOR COMPANIONS' IT NEEDS:

Director of Senior Companions Yvonne Leuthauser entered at 0915 to report on the need of the Senior Companions to have IT services, probably through the county, since they have had significant technical problems and this has interfered with their fulfilling their reporting requirements with the federal government. Presiding Commissioner Verkamp said that this could be included as an in-kind donation from the county to her program. Leuthauser then left at 0920. Sheeley left at 0922. As moved by Commissioner Auxier and seconded by Commissioner Hicks this was approved.

IN THE MATTER OF
SHERIFF SALARY INCREASE:

The recent legislation increasing the salary of a third class county sheriff to 60% of that of an associate circuit judge was briefly discussed. HB 153's provisions take effect 1/1/2022.

IN THE MATTER OF
EAST CENTRAL COLLEGE:

ECC inquired of Presiding Commissioner Randy Verkamp about application for ARPA funds; he informed them that the US Treasury's Final Rule had not been issued yet.

IN THE MATTER OF
ROAD 3010 SUBDIVISION:

Plans for a development west of the northern end of Road 3010

PHELPS COUNTY COMMISSION RECORD

September 16, 2021 Twenty-fourth day of the July term

ROAD 3010 SUBDIVISION, Continued:

were discussed; the developer verbally reported that he had made revisions. These involved reduction in the number of roads that might be platted entering the northern segment of 3010 from the west; rather, perhaps only two connections would be made. Sewer improvements were discussed.

IN THE MATTER OF
COUNTY PROPERTIES IN NEWBURG:

Collector Faith Barnes entered and spoke about her husband's plans for the properties.

IN THE MATTER OF
TAX SALE ITEM:

Barnes provided information about a sign location which was actually only a "space" as the sign had been cut down; this was delinquent in taxes. Carrying Property Number 30066, it did not sell at the delinquent tax sale and Barnes wanted the \$3.60 in taxes and the \$131.92 in interest, penalties and fees abated. The deputy clerk will prepare a court order for the Commission.

IN THE MATTER OF
HEALTH INSURANCE:

Barnes spoke with the Commissioners about coverage of employee dependents and spouses, possibly, in the next term.

IN THE MATTER OF
TDD BOARD APPOINTMENT:

As moved by Commissioner Hicks and seconded by Commissioner Auxier, Jason Shenefield of the hospital was appointed to the TDD Board to fill the vacancy of Ed Clayton.

IN THE MATTER OF
CITIZEN INPUT (Rick Barnes):

Local resident Rick Barnes came in with Collector Faith Barnes and visited the Commission.

IN THE MATTER OF
CLOSED SESSION:

As moved by Commissioner Hicks and seconded by Commissioner Auxier the meeting entered closed session at 1101 pursuant to RSMo 610.021 (5) - confidential health information. PCSD Administrative Assistant Theresa Lasher and HR Deputy Clerk Cindy Ruth were also present. No actions having been taken, the meeting returned to open session as moved by Commissioner Auxier and seconded by Commissioner Hicks at 1122.

IN THE MATTER OF
LITIGATION:

Prosecutor Brendon Fox entered at 1140 to review a recent small claims court case filed for damage done by a tree on county flood buy-out property which fell in a storm.

PHELPS COUNTY COMMISSION RECORD

September 16, 2021 Twenty-fourth day of the July term

READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Joey Auxier, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 21, 2021 Twenty-fifth day of the July term

Now at this the 21st day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
CITIZEN INPUT (RAY SCHWEIKHARDT)
AND ROLLA CITY COUNCIL MEETING:

Schweikhardt said that he heard Rolla Police Department Chief Fagan's report in a city council meeting that sometimes 4 doses of Narcan were used [in opioid overdose cases]; he wonders if there is anyone in the county who knows how many doses of Narcan first responders use. Phelps County Focus Staff Writer Kaitlin Brothers was also present. Commissioner Hicks said there were multiple suppliers and Schweikhardt said that he thought it should be reportable, "They ought to do something about the illegal users since the legal users" are now on a statewide database. He said, "Let the public see what's going on and let them get upset," suggesting they should be placed in treatment. Subsequently the failed measure at Rolla City Council for body cameras for RPD, said to cost \$44K per year in perpetuity.

IN THE MATTER OF
REAL PROPERTY COURT ORDER:

As moved by Commissioner Auxier and seconded by Commissioner Hicks, the real property court order Certificate 202000071, for Prcel Number 2018-30066, through 2020-3006, was approved.

IN THE MATTER OF
COURTHOUSE SECURITY:

Commissioner Hicks said that in the past all three bailiffs were paid from County Revenue; when a fourth bailiff was added the agreement was made to pay that salary from LEST. Local resident Chester Kojro entered at 0930.

IN THE MATTER OF
ROAD 8280:

Kojro mentioned the good condition of his road, after work done. He expressed his opinion that "sharrows" painted on the driving lane are better than creating bike lanes.

IN THE MATTER OF
CYCLIST FATALITY:

A local resident riding westbound on the eastbound side of Road 6120 on a bicycle was struck by a car and subsequently died due to injuries received.

IN THE MATTER OF
DEPUTY CORONER APPOINTMENT:

PHELPS COUNTY COMMISSION RECORD

September 21, 2021 Twenty-fifth day of the July term

DEPUTY CORONER APPOINTMENT, Continued:

Coroner Ernie Coverdell had to reschedule the appointment of his new deputy coroner. He will be asked to suggest a wage increase for this position, which has been hard to fill long-term and which would alleviate some of the workload he has experienced.

IN THE MATTER OF
RREC:

Commissioner Auxier reported on air service from FLW to St. Louis, currently with 2 flights per day; there is increasing interest in the flights from FLW to O'Hare. The current difficulty is securing desirable flight times so that long waits at O'Hare are not required for connecting flights.

IN THE MATTER OF
COVID MEETING:

Commissioner Auxier also reported on the recent community COVID meeting. Brothers left at 1005.

IN THE MATTER OF
TRANSPORTATION DEVELOPMENT DISTRICT (TDD):

Kojro shared some observations related to the TDD meeting last week. Commissioner Hicks said that the TDD only extends as far south as 10th street; any other developments to, say, Pine Street will have to be funded some other way. After some further discussion Kojro left as Assessor Bill Stoltz entered at 1040.

IN THE MATTER OF
COURTHOUSE LEAK:

Director of Support Services, Building and Grounds Sissy Korich and Amy Asberry with the Building and Grounds Department entered at 1050. Korich reported that with the rain overnight there had been some additional leaking in the basement mechanical room and another method to stop this is being investigated.

IN THE MATTER OF
SENIOR COMPANIONS IT SUPPORT:

Korich said she needed some direction on the Senior Companions IT needs as they are not on the county's internet, network, email, and they recently had trouble getting their internet browsers to open. Korich is not sure what malware they have; she spent a bit more than an hour last week providing some support which, for her, was fairly straightforward and resolved the issues they had. Korich believes that if she has to be responsible for them, they will have to pay for their own email licensing and their own malware. Commissioner Hicks asked if it would be agreeable to Korich to have them continue as they are, with some trouble-shooting by her department when they need help. Korich will see how things proceed and will see how much of her time is needed, and report back.

IN THE MATTER OF
TRANSPORTATION DEVELOPMENT DISTRICT (TDD):

PHELPS COUNTY COMMISSION RECORD

September 21, 2021 Twenty-fifth day of the July term

TRANSPORTATION DEVELOPMENT DISTRICT (TDD), Continued:

Presiding Commissioner Verkamp provided feedback on the TDD Board meeting of the previous evening; per IRS rules there are 5 years to spend the bond proceeds and now these are "all spoken for." Fred Stone replaced Ted Ruth and Jason Shenefield replaced Ed Clayton as city and county representatives to the board, respectively. Missouri S&T Chancellor Mo Dheghani attended the end of the meeting to discuss the progress of the projects involving the University.

IN THE MATTER OF
TREASURER TRAINING:

Treasurer Carol Green entered at 1140 to report that she had heard from State Treasurer Scott Fitzpatrick that the interest on the ARPA funds can be retained by counties; this was not the case with CARES Act funds, for which unspent accrued interest had to be returned. She said she spoke with the Adair County Treasurer who had learned from the CEO of Group Benefit Services in Springfield that "...the costs of insurance had gone up due to COVID and he had the data to prove it." Green then left.

IN THE MATTER OF
CITIZEN INPUT (LOWELL DAVIS)
AND ROAD 8110:

Davis asked the Commissioners if there is "...anything that can be done to slow down the traffic on Road 8110?" Davis said he asked a Sheriff's Department deputy, who deferred to a highway patrolman present. Presiding Commissioner Verkamp asked if there was a particular time of day when it was worse but Davis said he didn't believe so. Davis also asked who was responsible for maintenance of Old Wire Outer Road; Presiding Commissioner said part is County and part is MoDOT; apparently the segment maintained by the state had some large potholes.

IN THE MATTER OF
NAP APPLICATION:

Zach Woolsey with the James Foundation wanted the signature of Presiding Commissioner Verkamp regarding lack of conflict with any planning and zoning of a project. Commissioner Auxier left at 1200.

IN THE MATTER OF
LAGERS DELEGATE:

As moved by Commissioner Hicks and seconded by Presiding Commissioner Verkamp, Deputy County Clerk Peter Cook was appointed as the employer delegate to the LAGERS meeting scheduled for October 14 and 15, 2021. The member delegate elected to attend was Detective James Scott Jarrett, of the PCSD.

READ AND APPROVED:




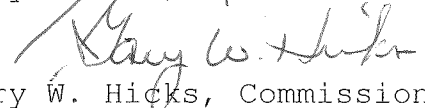
Randy Verkamp, Presiding Commissioner

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READ AND APPROVED, Continued:


Joey Auxier, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

Now at this the 23rd day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
ROADS AND TRAILER IN RIGHT-OF-WAY:

Michelle Bock of the Road Department was present as was Phelps County Focus Staff Writer Kaitlin Brothers. At issue was an abandoned, partially-demolished mobile home, sitting partly within the county right-of-way on Road 7670. Commissioner Hicks called a resident of the 21000 block of County Road 7670 about the trailer to inform him that the trailer's location in the county right-of-way was prohibited; placed on speaker phone, the resident reassured the Commission that his plan was to begin demolishing what remained of the trailer when he returned home over the weekend. Bock reported on the progress of road maintenance. Brothers left at 0935. Collector Faith Barnes entered at 0940. Coroner Ernie Coverdell entered at 0945.

IN THE MATTER OF
COURTHOUSE PARKING:

Barnes suggested a 10-minute parking sign for several spots in the lot spaces north of the Courthouse to accommodate older patrons who will come in to pay taxes. After discussion Presiding Commissioner Verkamp said he would like to present the idea to the Director of Support Services, Building and Grounds. Barnes and Bock then left at 0950.

IN THE MATTER OF
DEPUTY CORONER PAY:

Coroner Ernie Coverdell presented his request for an increase in the deputy coroner's pay from \$6304 annually to \$9200 annually. Funding the increase was discussed; there is a possibility that if increased workload could be shown to be due to COVID, or because there is contact with infected individuals, ARPA could be used for the differential.

IN THE MATTER OF
CART FUNDS:

Treasurer Carol Green entered to present CART Funds for September; the total gas tax for the month was \$57,049.39, up 4.85% compared with September 2020. The YTD was 74.63% of the budgeted amount for the year and up 6% as compared with the first 9 months of 2020. Motor Vehicle Sales Tax was 17,351.16 and Motor Vehicle Fees were \$8,456.65.

IN THE MATTER OF
TREASURER'S DUTIES:

Green said she learned at training of a situation presented by another smaller county with a county clerk who is unable to

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

TREASURER'S DUTIES, Continued:

process payroll and a/p himself; the treasurer does it and puts in overtime without compensation in doing so.

IN THE MATTER OF
REQUEST FOR OCCUPANCY PERMIT:

RV called Ashley Campbell at the PCHD regarding wanting a letter regarding a well being tested for lead and nitrates, in addition to an occupancy permit. Campbell said that she did not believe that the state required such tests. She had no specific requirements. Local resident Chester Crider entered at 1105.

IN THE MATTER OF
LOCAL DEVELOPMENT:

Crider engaged the Commission in a wide-ranging discussion of multiple demolition and development projects.

IN THE MATTER OF
DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE
PROGRAMS AUDIT RECOMMENDATIONS:

The clerk presented policies and procedures for internal control and risk management which were reviewed and approved as moved by Commissioner Hicks and seconded by Commissioner Auxier. The document is reproduced here in its entirety:

Phelps County
Policies and Procedures to Accompany
Internal Control and Risk Management

Phelps County, Missouri (the County), a unit of local government, is accountable to the citizens and taxpayers of the County and to other levels of government with respect to all funds, collected from any source, held on deposit, or expensed. Stewardship of all tangible assets of the County is safeguarded by legal requirements such as posting for public view all annual budgets at the County Clerk's office and on the county website; complete financial statements both in paper and electronic forms; full reporting of completed projects to grant-making agencies; undergoing audits required by statutes and making those audits public; adherence to inventory requirements as laid out in statutes. All elected Phelps County officials and their deputies are bound by their oath to the Constitution of the State of Missouri, the United States Constitution, and applicable state and federal laws. The County Commission has a Code of Ethics Policy, applicable to all elected officials, requiring the Presiding Commissioner (Administrative Head), the County Clerk (as chief Purchasing Officer), and the Prosecuting Attorney (as full-time General Counsel) to complete annually a personal financial disclosure form which is then submitted to the Missouri Ethics Commission. Additionally, any officer who him/herself is a party, or is related within the first degree of consanguinity or affinity to someone who is a party, to any transaction of total value of \$500 or more with the County in the preceding calendar year, must complete the personal financial disclosure. Applicable state statutes requiring bonding of public officers are followed. Extensive measures

PHELPS COUNTY COMMISSION RECORD

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DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS,
AUDIT RECOMMENDATIONS, Continued:

have been instituted to maintain transparency, accountability, and separation of duties. These include numerous authentications, restrictive permissions, and two-person approval requirements within the County's financial software. Sharing passwords is forbidden and passwords are to be kept in a locked drawer or password-protected file when an employee is not at work. The purpose of this document is to provide an enumeration of the actual processes by which the Internal Control and Risk Management Guide is observed, specific to each of the listed Financial Cycles.

Cash Receipts

Each County officer is permitted to accept payments in cash as "legal tender for all debts, public and private." Personnel receiving cash from citizens/taxpayers must utilize duplicated receipts and restrictive endorsements, with endorsing stamps kept in secure locations and placed under lock and key by the office staff at closing each day. In the County Clerk's office, deposits are made daily (as in the case of the County Clerk's passport fees, where U.S. Department of State rules apply) or at least weekly (in the case of the County Clerk's notary/liquor license/auctioneer license fees) or whenever the total receipted is at least \$100.00, whichever occurs first. Two receipt books are used, one for Passport Fees and one for the other fees; these receipts are uniquely numbered. Deposits made are noted on the last receipt stub included in that deposit, by date and initial of deputy clerk. Deposit slips are prepared by a deputy clerk who has handled some but not necessarily all payments. Containing a validation with a time and date stamp from the depository bank, these receipts are returned to the County Clerk the next business day and recorded in the appropriate checkbook. These checkbooks are balanced within a month of each bank statement; since the Clerk is not involved in the receipting and depositing, the Clerk reconciles these checkbooks. State law requires elected officials to turn over all fees received to the Treasurer at least monthly, and additionally the Treasurer to supply the officer with a receipt. This receipt is presented to the County Commission along with a listing of all fees whatever paid to the County Clerk, by whom, and in what amount; this list is reconciled to the Treasurer's receipt. Pursuant to state document retention guidelines, these receipts, account statements and turnover records are kept at least 5 years or until completion of audit.

Two hundred dollars of petty cash is kept on hand by the County Clerk's office to supply change for citizens/taxpayers conducting business in the courthouse, and is counted by the deputy clerk for accounts payable weekly. This record is then given to the Clerk.

The key procedures mitigating fraud and risk are:

1. Maximal separation of duties,
2. Creation of duplicate receipts, one for the payer and one for the payee, uniquely numbered,
3. Use, secure handling and storage of restrictive endorsement stamps,

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

4. Timely deposits with review by one not involved in preparing deposits,
5. Payee must either be "US Department of State" (passports only) or "Phelps County",
6. County Clerk reviews Treasurer's daily deposit for accompanying receipts from the departments and for accuracy in amounts and credit being given to proper revenue account number,
7. Review by Commission of all check and cash payments received by each department on a monthly basis, matched to a receipt of the funds from the Treasurer.

Revenues/Receivables

The majority of County revenue is from government sources and is reconciled at least monthly. Revenues for departments are reported to each officer or department head monthly by the supplying of to-date budget performance reports taken from the financial software; annual reporting of revenues to the County's residents is accomplished by the publishing of the annual financial statement, prepared by the first Monday in March by the County Clerk. Daily collection of revenues, whether by cash/check or ACH, is the responsibility of the Treasurer who then supplies the County Clerk with a revenue collection report; the Clerk is responsible for notifying the Treasurer of any inconsistencies in amounts or revenue categorization. Monthly bank reconciliations and settlements are prepared by the Treasurer and provided to the County Clerk. Grant revenues for law enforcement grants (DEA Interdiction Initiative Overtime, MoDOT Hazardous Moving Enforcement, MoDOT DWI Enforcement) are reimbursements; time sheets with employee name and hours worked, as well as wage rate if applicable, are supplied to the deputy county clerk in Payroll. These requests must be signed by the Sheriff's Department officer in charge of the grant and/or the Sheriff. Each grant's payroll contributions are reported out by the payroll deputy to the Sheriff's Department, from whence reimbursement is requested and this request is then supplied to the Treasurer to match the ACH from the federal agency. For federally-declared disasters, payments for storm damage are reimbursement grants to the Road and Bridge Department; time sheets, invoices, and project worksheets submitted with the reimbursement requests are maintained in the Road Department and disaster payments are reconciled to these. With respect to the property tax revenues, the process begins with assessment of property values which are reported by the Assessor to the County Clerk in July. The Board of Equalization meets the third Monday in July; valuations including any BOE adjustments are then recorded on the State Auditor's Tax Rates platform by the County Clerk for each taxing jurisdiction. The State Auditor's Office (SAO) reviews valuations and then provides calculation forms (proformas) for the tax levies to the County Clerk for the following taxing districts: County-wide, Cities, Fire Districts, and Ambulance Districts. School Districts obtain their own proformas. After tax levy hearings are publicly advertised and held, the districts report their property tax levies back to the clerk. A qualified individual from the district must sign the proforma; the Clerk then signs and seals

PHELPS COUNTY COMMISSION RECORD

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DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

the proformas and enters the proposed levies on the Tax Rates platform. Personnel in the SAO Tax Rates Division check the levies for compliance with the state Constitution and laws; if compliant, a letter so stating is made available to the County Clerk who then notifies the districts and enters, during September or October each year, the levies on to the Collector's program. The Assessor has already supplied the Collector with the assessed valuations for the districts, except for Locally and State Assessed Railroad and Utility properties, which must be entered by the County Clerk. The property taxes are then extended and tax bills are prepared. Property tax revenues are receipted in by the Collector's staff, deposited daily, and turned over after the end of each month to the Treasurer. This turnover includes a complete breakdown of each type of tax (current vs. delinquent, surtax vs. delinquent surtax, RR & UT, interest, etc.) for each individual political subdivision or district. The Treasurer breaks the revenues out to the taxing districts to which they are owed; this turnover is then provided to the County Clerk for review and any correction, if needed. The Treasurer sees that these property taxes are released by EFT. Deputy county clerk for HR creates the disbursement journal in the financial software, and this AP journal is checked for proper expenditure funds and amounts. Two approvals are needed to advance this AP journal in the financial system. Once moved to the last stage, one approval is needed. In this way the tax levies of all taxing districts are reconciled between the bank and the book. Tax levy money is always disbursed within the first two weeks after the close of the month collected, and usually somewhat before. Tax levies to schools must be reported in fine detail to the state Department of Elementary and Secondary Education (DESE) by the County Clerk, by one month after the June 30 end of the school fiscal year. The County Clerk must also supply reports from the financial system to all school district auditors, after this annual DESE School report is completed. This means 7 districts and 7 distinct and independent audits. County sales tax revenues are disbursed monthly by the Missouri Department of Revenue. The Treasurer supplies the County Clerk with the sales tax documentation from the state at the time of each deposit and provides a monthly report of the sales tax revenues, cumulative year to date, and monthly amounts for the preceding 8 years to the County Commission. The month's sales tax revenue is entered into the permanent Commission record.

The key procedures for mitigating fraud and risk are:

1. Maximal separation of duties,
2. Publicly advertised, public tax levy hearings required of all taxing jurisdictions and responsible member of the board must sign on levy rate proforma, reviewed by County Clerk and then by SAO Tax Rates personnel before approval transmitted in reverse sequence,
3. SAO requires County Clerk to submit certified true copies of ballot with any levy issue (new levy or changed levy) and of election results for said levy issue prior to the certification of a new or changed levy,

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

4. Separation of duties and permissions between Assessor, County Clerk, and Collector such that erroneous or fraudulent tax billing is prevented,
5. Collector deposits daily, matching mail and window collections of office deputies,
6. Collector turns over taxes monthly which are receipted by Treasurer, reviewed by County Clerk, journaled into financial system by deputy county clerk, checked again by County Clerk before posting, disbursed by Treasurer,
7. Treasurer's receipt from Missouri Department of Revenue for sales taxes is presented to County Clerk and Commission every month.

Expenditure/Accounts Payable

The annual budget governs the expenditures and obligation of funds for Phelps County, which adheres to the County Budget Law found in state statute, RSMo 50.525-50.745. The budget year of a third-class county in the state is the calendar year. The County Clerk supplies elected officials and department heads with worksheets for the segment(s) of the budget for which they are responsible; both YTD amounts of revenues and expenditures prior to end of calendar year as well as final amounts after January 1 are provided. Each responsible person must schedule a budget hearing with the Commission and County Clerk by January 15; final budget estimates and requests must be submitted in writing with the official's signature. Expenditures above the dollar amount originally budgeted are only possible with unencumbered budget surplus existing within a particular fund; state law prohibits deficit spending. The financial software in use in Phelps County (Tyler/New World Systems) also prevents deficit spending from any of the County's funds; invoice entry is rendered impossible when funds are insufficient. An invoice entry batch cannot, thus, be created; no payments by either check or EFT are possible. Budgets are believed to predict what the County's needs *may* be, however; they do not necessarily express what the County's needs *will* be. The example is given of property that unexpectedly comes up for sale in the middle of a budget year, when this property would allow the expansion of an immediately adjacent and existing County parking lot. Budget amendments are allowed, thus, for just such an unforeseen event as described. These are done in December—the close of the County's fiscal year; there must be documented communication between the responsible official and the County Clerk, and any budget amendments must be presented before the County Commission, approved, and documented in the permanent Commission Record. Additionally, the amended budget must be conveyed to the SAO and is put on the county website. Elected officials and department heads with authority over their budgets are provided, by the County Clerk, with monthly budget performance reports which capture revenues and expenses to date. These reports show percent of budgeted amounts materialized to the date of the report. The County Clerk monitors the entirety of the budget for excessive expenditures nearing year-end. Pursuant to Missouri law as of August 28, 2021, competitive bidding is required for any purchase in excess of \$12,000 made from any one person, firm or corporation during any period of 90 days. Such

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

bids must be let to the lowest and best bidder after due opportunity for competition, including advertising the proposed letting in a newspaper in the county. The policy of Phelps County is to advertise for a period of two weeks, and accept sealed bids which are read publicly in the County Commission meeting which is specified in the advertisement. The bids are accepted in the County Clerk's office; any deputy clerk receiving the bid stamps the bid with the date, notes the time, and initials the outside of the bid. In this way late bids are excluded as ineligible without opening. Law prevents Commissioners from participating in financial transactions to which the County is a party. Purchases and expenditures require department head or elected officer approval, with a signature on the front of an invoice or statement. The official must also affix the accounting code for the expenditure. These invoices are turned in to the deputy clerk for AP who pays invoices on Thursdays; the deadline is noon on the preceding Monday. These invoices are stamped as received on the day they arrive. If not numbered, the AP deputy clerk generates a unique invoice number such that for any vendor in the system there will be one and only one invoice of a given number. The financial system disallows multiple invoices of the same number for any given vendor; AP invoice entry is rendered impossible if invoice numbers are duplicated. In this way duplicate payments are prevented. Payments may be only made to vendors who have been entered in the financial system. The deputy clerk with permission to enter vendor data and thus make a payment possible is never the deputy clerk with AP privileges; this prevents the deputy clerk for AP from creating a sham vendor. Going forward from September 21, 2021, vendors to be paid with federal grant monies must be searched for debarment at the Systems for Awards Management (sam.gov) website's Exclusions platform; negative search documentation by way of a downloaded pdf of said search will be required along with the entity's or individual's W-9 prior to payment by the County Clerk's AP deputy clerk. This burden will rest on the department head receiving the grant money. Invoices that have been authorized for payment are entered into the financial system by the deputy clerk for AP. This creates an invoice entry batch, and the edit listing from same along with all the original invoices is given to the County Clerk for review. The Clerk reviews for accuracy of vendor, invoice department, account code(s), dollar amount and the absence of sales tax charges. Any inaccuracies are corrected by the deputy clerk for AP; a new edit listing report is run if any corrections are made. The edit listing and invoices are then presented to the County Commission, who must review all payments with their underlying documents and must affix their signature (at least 2 of three); subsequently the Clerk signs the authorization. The invoice entry batch then proceeds to the Treasurer for her review and authorization; further corrections are made if needed with re-authorization by the Commission. Once completely authorized, the invoice batch is approved by the deputy clerk for AP and a second approval in the financial system is given by either the Treasurer or the Clerk. Subsequently the invoice payment batch has to be approved by the deputy clerk for AP and the Treasurer. It is at this point that paper checks and/or EFT's are generated; EFT's are initiated by

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

the Treasurer after upload by the deputy clerk for AP to the bank. The County uses positive pay. Credit cards are used when urgent purchases are necessary or when reserving lodging for training. The County credit card account has four subaccounts, and these four cards are physically under the control of the County Clerk, the Prosecuting Attorney, the Health Department Director, and the Director of Support Services/Building and Grounds. The first of these must be checked out from the deputy clerk for AP, with a date, reason for use, and the name of the party using the card. The monthly statements are reconciled by the deputy clerk for AP with invoices and receipts required of all those making charges. It is against the policy of the County to permit payment of any charges for alcohol at any time. Invoices must accompany all requests for payment. Checks are printed with MICR ink on blank check stock with security markings. These checks are sequentially and uniquely numbered by the financial software and this supply is kept in a locked vault. Three signatures are affixed: the Presiding Commissioner (Administrative Head), the Treasurer, and the County Clerk. Non-negotiable check stubs and facsimiles of the EFT's—also uniquely and sequentially numbered using a distinct numbering system from the checks—are placed with each payment batch. The deputy clerk for AP then stamps the invoices "paid" with appropriate date; per policy, this is done within a week of date of payment. These physical documents are kept for 5 years or until completion of audit, per County policy and state document retention guidelines.

The key procedures for mitigating fraud and risk are:

1. Maximal separation of duties,
2. Public budget hearings held with responsible department heads, signature on a budget request no later than January 15,
3. Final budget signed by Commission and attested by Clerk and submitted to SAO by February 1 each year,
4. Monthly Budget Performance Reports to responsible department heads for review,
5. Budget amendments required if expenditures exceed original adopted budget figure but no amendment beyond unencumbered balance ever possible,
6. Budget amendments only on documented request of department head but only can be made by the County Clerk or Treasurer and mutual approval required in software,
7. Budget amendments must be put before Commission for approval, in December of the budget year and,
8. Amended budget must be provided to SAO,
9. Bidding threshold of \$12,000 to a vendor in 90 days is observed,
10. Requirement for legal advertisements running in newspaper for at least two weeks prior to opening the sealed, dated bids in an advertised public meeting at time advertised,
11. No payments to vendors not within the financial software, which requires a W-9 to be on file,
12. No payments from federal funds without department head providing proof of search of sam.gov for debarment (exclusion),

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

13. No payment without department head signature on an original invoice accompanied by an account code,
14. Deadline for submittal of invoices of noon Monday if paid on Thursday,
15. Invoices stamped with date received in County Clerk's office,
16. Review of all invoices to be paid by County Clerk, Commission, Treasurer (in that order), who affix their signature the day the checks/EFT's are to be paid,
17. For each vendor, invoice numbers are guaranteed to be unique as prevention of duplicate payments,
18. Invoices stamped with date paid within one week of payment,
19. Positive pay,
20. Unique check and EFT numbers assigned by financial software,
21. Check stock kept in locked vault,
22. Multiple approvals required during process of payment of invoices, within financial software,
23. Treasurer keeps control of Chart of Accounts within financial software,
24. IT Department retains control of all permissions within financial software,
25. Retention of documents of 5 years/completion of audit adhered to,
26. Publication by early March of financial statement, in legally-recognized newspaper, showing payments to all vendors by name, from what fund and for what purpose.

Inventory

Per County policy, items purchased for \$500.00 or greater are entered into the inventory records, now kept within the financial software system as well as in physical files. County property is considered public property, and as such, is secured through the means of access control of buildings and storage through keys or keycards which are managed by the County Building and Grounds Department (Courthouse) and the Sheriff's Department (Jail Facilities). Employees must sign for release of these keys/keycards upon hire; they must sign upon relinquishing them upon termination. The key system of internal doors at the Courthouse is managed by Building and Grounds. The inventory of the county is thoroughly itemized and annually the list of property is reviewed by Elected Officials and Department Heads for the purpose of obtaining adequate insurance coverage including buildings, land, vehicles (collision and liability), theft, cybersecurity, errors and omissions and employment practices liability. Items purchased at \$500 or more are assigned a unique inventory number by the deputy clerk assigned to inventory (distinct from the deputy clerk for AP) or by the department head of Building and Grounds. Inventory is taken by October 10 of each year, by each responsible elected official or department head, and reconciled to the prior year's listing. This follows state statute.

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

The key procedures for mitigating fraud and risk are:

1. County properties are kept secure with access to specified individuals at specified times,
2. Sufficient insurance coverage against loss from theft or other causes is maintained,
3. Items of at least \$500 purchase price are entered into inventory, by deputy county clerk given access to Asset Management within financial software, using unique inventory numbers assigned by himself/herself or Director of Building and Grounds,
4. Responsible department heads are to validate their inventory by October 10 annually, submitting their signed lists to the County Clerk,
5. Absence of items from inventory is pursued by County Clerk and Commission,
6. Elected officials are bonded pursuant to the requirements of applicable state statute,
7. Dishonesty bond is maintained by the County, for coverage of employees,
8. Discontinued inventory is only offered for sale after offered first for use by another department, at which time inventory number is transferred between the departments; thereafter inventory to be sold at public sale which is simultaneously opened both to members of the public as well as County employees, going to the highest bidder.

Payroll

Phelps County has 24 pay periods per month and all payroll is via EFT to the employee's designated financial institution, which can only be changed by the employee with a signed form. New hires are brought by their supervisors to the County Clerk's office where all aspects of payroll are reviewed by the deputy clerk for HR by use of a standardized packet of materials. Phelps County participates in E-Verify. All Sheriff's Department prospective hires must pass a background check and submit to drug testing; all Road & Bridge Department employees must undergo random drug testing as required by Missouri Department of Transportation. Work dates and their corresponding payroll date as well as observed holiday dates are provided to employees well before year end, for the year upcoming, by a deputy clerk for HR. Time sheets for each pay period must be signed by the employee and then by their supervisor, whether that be Elected Official or Department Head and in no case are to be supplied to the deputy clerk for HR later than the 3rd day of the next pay period. Policies for sick leave accrual, vacation accrual, and OT are carefully observed. Sick leave is not paid out at termination per policy. Vacation time is paid out at the current rate of pay at termination; however, as of 1/1/2010 the County established a policy of not permitting more than a year's accrued vacation time to be carried over to the next year. This prevents the accumulation of large encumbrances for the County. The deputy clerk for HR begins a payroll in the financial system as time sheets are received; another deputy clerk assists in entering accruals. Payroll is presented to the Commission for their

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

review and approval (2 of three required); the Treasurer also must review and approve before the payroll can advance. Once payments are made the HR deputy stamps the time sheets with the date paid. Payroll records are retained for 70 years as required by state document retention guidelines. Individual employee files are kept in a locked cabinet accessible to the County Clerk and the deputy clerk for HR. The HIPAA Compliance officer is the Presiding Commissioner. HIPAA-protected documents are accessible also to the County Clerk and the deputy clerk for HR. Employee reimbursements must be presented to the deputy clerk for AP just as other invoices; signed by the Elected Official or Department Head and coded with the expenditure account number. It is against the County policy to reimburse for alcohol. Meal reimbursements are limited to \$7.50-\$10.00-\$20.00 for breakfast-lunch-dinner; excess charges are to be reimbursed to the County by the employee and these payments are made to the Treasurer. Advance payments are not allowed, per policy, for employee expenses such as meals and mileage, though credit card reservations for lodging at training and conference fees are allowed, with documentation. Credit card use is limited by restricting access to the card to: County Clerk, deputy clerk for AP; Health Department Director; Prosecuting Attorney; and Director of Support Services/Building and Grounds. Credit cards must be signed out, use described, date supplied, and name of employee signing out. Changes in rates of pay are to come from the department head, on a signed Status Change Form. Department heads are supplied with accrual balances for the employees under their supervision after each payroll is finished.

The key procedures for mitigating fraud and risk are:

1. New hires introduced to HR by their department head,
2. Work eligibility certified by HR deputy clerk via E-Verify,
3. Background checks (Sheriff's Department) and drug testing (Sheriff's and Road Departments, done randomly), under the supervision of that department head,
4. Pay rates and any changes to hours worked only can be received from the department head with their signature,
5. Time sheets must be signed by department head before acceptance by HR,
6. All pay by direct deposit, and only with employee signature documenting financial institution(s),
7. Payroll hours register reviewed and approved by the Commissioners (at least two of three) and Treasurer before uploading to the bank, with initiation of transactions by Treasurer and not HR deputy,
8. All federal and state wage and tax withholding reporting completed timely,
9. Department head provided with accrual balances twice monthly (after each payroll),
10. HR stamps time sheets with date paid, after completion of payroll,
11. No advances on travel/training expenses
12. Employee reimbursements only with original receipts, department head signature or mileage form with both employee and department head signatures,

PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS
AUDIT RECOMMENDATIONS, Continued:

13. Active employee files kept in locked cabinet with restricted access,
14. Employee records kept 70 years per state document retention guidelines,
15. Elected officials held to pertinent oath, bond, and annual training requirements and records retained in County Clerk's office; deputy clerks administered their oaths annually by County Clerk.

Financial Reporting

Pursuant to state law, the county undergoes an audit during the term of each elected official. Uniform Guidance a/k/a Single Audit, A-133 undergone on a two-year cycle, as advised by Missouri Association of Counties (MAC) prepaid legal services attorney. Financial Statement published annually pursuant to state law, showing all funds, their statements of cash for that year, tax rates, county indebtedness (hospital bonds), delinquent taxes, net wages for all employees, all payroll deductions and taxes, all payroll benefits (by fund), all expenditures by vendor (for each fund).

Internet Security

The Phelps County servers are physically located in a secure Data Center with offsite backup performed daily and are only accessible to the Department of Support Services, Building and Grounds personnel, who are responsible for IT. The director of the department is the administrator for the financial software system.

ACCEPTED this 23rd Day of September, 2021

Randy Verkamp, Presiding Commissioner
Joey Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2

ATTEST:

Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
PAYROLL:

The Commission reviewed and approved payroll for September 30 2021 representing work dates of 9/1-15/2021 with net wages of \$199,312.94, federal and state withholdings of \$61,397.28 and \$8,298.00, respectively.

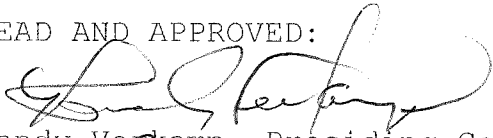
IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commissioners approved payment of \$125,906.38 for employee medical coverage for October and 49 and 34 invoices in the amounts of \$158,646.91 and \$23,760.66, respectively.

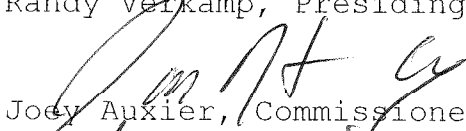
PHELPS COUNTY COMMISSION RECORD

September 23, 2021 Twenty-sixth day of the July term

READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Joey Auxier, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 28, 2021 Twenty-seventh day of the July term

Now at this the 28th day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
BID OPENING, ASSESSORS MAILERS:

The sole bid received for personal property mailers was opened at 0900; the bid for \$18,199.05 was received from EJ Rice in Springfield was accepted as moved by Commissioner Hicks and seconded by Commissioner Auxier. Deputy Assessor Paul Long was present and Phelps County Focus Staff Writer Andrew Sheeley entered at 0903.

IN THE MATTER OF
CORNER REMONUMENTATION:

As moved by Commissioner Hicks and seconded by Commissioner Auxier, the contract for the Missouri Department of Agriculture Land Survey Corner Remonumentation for 6 corners was accepted.

IN THE MATTER OF
LOCAL NEWSPAPER ACQUISITION:

The recent purchase by the Phelps County Focus of the Rolla Daily News was discussed. According to Sheeley, the RDN building on 7th Street was acquired and might be converted as the Phelps County Focus offices.

IN THE MATTER OF
CARES ACT:

The last CARES Act disbursement is being made; the clerk notified the Commission that \$65,976.23 would partly fulfill the fourth of five requests received from Phelps Health and would completely exhaust the funds. Collector Faith Barnes entered at 0920; Circuit Clerk Sonja Childers entered at 0925. Local resident Chester Kojro entered at 0930.

IN THE MATTER OF
COURTHOUSE EMPLOYEE PARKING:

Childers discussed the concerns brought to her about employee parking around the courthouse. She said she has one employee with health issues who may need to have a handicapped spot in actuality; she will take this up with the employee. There have been security concerns with purported drug deals occurring out in the open in the parking lot, and at dusk her clerks (all but one are female) have been approached with requests to use their cell phones. Barnes said she did not make evening bank runs and had never seen these activities as a result. Reconfiguration of the parking lot spaces was mentioned, though reduction of the number of usable spaces might result.

PHELPS COUNTY COMMISSION RECORD

September 28, 2021 Twenty-seventh day of the July term

IN THE MATTER OF
MAC ANNUAL MEETING DELEGATES:

Commissioner Hicks moved and Commissioner Auxier seconded to name the following as delegates to the 50th annual MAC Meeting: Presiding Commissioner Randy Verkamp, District 1 Commissioner Joey Auxier, Treasurer Carol Green, Recorder Robin Kordes and Collector Faith Barnes.

IN THE MATTER OF
GRANT AUTHORIZATIONS:

The clerk brought to the Commissioners' attention that some grants through a state pass-through entity had been signed by elected officials. The Commission believed that this should be done with their approval and thus requires the signature of the Presiding Commission, as with contracts, as both are encumbering the County after a fashion.

IN THE MATTER OF
PERSONAL PROPERTY COURT ORDERS:

The Commissioners reviewed and approved personal property court orders Numbered 2070 through 2073, representing 2017 through 2020 add'on's, respectively, for August of 2021. These increased the tax by \$10.96, \$138.77, \$1,627.87 and \$12,280.42, respectively.

IN THE MATTER OF
CYBER BREACH AND CYBER
SECURITY LIABILITY COVERAGE:

The Commissioners received communication from MoPERM that they would no longer underwrite cyber breach and cyber security coverage. A request was made to BPJ to discuss options.

IN THE MATTER OF
EMPLOYEE HEALTH INSURANCE:

After discussion, as moved by Commissioner Hicks and seconded by Commissioner Auxier, to continue the partially self-funded plan with Group Benefit Services. Deliberations continue with respect to the administration of the plan and the possibility of engaging a consultant for better design of benefits.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of 211 petit and grand jurors in the amount of \$3,264.08, Senior Companions invoices totaling \$1008.25, and the CARES Act Fund request to Phelps Health.

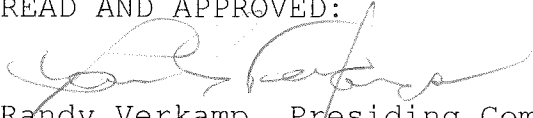
IN THE MATTER OF
COUNTY ORDINANCES AND
CITIZEN INPUT (CHESTER KOJRO):

Kojro mentioned it would be helpful to have ordinances available for searches on the county website. The Commission agreed.

PHELPS COUNTY COMMISSION RECORD

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READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Joey Auxler, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD

September 30, 2021 Twenty-eighth day of the July term

Now at this the 30th day of September 2021 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner
Joseph H. Auxier, Commissioner District 1
Gary W. Hicks, Commissioner District 2
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF
AMERICAN RESCUE PLAN
ACT (ARPA):

Commissioner Hicks provided a summary of the topics discussed at the meeting the preceding day regarding ARPA. There is a requirement of a "Compliance Packet" with a conflict of interest policy; a whistleblower protection and a vehicle use policy; a civil rights compliance segment. Commissioner Hicks believes that the compliance packet from MRPC could illuminate what might be needed. Interim reporting was emphasized; the County's report had been done timely by MRPC at the end of August. Revenue Loss calculations will be needed annually. Frequently Asked Question updates are likely. Retroactive premium pay was strongly discouraged. The determination of "essential workers" was discussed at some length; it seemed clear that health workers would be, but correctional officers and possibly other law enforcement will qualify as well. ARPA money for administrative leave for COVID-affected employees can be allowed, but documentation will be required.

IN THE MATTER OF
COLLECTOR:

Collector Faith Barnes entered at 0910 to give some details about the data transfer which would be happening between her system and Assessor Bill Stoltz' office. She anticipates tax bills going out in the first or second week of November. Tax receipts will be given in person (for those paying in person), by mail, and new this year would be electronically (for those who request in that format). Barnes left at 0930.

IN THE MATTER OF
COURTHOUSE EMPLOYEE PARKING:

Public Administrator Dana Sooter entered at 0945 to discuss courthouse parking, security when leaving with bank deposits. She wonders if other elected officials may be at some risk. A discussion of the pros and cons followed; she left at 1008.

IN THE MATTER OF
ROADS:

Michelle Bock of the Road Department entered at 1005 followed by Richard Hashagen at 1008.

IN THE MATTER OF
CITIZEN CONCERN (RICHARD HASHAGEN):

Hashagen expressed concerns about the clay mine operation which has begun across Road 1250 and he reports vandalism of his

PHELPS COUNTY COMMISSION RECORD

September 30, 2021 Twenty-eighth day of the July term

CITIZEN CONCERN (RICHARD HASHAGEN), Continued:

facility, speeding of clay mine workers and possibly other motorists through the area, and some intimidation of the handicapped patrons being served by Camp Brimshire. Hashagen wants a 15 mph speed limit on 1250 and a sign, "Caution, Children" as he serves 2 through 90+. He has buses and vans going in and out from Choices for People, People First. Commissioner Hicks reminded Hashagen of the responsibilities of those driving the vehicles for the handicapped. Hashagen thanked the Commissioners and left at 1020.

IN THE MATTER OF
CITIZEN INPUT (DON GREEN):

Local resident Don Green, in an unscheduled visit, expressed his thanks to the Road Department and the Commission for the work on his road. Green spoke for a few minutes and left at 1100.

IN THE MATTER OF
HEALTH DEPARTMENT:

Ashley Campbell entered at 1110 and was informed that, in all likelihood, retroactive premium pay would not be allowed with ARPA funds, consistent with state statutes regarding budgets.

IN THE MATTER OF
NOVEL CORONAVIRUS COVID-19:

Campbell reported a sharp decrease in COVID-19. Her department is giving booster shots.

IN THE MATTER OF
HEALTH DEPARTMENT CONTRACTS:

The Healthy Families grant contract with DESE (change of pass-through entity) in the amount of \$76,561 was approved as moved by Commissioner Hicks and seconded by Commissioner Auxier. The WIC Contract for \$227,797 was approved as moved by Commissioner Auxier and seconded by Commissioner Hicks.

IN THE MATTER OF
CITIZEN INPUT (RACHEL CLARK):

Local resident Rachel Clark entered the Commission meeting at 1140 to review her plans to build a home along the Gasconade. This visit was impromptu and not an agenda item. As moved by Commissioner Hicks and seconded by Commissioner Auxier the Final Plat of Arlington Township Subdivision No. 2.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commissioners reviewed and approved payment of BRO-B081(13) Road 7100 Bridge, [Final] Progress Invoice #21 in the amount of \$1,000.00, to Gene Haile Construction for final signage. Also approved were payments of 33, 43, and 34 invoices in the amounts of \$46,852.34; \$96,612.37; and \$19,010.21, respectively.

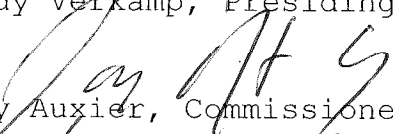
PHELPS COUNTY COMMISSION RECORD

September 30, 2021 Twenty-eighth day of the July term

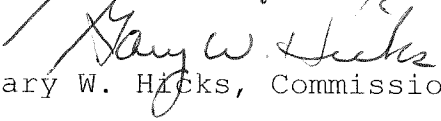
READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Joey Auxier, Commissioner District 1



Gary W. Hicks, Commissioner District 2