

Phelps County Commission Record

August 1, 2024 Tenth Day of the July Term

Now at this 1st day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

Also present were Support Services Amy Asberry.

In the matter of
FY2025 CART fund letter of Participation:

Commission reviewed the presented letter of participation for Fiscal Year 2025 Cart funds. Commissioner Hicks moved to approve the letter as written, Commissioner Stites seconded, motion carried.

Local radio host Kent Bagnel entered at 9:20 am.

In the matter of
Parking lot paving updates:

Asberry advised she was able to get ahold of Pierce Asphalt and they have given us a new estimated time frame of the second week of September for the Parking lot project.

The Focus Reporter entered at 9:24 am followed by Tom Pasley at 9:29 am.

Bagnel and The Focus Reporter left at 9:47 am.
Road Dept admin assistant Michelle Bock entered at 9:48 am.

In the matter of
Review of previous minutes:

Commission reviewed and approved minutes from the 7/30 commission meeting.

In the matter of
LP Gas bid opening:

As scheduled LP gas bids were opened as followed:

Chilton Propane bid was opened at 10:02 am bid came in a \$1.39 a gallon.

Ferrell Gas was opened at 10:03 am bid came in at \$1.585 per gallon.

Poes Gas was opened at 10:04 am bid came in at \$1.49 per gallon.

MFA Oil was opened at 10:05 am bid came in at \$1.58 per gallon.

Discussions were had on the above bids and companies. Further discussions were had that Poes is in the process of selling their company and Chilton is in the process of opening a Rolla Office. Commissioner Hicks moved to accept the lowest bidder of Chilton Propane at \$1.39 a gallon, Commissioner Stites seconded, Motion carried.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$3,662.32 for Oak Valley, \$20,408.68 for contract pay \$53,299.61 for First State Community Bank, \$3,695.52 for Sheriff's Dept invoices, \$148,026.35 for A - L and \$187,708.72 for M - Z.

Treasurer Cathy Tipton entered at 10:24 am.
Bock and Pasley left at 10:26 am.

In the matter of
Jail Expansion loan discussions:

Commission filled in Tipton and Johnson on the special meeting held yesterday on the Jail Expansion loan issues. Discussions were had on the amount that was supplied to us by the bank yesterday was more than what we actually owe. Stites advised we need to contact Ernie Kost again to get a credit for the overpayment so it is not applied to principal. Further discussions were had that the Treasurer is having issues with the bank supplying payment schedules when she asks and she has also advised the bank they can not just take money out of the loan to make payments as the county has to have an approval process and paper trail of any fund activity for audit purposes.

Collector Faith Barnes entered at 11:00 am. Followed by Support Services Amy Asberry at 11:03 am.
Tipton left at 11:05 am

In the matter of
Wiring invoice for new Camera:

Commission reviewed the invoice from Freedom Electric LLC for \$375.00. Commissioner Stites moved to approve payment of the invoice out of the Courthouse Security fund, Commissioner Hicks seconded, motion carried.

Asberry left at 11:07 am.

In the matter of
Use tax:

Collector Barnes asked if commission is thinking of putting a use tax on the ballot for the county. Commission advised not at

this moment but potentially in the future. Discussions were had how this use tax is currently going to the state but if we passed the tax the county could receive that and anyone making online purchases are already paying that tax that is currently going to the state. Barnes advised the commission to make a document with bullet points of things this tax could fund for the County. Barnes further advised being a foster parent she would love to see some of this tax used for creating partnerships with daycares to be able to increase the amounts of eligible facilities that would take state aid child care.

In the matter of
NACO News:

Barnes gave updates on what was at the NACO conference she recently attended. She presents commission with a pamphlet from a company called Pallet that offers up portable small emergency housing for disasters in the area. She advised she would like to see all elected officials being informed/involved with disaster plans for the county.

Treasurer Tipton reentered at 11:27 am.
Barnes left at 11:45 am.

In the matter of
Jail Expansion Loan Continued:

Tipton advised she spoke with Ernie Kost and the amount that we approved last week was not paid as the AP clerk was waiting for the final interest payment to come in before sending it out so the check in the amount of \$53,299.61 was the correct amount and no credit is due. She further advised Ray from First State will be in next week to provide the amortization and payment schedule as well so everyone has documentation in hand of when and how much payments will be. Further discussions were had that it is imperative the sheriff cut spending as his main fund is dangerously close to be in the red.

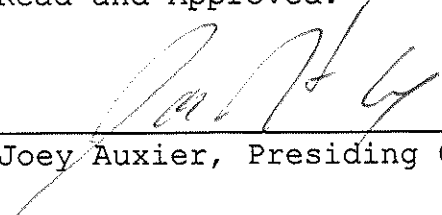
Local Resident Dale Wands entered at 12:00 pm
Tipton left at 12:12 pm.

In the matter of
Land Development:

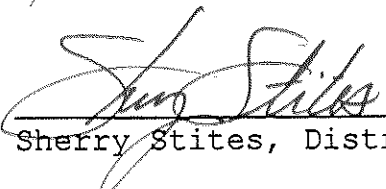
Wands advised he purchased some land in the county and wants to put a commercial business there. He asked commission if there are any stipulations he would need to follow. Commission advised they do not have any planning or zoning ordinances but for Sewer he should reach out to the Phelps/Maries Health Department to find out what is required for sewer. Commission further advised that property is in Public Water Sewer District 2 and he may be able to tap into their lines.

Hearing no other business commission adjourned at 12:20 pm.

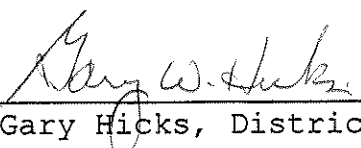
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
August 6, 2024 Eleventh Day of the July Term

Now at this 6th day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

Also present were the Circuit Clerk Marlaina Wallace.

In the matter of
Circuit Clerk Request:

Wallace advised she is wanting to get a credit card to use for Juror meals so she can stop reimbursing the judges and this would allow her more range of options. Discussions were had on the potential of adding a card to our account and assigning that to the Circuit Clerk's office only. Johnson advised we can issue a new card on our account but our AP clerk must receive the receipts on each purchase in order to track properly on the combined statement. Commissioner Hicks moved to approve an additional card for the use of the Circuit Clerks office for Juror expenses, Commissioner Stites seconded, motion carried.

Wallace left at 9:08 am.

Local resident Chester Kojro entered at 9:09 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$13,961.31 for Payroll deductions/benefits and \$712.82 for Petit Jury.

Jeff Banderet from Great Rivers entered at 9:25 am.

In the matter of
BRO-R081(14) project updates:
Banderet advised August 30th is the set date of completion on the bridge for the BRO-R081(14) project and he wants to know what the county would like to do if this deadline is not met.

Road and Bridge Superintendent Mark Case entered at 9:35 am.

Banderet further advised suggestions of deducting price on the materials that Scurlock supplied that were delayed causing the project to be pushed back. Discussions were had on there only being 2 days of weather delays since the project started. Banderet further advised he will start sending the letter of the upcoming deadline to the contractor so they are aware of the repercussions if the deadline is not met.

In the matter of
BRO potential funding opportunities:

Banderet advised he believes the county would be eligible for BRO funding to replace the bridge on County Road 2110. He advised he will keep the commission updated. Further discussions were had on the need for an updated TEEP study for our area. Banderet advised MODOT will only approve \$12,000 but you could submit up to \$15,000. Banderet further advised he will assist the Commission with the application if they would like.

Ray Mowery from First State Community Bank entered at 10:02 am.

In the matter of
Boom Tractor Repair:

Case advised the quote given to replace to rebuild the engine on the tractor is \$33,000 from Gahr trucking. Discussions were had on no other business being willing to take on the project. Commission decided to move forward with fixing it and then selling the tractor once fixed.

Treasurer Cathy Tipton and Sheriff Kirn entered at 10:15 am.
Case left at 10:16 am.

In the matter of
Amort Table of Phase 1 on Jail Expansion:
Ray advised the first payment has been deferred until 08/1/2025. Tipton asked if Phase 2 is just going to be interest payments twice a month. Ray confirmed. Commissioner Hicks moved to approve rental payment agreement between Phelps County and First State Community bank, Commissioner Stites seconded, Order # 2024080624 carried. Ray explained due to the experience they will only work with Gilmore and Bell as they are the best. Discussions were had on when we will expect the payment schedule for Phase 2 and Ray advised when they close the project they will provide a schedule. Further discussions were had on staggering these payments on Phase 1 and Phase 2 so that it will not be a hard hit to the sheriff's budget. Discussions were had on if the full loan amount is not utilized they could apply what is left over to the loan.

Kojro left at 10:29 am followed by Mowery at 10:37 am.

Tipton advised it would be a good idea to meet monthly to stay on top of these payments and keep an eye on the balance in 410. Collector Faith Barnes entered at 10:50 am.

In the matter of
Fund 410:

Sheriff advised he has depleted the fund because of a lot of mental health expenses and he is wanting to know if he can utilize some of the Opioid funding to assist with the therapy, doctors and medications associated with mental health inmates.

Sheriff further explains that he is housing all the violent mental health patients and isn't getting any financial assistance for it. He explains due to there being no funding to supplement all the mental health issues his budget has been significantly depleted and he is looking to obtain assistance from the Opioid funds and opioid committee. Further discussions were had on the potential for having a psychiatrist on contract instead of employing them as a county employee with benefits.

Barnes left at 10:55 am.

In the matter of
Use tax:

Tipton advised DOR has a report on their website under the resources tab so you can look up the amount of funds for the implementation of a use tax. She further explains that the county would need to take the total amount off the total column of the excel (x) 1.125 = _____ then (x) by 97% and that will give you the projected revenue from the use tax.

Tipton left at 11:11 am followed by Kirn and Stites at 11:35 am.

Hearing no other business commission adjourned at 12:00 pm.

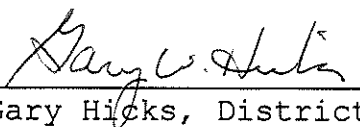
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
August 8, 2024 Twelfth Day of the July Term

Now at this 8th day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

Also present were the Focus Reporter.

Assessor Tim Kean entered at 9:12 am followed by Recorder Robin Kordes at 9:20 am.

In the matter of
Election discussion:

General discussions were had on the August 6th Election and the low turn out of 23%.

Kordes and the Focus Reporter left at 9:32 am.

In the matter of
Assessor's Office Discussions:

Kean advised he has adequate resources available to purchase 3 vehicles for the assessor's office field workers. He advised for liability reasons to the county he feels its best to have the field workers in a county owned vehicle instead of their personal vehicles. He also advised this will cut down on mileage reimbursements to his employees further saving the county money. Kean advised he is going to reach out to the sheriff to see about purchasing some of his retiring fleet vehicles.

In the matter of
BRO-R081(14) project:

Stites advised the contractor has requested an extension of the BRO project on CR 3620. Stites advised she is not happy with this as they keep removing equipment and are not showing up on the job site each day like they were contracted to do. She further advised she has reached out to several members of Great Rivers and they all advised to not allow an extension at this time either. Discussions were had on no extension being allowed until the girders are on site. Stites advised she is going to hold firm and not allow this as there are tax payers traveling way out of their way to get places and school is getting ready to start.

In the matter if
Opioid Fund Committee report:

Stites provided updates to the commission about the Opioid Settlement Committee meeting that was held on 8/6/24. She advised the only change that was made to the recommendations was the resource Liaison salary that was passed by the committee and setting it at \$69,260. Stites advised chief Roberts with S & T and the sheriff have met and are working to see about getting funding set up for a psychiatrist for the jail to alleviate some of the monetary stress on the sheriff's department. Stites advised the committee approved the disbursement form that the Treasurer created to track these fund expenses.

In the matter of
Human Resources department:

Stites advised we need to start discussing when, where and who we are going to put an HR department. Discussions were had on potential locations within the building and the potential start date of February 1, 2025.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$182,827.77 for A - L and \$120,446.35 for M - Z.

Treasurer Cathy Tipton and Carol Green entered at 10:40 am.

In the matter of
BRO-R081(14) Invoice #11 and reimbursement:

Commission reviewed BRO invoice #11 and reimbursement form for BRO-R081(14) project. Commissioner Stites moved to approve the invoice and reimbursement, Commissioner Hicks seconded, motion carried.

Tipton and Green left at 10:58 am.

In the matter of
Review of previous minutes:

Commission reviewed and approved the minutes from the 7/31 and 8/1 minutes.

Health Department Director Ashley Campbell entered at 11:15 am.

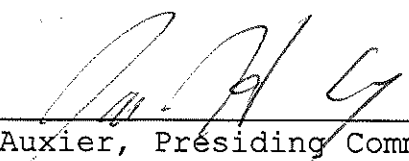
In the matter of
County On-site Waste Water Disposal Systems:

Campbell provided commission with the documents associated to the On-Site Waste Water Disposal System Ordinance for the County. Discussions were had on the additional \$18,800 this ordinance is costing the Health Department. Campbell further asked commission to repeal the ordinance and turn this back over to state. She further explains she will still have to do the

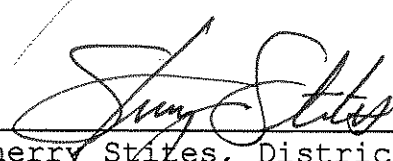
investigations but the permitting will be done by state. Discussions were had that several other counties are turning this back over to state as well as it is becoming a costly burden on the counties and DNR is trying to push jurisdictions on local counties. Commission advised they will take this to legal council and then give her a reply on whether we can repeal the ordinance.

Hearing no other business commission adjourned at 12:01 pm.

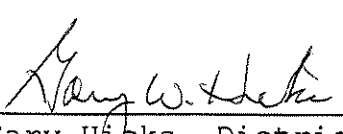
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stiles, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

August 13, 2024 Thirteenth Day of the July Term

Now at this 13th day of August, commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

In the matter of
Review of minutes:

Commission reviewed and approved minutes from the 8/6 and 8/8 meetings.

In the matter of
Duke Fire ARPA fund request:

Commission reviewed and approved the request for payment #6 of ARPA funds to Duke Fire in the amount of \$27,698.53.

Health Department Director Ashley Campbell entered at 9:30 am.

In the matter of
Health department contract:

Campbell presents a federal contract for overdose data action in the amount of \$85,638.00. Commissioner Stites moved to accept the contract, Commissioner Hicks seconded, motion carried.

Campbell left at 9:36 am.

In the matter of
Health Department Sewer Ordinance:

Commission advised MAC attorney Travis Elliot responded to the commissions emailed about repealing the sewer ordinance. Commission called Health Department director Campbell and advised they have forwarded the email to her for review.

Collector Faith Barnes entered at 10:44 am followed by Health Department Director Ashley Campbell at 10:47 am and Treasurer Cathy Tipton at 10:51 am.

In the matter of
Surplus Tax Procedure:

Barnes advised commission they are the deciding factor for the current surplus tax payout. Commission advised if the deed lists 3 Heirs, then this gentleman will only receive his 33% of the surplus tax which is his 3rd. Discussions were had on the recipient needing to prove there are no other Heirs if he wants

the full % of the surplus tax. Commission advised to revisit this matter at a later date.

Assessor Tim Kean entered at 10:59 am followed by Recorder Robin Kordes at 11:00 am.

In the matter of
Quarterly department head meeting:

Kordes advised her office is going well and she is almost finished microfilming her records.

Commissioner Stites advised the Marijuana fund is doing well. Discussions were had on the potential of upgrading some of our doors to key cards utilizing these funds to make our courthouse more secure.

Support Services Sissy Korich entered at 11:12 am.

Korich advised the elevator repairs are going well. They are working on the opening at the 3rd floor currently and moving right along.

Dana Sooter entered at 11:17 am.

She advised she is in court testifying and needs someone to move her 2 decedents vehicles that are in the sheriff's department parking lot so they will not get towed.

General discussions were had on when the parking lot is redone to have the 10-minute parking spots changed from 5 tight spots to 4 normal sized spots to allow room for doors to be opened without issues.

Further discussions were had on the county coming up with something to do in the veteran's parade on November 2, 2024. Discussions were had on the potential of purchasing t-shirts for employees willing to volunteer.

Kordes advised she is working on creating a seal for the county of Phelps. General discussions were had on the need for creating the seal with things that are local to our county, Examples: wineries, cattle, route 66, fishing, ect. She further advised she is working with a company to print the informational coloring books that are being compiled.

Discussions were had on creating a booth for Boo palooza that county employees would run and hand out candy to get the county more involved with the community.

Further discussions were had on holding an employee appreciation party on the first Friday in December. Tipton suggested sending out an electronic quiz asking employees input for a Friday evening or Saturday event. Further discussions were had on doing a raffle and putting that money back into the fund for the next employee event. Stites advised she will see about obtaining the lions den for this event.

Barnes advised she would like to have an exit sign put in place so the public knows to not go back out the way they came in. She also advised commission needs to send out a reminder to employees that their family and friends need to respect the security guards when entering the building.

Local resident Shawn Coverdell entered at 11:50 am.

In the matter of
Parking on Quail Nest Dr:

Mr. Coverdell advised he has a neighbor that told him he could not park on the road. When he looked into the matter the platte advised it would be used as public road access. Commission advised the best route in this matter would be to show the neighbor the platte language and advised them they are welcome to take it to court.

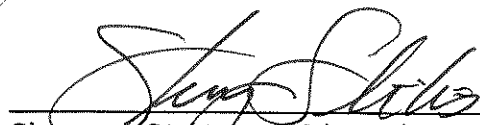
Korich left at 11:52 am followed by Tipton at 11:58 am, Barnes, Kean, Campbell and Coverdell at 12:01 pm.

Hearing no other business commission adjourned at 12:01 pm.

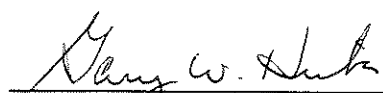
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

August 15, 2024 Fourteenth Day of the July Term

Now at this 15th day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

County clerk moved to appoint Commissioner Hicks as acting presiding commissioner in the absence of presiding commissioner Auxier.

Bailiff Chris Reeder entered at 9:07 am.

In the matter of
Courthouse security updates:

Reeder advised there is a tactical training he would like to send 2 deputies to and asked if the marijuana fund (designated for courthouse security) would pay for this training. Discussions were had on the what the training would entail and utilizing the funds to pay for this since it is related to courthouse security. Commissioner Stites asked for an invoice with total cost of 2 deputies attending and the cost of hotel stay.

Recorder Robin Kordes entered at 9:11 am followed by Support Services Amy Asberry at 9:19 am.
Reeder left at 9:19 am.

In the matter of
County employee appreciation party:

Kordes presents commission with some menu options for the employee appreciation party. Further discussions were had on the location being confirmed at the Lion's Den. Discussions were had on the potential of a few elected officials going out to see about obtaining donations as door prizes. Asberry advised it would be a good idea to do a toy drive to help the Newton family toy drive they do every year. County Clerk advised she could provide a back drop for photos and Kordes advised to make it a winter wonderland theme.

In the matter of
Court security invoices:

Asberry presents commission with 2 invoices. Commissioner Stites moved to approve the invoices in the amounts of \$720.91 and \$91.98 for monitors and mounts for the upgrades to the court security system, Commissioner Hicks seconded, motion carried.

Asberry left at 9:40 am followed by Kordes at 10:04 am.

The Focus Reporter entered at 10:15 am followed by Treasurer Cathy Tipton at 10:26 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$93,159.17 for A - L, \$104,371.60 for M - Z, \$329,724.23 for Jail Expansion Drawdown, \$31,790.03 for Senior Companions bills & Stipends and \$23,393.67 for UMB Bank EATS Westside TIF.

In the matter of
ARPA Fund report:

Tipton provided Commission with a current report of where the county stands on ARPA funds. Tipton further advised the report is color coded by projects that were allotted to utilize the funding and shows the unspent amounts associated to those projects. Tipton suggested scheduling a meeting with MRPC just to make sure we are tracking properly and we have the documentation of the obligated funds/projects along with the correct timelines. Discussions were had on the LACTF funds and how those can be utilized.


In the matter of
Opioid committee questions:

Tipton asked commission if we have the signed applications for utilizing the Opioid funds? Stites advised the committee is processing the applications and she advised maybe reach out to the committee to have them email those signed applications to the Treasurer. Discussions were had on if the Commission want her to move forward with the transportation funds or if she needs to reach out to Rhonda from Drug Court to see how they want it to be tracked. Further discussions were had on a revised form that lists stipulations on tracking documentation and who is responsible for those documents. Tipton is going to take the application verbiage to legal counsel just to make sure what we have currently is sufficient.

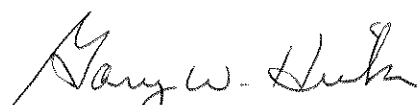
Tipton left at 11:22 am followed by the Focus Reporter at 11:30 am.

Hearing no other business commission adjourned at 11:45 am.

Read and Approved:



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
August 20, 2024 Fifteenth Day of the July Term

Now at this 20th day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

In the matter of
EEZ Board seat:

Commissioner Hicks moved to appoint Larry Stratman to the EEZ (enhanced enterprise zone) board, Commissioner Auxier seconded, motion carried.

Collector Faith Barnes and Recorder Robin Kordes entered at 9:05 am.

In the matter of
Advertisement costs:

Barnes presents RSMo 493.025 and discussions were had on if we are making sure the paper is not over charging the county for advertisements that they are required to publish by law.

Local resident Chester Kojro entered at 9:15 am.

Kordes and Barnes left at 9:20 am.

Lt. Paul Lambert entered at 9:22 am.

In the matter of
Training opportunity for Coroner:

Correspondence for training opportunity from Missouri Coroners and Medical Examiners Association was received and the training was reviewed by commission.

In the matter of
Traffic Grants:

Lambert presents commission with Missouri Department of Transportation Highway Safety and Traffic Division Grants in the amounts of \$13,000, \$6,000 and \$8,000. Commissioner Hicks moved to accept the contracts, Commissioner Auxier seconded, motion carried.

Lambert Left at 9:31 am.

Jamie Meyers entered at 9:32 am followed by Treasurer Cathy Tipton at 9:37 am.

In the matter of
Opioid Committee:

Meyers advised he is now in the possession of an agreement between the Opioid committee and the Sheriff's Department to

cover \$30,000 for prescription drug costs for inmates in the Phelps County Jail. Discussions were had on the best way to enforce the use of these funds would be on an invoice and reimbursement process via a journal transfer. Further discussions were had on these funds being used only for state inmates, not federal or military inmates. Commissioner Hicks moved to approve the use of \$30,000 from the opioid settlement funds for behavioral health medications utilized in the Phelps County Jail, Commissioner Auxier seconded, motion carried.

Meyers and Tipton left at 9:48 am.

In the matter of
MRPC membership Renewal:

Commission reviewed and discussed the MRPC membership renewal contract. Commissioner Hicks moved to accept the basic membership of \$11,910.60, Commissioner Auxier seconded, motion carried.

In the matter of
Review of previous minutes:

Commission reviewed and approved minutes from the 8/13 commission meeting.

In the matter of
BOE hearing minutes and letters:

Commission reviewed minutes and the 2 letters to be sent out from the BOE hearing. Commissioner Hicks moved to approve the 2 letters and BOE hearing minutes to Mr. Matthews from the BOE hearing, Commissioner Auxier seconded, motion carried.

Kojro left at 10:35 am.

In the matter of
Adult Abuse Board Appointments:

Commission reviewed the Phelps County Adult Abuse Board Appointment suggestions. Commissioner Hicks moves to approve the 3 members voted on by the board to a 3-year term ending May 2027 to the Adult Abuse Board, Commissioner Auxier seconded, motion carried.

In the matter of
New Road & Bridge Facility:

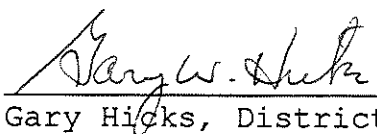
General discussions were had on the progress of the new road and bridge facility.

Hearing no other business commission adjourned at 12:01 pm.

Read and Approved:



Joey Auxier, Presiding Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
August 22, 2024 Sixteenth Day of the July Term

Now at this 22nd day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

Also present were Prosecuting Attorney Brendon Fox, Recorder Robin Kordes and Collector Faith Barnes.

In the matter of
Closed Session:

Commissioner Hicks moved to go into closed session pursuant to RSMo 610.021 (1), Commissioner Auxier seconded, moved to closed session at 9:05 am.

Hicks moved to return to open session, Auxier seconded, moved to open session at 9:37 am.

Fox left at 9:37 am.

In the matter of
County Seal template:

Kordes presents commission with a design template of a seal for the county of Phelps. Discussions were had on the matter and commission approved the design with one change of the wording. Instead of reading the great seal of Phelps County it needs to say Phelps County Est. 1857.

Kordes left at 10:04 am.

In the matter of
RV Park permit updates:

Commission called Health Department Director Ashley Campbell to see where we are at with the permitting for the RV Park. Discussions were had on the matter and the need to finalize rescinding our county ordinance so that these permits go back to the state.

In the matter of
Accounts payable:

Commission reviewed and approved invoices in the amounts of \$23,240.81 for Election Judge Pay, \$88,743.63 for A - L, \$30,822.31 for M - Z, \$69,578.70 for SCE, Inc. and \$134,546.63 for Phelps County Self-insured and KC Life.

In the matter of
Floodplain permit application:

Discussions were had on floodplain permit application #08-14-2024-01. Commissioner Hicks moved to approve the floodplain permit application for Maramac Springs RV campground, Commissioner Auxier seconded, motion carried.

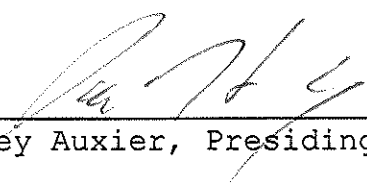
Ashley Campbell entered at 11:48 am.

In the matter of
Sewer ordinance discussions:

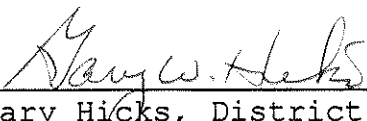
Campbell advised this is now becoming a financial burden to the county and that is why she has requested the ordinance be rescinded recently. Further discussions were had on a recent ongoing permit with issues that were due to the engineer's mistakes and the reason it has taken so long is because no one would return calls in a timely matter.

Hearing no other business commission adjourned at 12:00 pm.

Read and Approved:



Joey Auxier, Presiding Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
August 27, 2024 Seventeenth Day of the July Term

Now at this 27th day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

Also present was Deputy Clerk Peter Cook.

In the matter of
Employers Lagers Rates for 2025:

Peter Cook advised the current employer Lagers rates are 7.5 for General Employees and 10.1 for Law Enforcement Employees. He further advised these are going to increase for 2025 which will go to 8.5 for General Employees and 10.9 for Law Enforcement Employees.

Cook left at 9:03 am.

In the matter of
Review of previous minutes:

Commission reviewed and approved minutes from the 8/15, 8/20 and 8/22 commission meetings.

In the matter of
BRO-R081(14) invoice and reimbursement:

Commissioner Hicks moved to approve the payment in the amount of \$6,510.64 to Great Rivers Engineering and reimbursement form in the amount of \$5,813.86 for the BRO-R081(14) Project, Commissioner Stites seconded, motion carried.

Support Services Amy Asberry entered at 9:20 am.

In the matter of
Invoice for Bailiff office:

Commissioner Hicks moved to approve the payment for HDMI cables to the Security office updates in the amount of \$53.64 with the marijuana funds, Commissioner Stites seconded, motion carried.

Asberry left at 9:39 am.
Chester Crider entered at 9:49 am and left at 9:55 am.
Treasurer Cathy Tipton entered at 9:58 am.

In the matter of
CART fund report:

Tipton presents commission with the CART fund reports. She advised fuel is up from last year, the MV sales tax is flat from this time last year and the MV fees is done from this time last year. She reports if you combine all 3 we are up about 4% from this time last year.

In the matter of
SEFA reporting procedure:

Discussions were had on the need to implement a procedure in order to not lose our federal funding of grants. Commissioner Hicks moved to adopt the SEFA expenditure forms and new procedure to become compliant with the guidelines of the previous audit findings, Commissioner Stites seconded, motion carried.

Steps to Track Grant Expenditures and Reimbursements

1. Upon learning of an applicable grant, the grant manager must reach out to the county clerk who will give the "Grant Recipient Information form" to the grant manager.
2. The grant manager will then work with the treasurer to establish a project code name that is agreeable to both parties. The treasurer will create the project code in order to track grant expenditures and reimbursements in New World. The treasurer will notify the county clerk of the project code name.
3. The grant manager submits grant documents to the commission for approval.
4. Once the grant manager receives grant approval, they will notify the treasurer to move forward and provide the county clerk with a copy of the signed grant application.
5. When invoices are submitted that include grant expenditures, it is the grant manager's responsibility to note the project code name on the invoice near the "Approved for Payment" stamp. This notation will inform the A/P clerk to attach the project code to the expenditure in New World.
6. The grant manager will forward a copy of the invoice that is submitted to the grantor for reimbursement to the treasurer. This invoice must include basic details (i.e., grant name, reporting period, project number, claim number, claim total) and revenue code where the reimbursement should be deposited. Once the electronic deposit is received, the treasurer will allocate funds to the appropriate account and send a receipt to the grant manager.
7. Each grant manager shall keep track of expenditures, claims, and reimbursements on an internal tracking sheet. **This tracking sheet must be submitted to the county clerk no later than January 15th of each year for SEFA submission.** This tracking sheet will provide detailed documentation for auditing purposes.

The treasurer's general ledger report should match the expenditure total provided by the grant manager to the county clerk for the SEFA report submission. This established process will meet the requirements outlined by the recent financial audit and ensure future consideration for funding.

Contract:
Fiscal Year:
Reporting Period:

Grant Recipient Information

As the point of contact for an award to your Phelps County office consisting in whole or in part of federal dollars, you will be required to provide the following information for the purposes of reporting by the Budget Officer at the close of the fiscal year. This reporting is done through the *Schedule of Expenditure of Federal Awards* (SEFA) incorporated within the county's budget for the next year.

Phelps County must undergo a special type of audit, called the Federal Single Audit Report (SAR) or sometimes Uniform Guidance, for any year in which the County spends, in the aggregate, more than \$750,000 in federal money. Inaccurate reporting on the SEFA can result in, and has previously resulted in, an audit finding. Such a finding may result in any one of numerous penalties up to and including additional reporting requirements or cancellation of the grant.

Prior to the County Commission signing grant paperwork finalizing your application process, you must supply the following information (please write legibly):

Federal CFDA Number (usually in this format: xx.xxx)

Federal Grantor/Pass-Through Grantor/Program Title

Pass-Through Entity Identifying Number

Source of Funding (Federal and/or State) and Percentage from Each

Please retain a copy of this form for your records. **No later than January 15** of the year following the expenditure(s), you must supply to the Budget and Accounting Officer the Following:

Total Expenditure of Federal Dollars for the Preceding Year (The year of the signature below)

County Match Percentage

I understand my responsibilities in reporting for my federal award.

Signature & Printed Name

Date

Tipton left at 10:42 am.

In the matter of
MOperm invoice:

Cavender advised he will look into the claim invoice that we received and give us an update on Thursday 8/29 10 am.

In the matter of
County policy manual review/editing:


Commission reviewed all the edits that were implemented by the office holders' input. Commissioner Hicks moved to approve the draft of the personnel policy, Commissioner Stites seconded, motion carried. Commission advised Clerk Johnson to forward it on to BPJ for review.

Hearing no other business commission adjourned at 12:00 pm.

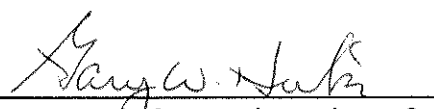
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
August 29, 2024 Eighteenth Day of the July Term

Now at this 29th day of August, Commission met pursuant to adjournment and a quorum was present of the following members:

Joey Auxier, Presiding Commissioner
Sherry Stites, District 1 Commissioner
Gary Hicks, District 2 Commissioner
Laura Johnson, County Clerk

Also present were local resident Ray Schweikhardt and Rolla Public Works Director Darin Pryor.

In the matter of
Hwy E Sidewalk project:

Pryor advised the Hwy E sidewalk project is moving along and the counties portion of costs will be \$44,535.97. Discussions were had on the sidewalk starting at the west side of Vista Drive, switching to the East side at Emily Drive and continuing out to Danata Street.

Pryor left at 9:16 am.
Local resident Beth Pross entered at 9:19 am.

In the matter of
County tax levy hearing:

Commissioner Auxier called the property tax levy hearing to order. Commissioner Auxier read the below tax document to those in attendance:

PHELPS COUNTY, COUNTY REVENUE LEVY
Sales Tax Roll-Back Calculation
2024 Tax Year

A. Total Assessed Valuation 2024	SAO Proforma Form A, Line 1	731,931,885
B. Tax Rate Ceiling, 2024, per \$100	SAO Summary Page, Line F	0.2691
C. Gross Property Tax Revenue	A x B	1,969,628
D. 2024 Sales Tax 1st 6 months x 2	Per RSMo 67.500.4	2,581,038
E. Voter Approved Rollback %	4/7/1981, 50%	0.50
F. Sales Tax Reduction	D x E	1,290,519
G. 50% of Prior Year over/under est.	Underestimate was \$136,611	68,305
H. Total Sales Tax Reduction	F + G	1,358,824
I. Amount of Property Tax to Raise	C - H	610,804
J. 2024 Tax Rate, County Revenue	I / A	0.0834
Reduction of Levy Ceiling	B - J	0.1857

PHELPS COUNTY, ROAD & BRIDGE LEVY
Sales Tax Roll-Back Calculation
2024 Tax Year

A. Total Assessed Valuation 2024	SAO Proforma Form A, Line 1	731,931,885
B Tax Rate Ceiling, 2024, per \$100	SAO Summary Page, Line F	0.1922
C. Gross Property Tax Revenue	A x B	1,406,773
D. 2024 Sales Tax 1st 6 months x 2	Per RSMo 67.500.4	1,389,696
E. Voter Approved Rollback %	4/7/1981, 50%	0.50
F. Sales Tax Reduction	D x E	694,848
G. 50% of Prior Year over/under est.	Underestimate was \$73,547	36,773
H. Total Sales Tax Reduction	F + G	731,621
I. Amount of Property Tax to Raise	C - H	675,152
J. 2024 Tax Rate, Road & Bridge	I / A	0.0922
 Reduction of Levy Ceiling	 B - J	 0.1000

ASSESSED VALUATION (By Category)	CURRENT TAX YEAR 2024	PRIOR TAX YEAR 2023
Real Estate	\$ 542,379,520	\$ 535,029,410
Personal Property	159,896,009	165,102,805
Railroad & Utility – State	34,592,825	36,449,775
Railroad & Utility – Local	2,306,541	1,925,362
Less Tax Increment Financing	-7,243,010	-7,243,010
 TOTAL	 \$ 731,931,885	 \$ 731,264,342

FUND	AMOUNT OF PROPERTY TAX	TAX RATE CEILING	PROPOSED TAX FOR 2024
General Revenue	\$ 610,804	\$0.2691	\$0.0834
Road & Bridge	\$ 675,152	\$0.1922	\$0.0922

Commissioner Hicks moved to approve the set tax rate levies above for General Revenue and Road and Bridge for 2024, Commissioner Stites seconded, motion carried.

In the matter of
 Sheriff Department funds:

Discussions were had on the need to address the Sheriff's budget with him again as we are unable to process his payroll again as his fund is insufficient. Further discussions were had on the sheriff needing to ask for an operational loan in order to be able to make payroll and necessary expenses through the rest of the year. Commission and sheriff plan to meet Tuesday 9/3/24 to discuss this matter.

Schweikhardt left at 9:45 am.

In the matter of
 Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$26,872.15 for A - L, \$21,314.61 for M - Z, \$2,479.96 for Senior Companions Bills, \$27,698.53 for Duke Fire ARPA funds and \$5,526.68 for Nationwide and Great West.

Pross left at 10:20 am.

In the matter of
BRO project discussions:

Contractor John Stobb called commission and advised the cost of the delay on the project is going to be \$9,800 (\$700 a day past the project deadline) that we will not be paying to the company since they are not going to meet the deadline and requested a 14-day extension.

In the matter of
MOPERM invoice discussions:

Dan Cavendar advised he spoke to the claim adjuster on the case involved with the invoice. He advised the adjuster negotiated down the claim to \$4,500 and that is why we owe that amount listed on the invoice. Commission advised this would be paid out of our emergency funds.

BPJ employee Tonya Greven entered at 10:42 am.

In the matter of
County Benefits:

Greven advised she has heard chatter that people won't apply at the county because of their benefits. She then researched employers' insurances in our area and found that we have the best insurance coverage in the area. She advised she would like to send a survey out to employees with some questions to see what the next step should be moving forward. She advised once this survey results are in she can then work with the county to potentially offer different tiered plans for employees to choose from that would work with their budgets.

Greven left at 11:10 am.

Support Services Amy Asberry entered at 11:15 am.

In the matter of
Marijuana Fund expense request:

Commissioner Hicks moved to approve the payment of \$9.79 for a power cord for the new security room from the marijuana fund, Commissioner Auxier seconded, motion carried.

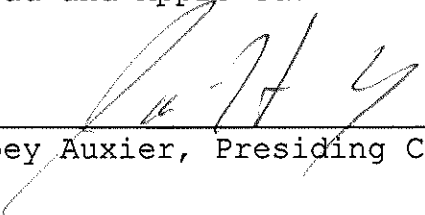
Asberry left at 11:26 am.

In the matter of
Lagers Employer Delegate:


Commission discussed candidates to for the Lagers conference in October. After discussing the changes to commission overseeing an HR and Payroll department next year, Commission chose to appoint Commissioner Stites to be the Lagers Employer delegate for the county.

Hearing no other business commission adjourned at 12:00 pm.

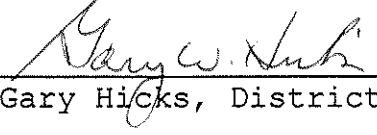
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner