

Phelps County Commission Record

December 3, 2024 Seventeenth Day of the October Term

Now at this 3rd day of December, 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 John Stob from GRE.

In the matter of
Final BRO-R081(14) paperwork:

Stob presents commission with the close out paperwork for the BRO project Bridge off County Road 3620. Discussions were had on the project and the final reimbursement should be arriving within a few weeks.

Ray Schwartz entered at 9:05 am.
Stob left at 9:11 am.

In the matter of
Audit Bid Solicitation for review:

County Clerk presents commission with the bid solicitation for the 2023 and 2024 upcoming Audit. Commissioner Stites moved to approve the Bid solicitation, Commissioner Hicks seconded, motion carried.

Jason Smiths field representative Grant Wilson entered at 9:15 am.

In the matter of
Review of previous minutes:

Commission reviewed and approved minutes from the 11/26 commission meeting.

Local resident Chester Kojro entered at 9:39 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amount of \$20,408.68 for December Contract Pay.

In the matter of
Travelers Insurance Quote review:

Commission called BPJ representative Kasey Smith and put her on speaker to discuss the Travelers insurance quote. Discussions were had on the different plan options. Further discussions were had on the differences between Travelers and MOPERM policies. Due to not having the MOPERM quote yet commission is going to revisit this next week so they can compare both policies side by side and make the best decision for the county.

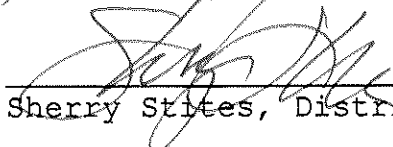
Kojro left at 10:20 am.
Wilson left at 10:31 am.
Schwartz left at 10:44 am.

Hearing no other business commission adjourned at 11:52 am.

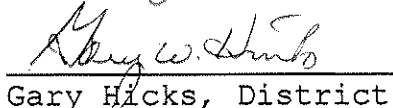
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

December 5, 2024 Eighteenth Day of the October Term

Now at this 5th day of December, 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
CAP for MODOT Audit finding:

County Clerk presents commission with the below CAP (corrective Action plan) from the MODOT audit finding referencing Suspension and Debarment status of companies doing business with the county. Commission approved the CAP as written.

In the matter of
BRO-R081(14) Invoice and Reimbursement:

Commission reviewed invoice and reimbursement for BRO invoice #16. Commissioner Stites moved to approve invoice #16 in the amount of \$983.00, Commissioner Hicks seconded, motion carried.

In the matter of
ARPA Admin invoices to MRPC:

Commission reviewed 4 invoices from MRPC for ARPA administration fees. Commissioner Hicks moved to approve payment totaling \$595.90, Commissioner Stites seconded, motion carried.

Carol Green entered at 9:58 am.

In the matter of
CDBG upcoming grant:

Green advised commission she is working on getting another CDBG grant for next year. Discussions were had on how many hours the county has available for grant writing.

Green left at 10:15 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$141,234.74 for UMR self-insured and KC Life, \$13,244.59 for Payroll Benefits and Deductions, \$17,834.59 for Senior Companions Stipends and Bills, \$36,048.61 for Election Judge Pay, \$50,916.00 for A - L and \$57,442.25 for M - Z.

In the matter of
Human Resources/Payroll position:

Discussions were had on the need to hire an HR/Payroll person as soon as possible due to employee turnover. Further discussions were had on where to create an office space for this position.

Verbiage for solicitation ad is as follows:

Phelps County Commission is looking for a detail-oriented HR professional with expertise in staffing coordination, compliance and data management. Salary will be based on experience and education. Resumes need to be submitted to laura.johnson@phelpscounty.org by 10 am on 12/26/2024.

Hearing no other business commission adjourned at 11:47 am.

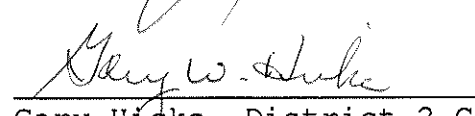
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record
December 10, 2024 Nineteenth Day of the December Term

Now at this 10th day of December, 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

Deputy Clerk Lorraine Britt took minutes.

Collector Faith Barnes, Treasurer Cathy Tipton and Recorder Robin Kordes entered at 9:01 am.

In the Matter of
MAC Meeting:

Robin Kordes, Cathy Tipton and Faith Barnes discussed various topics and workshops attended during the MAC meeting.

Local Resident Chester Kojro entered at 9:28 am.
Tipton left at 9:55 am.

Also discussed AED machines in the courthouse and the possibility of acquiring additional machines and the cost involved.

Barnes left at 10:09 am.

In the Matter of
Real and Personal Property Court Orders:

Commission reviewed and approved personal property court order Certificate #2024000790 and real property court order certificate #'s 2024000028 and 2024000029.

Kordes left at 10:20 am.
Kojro left at 10:21 am.

In the Matter of
Duke Fire ARPA Fund Request:

Commission reviewed and approved request #8 for Duke Fire ARPA funds in the amount of \$12,345.00.

Coroner Ernie Coverdell entered at 10:26 am.

In the Matter of
Coroner Autopsy Request:

Discussion ensued between Commission and Coroner with regard to autopsy requests as well as the cost and fee structure for Coroner's services.

Recorder Robin Kordes entered at 10:57 am.
Coverdell left at 11:06 am.

Support Services Sissy Shults entered at 11:30 am.

Local Resident Joshua Vroman entered at 11:30 am.
Shults and Kordes left at 11:37 am.
Vroman left at 11:40 am.

In the Matter of
Accounts Payable:


Commission reviewed and approved invoice in the amount of
\$3,389.65 for Vernon graphic/promotions.

Hearing no other business commission adjourned at 12:15 pm.


Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

December 12, 2024 Twentieth Day of the October Term

Now at this 12th day of December, 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 Treasurer Cathy Tipton, sheriff's department Admin Assistant Theresa Lasher, Cheryl Ball with Tran systems, Troy Hughes with MoDOT and David Fields with MoDOT.

In the matter of
CART fees report:

Sales tax fuel report up 6% from this time last year. MV Sales tax is down -36% from this time last year and the MV fees are down -7% from this time last year

In the matter of
CD renewals:

Discussions were had on the need to rebid for county CD's.

In the matter of
ADP fund interest:

Discussions were had on there being \$14,000 interest earned in the ADP fund that supplies payroll. Commission decided to leave that interest in this fund until they see a need to do otherwise.

Lasher and Tipton left at 9:14 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$226.94 for PACARS Banholzer and \$121,255.63 for A - L.

In the matter of
Rail Road Crossings Follow up:

Discussions were had on the 2 crossings off CR 7560. Ms. Ball advised there is such a low traffic count on that area that it would not be a candidate for MoDOT funding. Discussions were had on CR 7130 (Braidlow Rd). Ms. Ball advised because of the huge grade leading up to this crossing and the low traffic count it would not be a candidate. Discussions were had on Grotto Rd. Ms. Ball advised according to the property owners in the area this is a private road. Commissioner Hicks advised that was incorrect

as the county still owns the right of way on both sides of that track however there is really no traffic at this crossing as the land on the other side of the tracks is only agricultural land. Further discussions were had on MoDOT potentially implementing a private contract with the property owner. Discussions were had on the S&T experimental mines crossing. Ms. Ball advised the other side of the crossing is listed as a private property and commission advised it is a private drive and the county does not maintain that side of the tracks. Ms. Ball asked if commission would be interested in taking ownership of this crossing as it has a high volume of traffic especially during the haunted mine tours in October. Further discussions were had on if the county would gain the right of way on both sides of the track at this crossing so that they could put up signals and arms to make it safer. Discussions were had on North Springfield Road in St James. Ms. Ball advised the proposal from them would be to close the lower crossing as it is a bad grade and bad area that is not truly able to be fixed. Discussions were had that MODOT would pay jointly up to 1.5 million dollars to create a road along the tracks with land owner permissions if they were to close the lower crossing. This would bring the area to only having the upper crossing, by NAPA, that would need to become public and make this area much safer along with adding crossing arms and signals at the upper track crossing. Further discussions on this area included the need for a public hearing to explain the safety concerns and the proposal to relocate the road and close the lower crossing with a steep grade.

Ball, Hughes and Fields left at 10:32 am.
Tipton reentered at 10:33 am.

In the matter of
Sales Tax report:

Tipton presents commission with Sales Tax report and discussions were had on the standing.

Lasher reentered at 10:40 am.

In the matter of
Jail Expansion updates:

Lasher explained that we will get \$100,000 back from the Jail expansion loans. The balance to finish the Jail Expansion is 1.1 million. There will be two more invoices coming. The final owed amount will be split and a transfer of 263k from 410 to 420 has been requested to cover the bills currently due. Lasher explains the feds will be sending \$388,304.00 hopefully by the end of 2024 for federal inmate housing. Phase one interest is due in February (194k). The biggest concern is that the Sheriff's Dept does not have enough revenue to generate a reserve to pay the Jail Loan interest payments which are coming due in 2025. Discussions were had about programs that could possibly be minimized to cut costs. Over staffing may be an issue but this is something that has to be further discussed with the Sheriff himself. The jail itself is short staffed as

well. This topic will be revisited in the future when the Sheriff can be present.

Health Department Director Ashley Campbell entered at 10:50 am.

In the matter of
Closed Session:

Commissioner Hicks moved to go in to closed session pursuant to RSMO 610.021(3), Commissioner Stites seconded, Motion carried. Moved to closed session at 11:15 am.

Commissioner Hicks moved to return to open session, Commissioner Stites Seconded, motion carried and meeting returned to open session at 11:34 am.

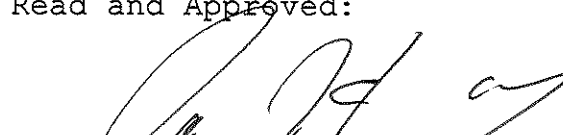
Campbell left at 11:34 am.
Kayce Smith from BPJ enters meeting at 11:35 am.

In the matter of
MOPERM Policy for review:

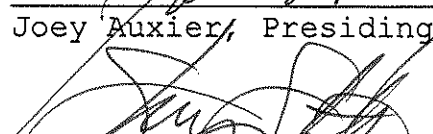
Smith presents the MOPERM policy to Commission. Commission reviewed the policy and suggested any changes that need to be made before renewal. Commissioner decided unanimously the County would be staying insured with MOPERM.

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
December 12, 2024 Twentieth Day of the October Term

Now at this 12th day of December, 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

Deputy Clerk Bethany Hawkins took minutes.

Commissioner Hicks moved to go in to closed session pursuant to RSMO 610.021(3), Commissioner Stites seconded, Motion carried. Moved to closed session at 11:15 am.

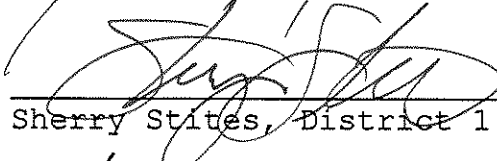
Ashley Campbell presents her resignation letter to the Commission. Discussions were had about hiring a replacement and appointing an interim. Commissioner Auxier moved to accept resignation Commissioner Stites seconded.

Commissioner Hicks moved to return to open session, Commissioner Stites Seconded, motion carried and meeting returned to open session at 11:34 am.

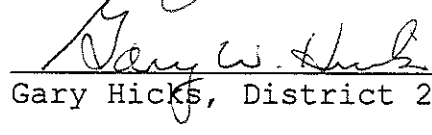
Read and Approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

December 17, 2024 Twenty-first Day of the October Term

Now at this 17th day of December, 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.
Local Resident Chester Kojro entered at 9:30 am.

In the matter of
Speed Limit Sign on CR 5140:

Hicks moved to set and install speed limit sign on County Road 5140 with a limit of 15 MPH, Stites seconded, motion carried.

In the matter of
Review of previous minutes:

Commission reviewed and approved minutes from the 12/03, 12/05, 12/10 and 12/12 commission meetings.

In the matter of
Real Property Court Order:

Commission reviewed and approved Real Property court order # 2024000030.

Schweikhardt left at 9:59 am.
Sheriff's Department Admin Assistant Theresa Lasher entered at 10:00 am followed by Treasurer Cathy Tipton at 10:02 am.

In the matter of
Sheriff's Department Loan:

Commission called Sheriff Kirn to discuss the loan payment on the jail expansion project. Discussions were had on the increase of the cost of the project due to inaccurate blue prints at the beginning of the project and then the reinforcing that needed to be done due to the jail break. Kirn advised we had to do these in order to keep our federal contract.

Kojro left at 10:07 am.

Tipton advised they have to cut a check by the end of the week due to budget shut off. Discussions were had on the incoming payments from the marshals and whether that will be enough to make these payments. Kirn advised the marshals have promised a huge influx in federal inmates by January 20th which will help. Kirn further advised we could use the asset forfeiture fund to

assist but Lasher asked how we would get prior approval in time to make that decision. Discussions were had on there not being enough time to get approval and that could create an auditing issue. Commissioner Auxier advised that he would like to reach out to Gilmore and Bell to see if we could change the due dates and if we could go out to bond after this debt has been accrued to help the county out financially. Further discussions were had on the bank not being able to give us a date and final amount on when we stop paying the interest on the construction phase of the loan. Discussions were had on the need to have the budget done by January 20th so we can have the final hearing on January 23rd and get the budget entered in order to make payments by the date they are due.

Recorder Robin Kordes and Assessor Tim Kean entered at 11:08 am. Tipton and Lasher left at 11:10 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amount of \$21,716.28 for FSCB Jail Expansion Interest.

In the matter of
MSB credit card company:

Kordes gives update of the new MSB credit card company that she and the health department are going to switch to. Discussions were had on the savings involved and the dedicated team that will be assigned to them by this company for any issues that may arise. Kean advised he is looking at going to this company as well to provide the service to the public instead of just cash or check.

In the matter of
ADP issues:

Kordes and Kean advised they are not pleased with ADP and do not wish to use it. Discussions were had on the need to submit a notice to quit and cut ties with ADP as they are not delivering what they promised us.

In the matter of
Assessor request:

Kean advised he hasn't been able to locate vehicles that he feels would work as fleet vehicles for his field workers. Kean asked commission if this would go under equipment purchase on his budget and if commission needs to have approval before he goes under contract on a sale. Commission advised to put the amount in his equipment line and the only thing they will need to approve is signing the title.

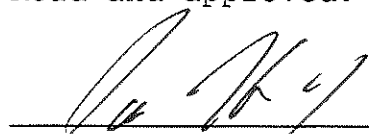
Kordes and Kean left at 11:47 am.

In the matter of
ADP Sales contract:

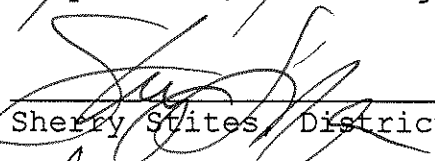
Commissioner Stites moved to accept the 90-day notice to quite utilizing the ADP services due to their lack of fulfilling the promised areas of the sale, Commissioner Hicks seconded, motion carried.

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

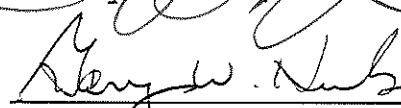
Read and approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

December 19, 2024 Twenty-second Day of the October Term

Now at this 19th day of December, 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
ArcaSearch Archiving:

Commission joined a Zoom presentation with David Frank at ArcaSearch.

Recorder Robin Kordes entered at 9:40 am followed by Collector Faith Barnes and Support Services Sissy Shults at 9:41 am and Health Department Director Ashley Campbell at 9:48 am.

In the matter of
County Website:

Discussions were had on the potential of getting a new website that is more interactive and easier for the public to navigate. Further discussions were had on the possibility of each office holder having access to upload/edit items associated with their offices. Barnes advised she has found a local web designer that is willing to work with us to design a better website. Commission pulled up the Boone County website as an example of what we would like ours to look like. Barnes advised she wants the commission to budget for a new website for next year.

Barnes left at 9:57 am.

Shults advised we need to start the process to transition to a .gov so that the sit is more secure. Further discussions were had on allocating \$20,000 to have a cushion in place to start this process. Campbell asked that someone make sure to integrate the Health Departments site into the new website.

In the matter of
HR Office Area:

Discussions were had on potentially walling off a section of the county clerk's office to create the office area for HR.

Shults left at 10:13 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$30,109.32 for Nov EATS Rolla Westside TIF, \$70,396.37 for M - Z and \$12,483.66 for M - Z.

Kordes left at 10:37 am.
Asberry entered at 10:45 am.

In the matter of
Interim Health Department Director:

Discussions were had on the interim Director for the health department being Jennifer Wise. Further discussions were had on this person being sworn in on 12/31/2024. Further discussions were had on this position currently being a nonexempt position due to changes made during Covid however come January 1 this position will return to exempt status. Commissioner Hicks moved to approve the change of assignment and salary for the Interim director, Commissioner Stites seconded, motion carried.

Treasurer Cathy Tipton entered at 10:50 am followed by Coroner Ernie Coverdell at 11:00 am.
Campbell left at 11:00 am followed by Tipton left at 11:04 am.

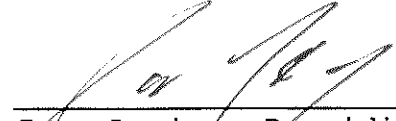
In the matter of
Coroner updates:

Coverdell provided the commission with a document showing his revenues brought in over the last 6 months and explains his intentions are to raise that revenue over the years. Discussions were had on the state implementing more statutory duties on the coroners so Coverdell is trying his best to bring in more revenue to offset these extra costs associated with the added statutory duties. Coverdell further explains he is doing more toxicology and autopsies to show the state the ingoing issues the counties are dealing with.

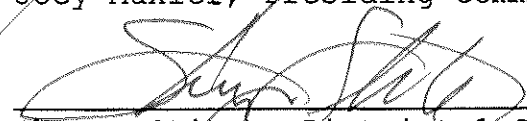
Coverdell left at 11:20 am.

Hearing no other business commission adjourned at 11:55 am.

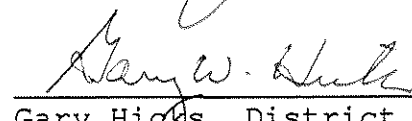
Read and approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

December 24, 2024 Twenty-third Day of the October Term

Now at this 24th day of December, 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
Real Property Court Orders:

Commission reviewed and approved Real Property court order certificate #2024000032 and #2024000031.

Local Resident Randy Bahr entered at 9:27 am.

In the matter of
SB190/756 discussion:

Bahr asked commission if they ever decided to accept the SB190/756 bills to freeze senior citizens taxes. Commission advised of the ordinance and the process that will be implemented next year in the collector's office.

Bahr left at 9:32 am.

Treasurer Cathy Tipton entered at 9:50 am.

In the matter of
CART fee Report:

Tipton presented commission with the current CART fee report and discussions were had.

Tipton left at 10:03 am.

Kordes entered at 10:58 am.

In the matter of
County Guidebook:

Discussions were had on if an employee takes the day before and after off around holiday will they still get the paid holiday. Commission advised they felt that because these are designated paid holidays that each employee regardless of the days before and after will be given the paid holiday.

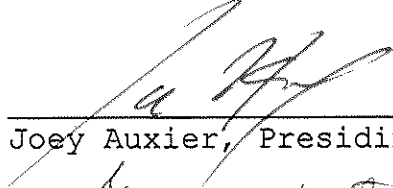
Kordes left at 11:01 am.

In the matter of
End of year budget:

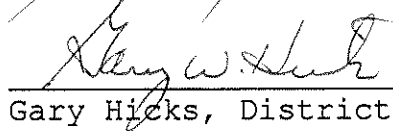
Discussions were had on where the county is setting for end of the year budgets.

Hearing no other business commission adjourned at 11:58 am.

Read and approved:



Joey Auxier, Presiding Commissioner



Gary Hicks, District 2 Commissioner

Phelps County Commission Record

December 26, 2024 Twenty-Fourth Day of the October Term

Now at this 26th day of December, 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 previous minutes:

Commission reviewed and approved minutes from the 12/17 and 12/19 commission meetings.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$990.46 for Election Judge pay, \$66,074.75 for Sheriff Dept Invoices, \$126,135.81 for A - L, \$60,310.85 for M - Z and \$1,125.00 for CCAM Registration.

In the matter of
HR application review:

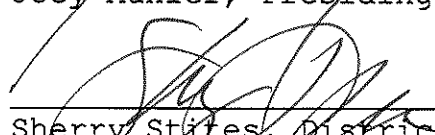
Commission reviewed the submitted resumes from HR applicants.
Local resident Chester Kojro entered at 11:23 am.

Hearing no other business commission adjourned at 12:10 pm.

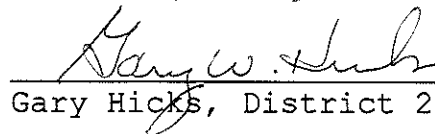
Read and approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner

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Phelps County Commission Record
December 31, 2024 Twenty-Fifth Day of the October Term

Now at this 31st day of December, 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

Local residents Jim Depardo, Ryan Stites and Chase Stites entered at 9:14 am followed by District 122 Representative Tara Peters at 9:15 am.

In the matter of
Election Fund Budget amendment:

County Clerk presented commission with proposed budget amendments for the Election Fund in General Revenue. Discussions were had on the changes to the expense line and commission decided to table this to revisit on Thursday to discuss where the revenue will be coming from.

Sheriff Kirn and wife Becky Kirn entered at 9:22 am followed by Collector Faith Barnes, Public Administrator Dana Sooter and Coroner Ernie Coverdell at 9:28 am. Local resident Chester Kojro and Dale Wands at 9:30 am.

In the matter of
Swearing in of Elected officials:

County Clerk gave oath to Sheriff Mike Kirn, Public Administrator Dana Sooter, Coroner Ernie Coverdell, District 1 Commissioner Sherry Stites and District 2 Commissioner Gary Hicks.

Representative Peters, Ryan Stites, Chase Hayes, Sheriff Kirn, Becky Kirn, Collector Barnes, Coroner Coverdell, Dale Wands and Jim Depardo left at 9:38 am.

In the matter of
Audit Bid opening:

No bids were received for the audit. Commission gathered information on some more auditing companies and county clerk sent correspondence to see about obtaining bids. Commission decided to set a new date for bid opening to be set at 10:00 am on January 14th, 2025.

Kojro left at 10:27 am.

In the matter of
Accounts Payable:

Commission reviewed and approved invoices in the amounts of \$770.27 for Sparklight and \$768.00 for Contract pay.

Sheriff Kirn reentered with Admin Assistant Theresa Lasher at 10:40 am.

In the matter of
Sheriff's Department transfers:

Lasher and Kirn presented a list of the transfers made through out the year so we have explanation on a paper trail for auditing purposes. Discussions were had on the statements of their accounts and the need to budget for next year with the upcoming payments on the loan.


In the matter of
Autopsy invoices for sheriff's Department:

Commission asked sheriff if he would pay for any autopsies that are needing to be done on inmates that pass away in jail custody. Sheriff explains that if it is a federal inmate the feds will pay for the autopsies since that is a mandatory requirement with any federal inmate.

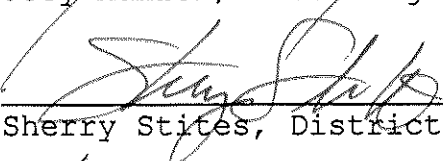
Kirn and Lasher left at 11:41 am.

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

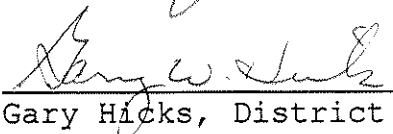
Read and approved:



Joey Auxier, Presiding Commissioner



Sherry Stites, District 1 Commissioner



Gary Hicks, District 2 Commissioner