

OFFICIAL MINUTES

**AUGUST 15, 2011, 11th DAY OF
THE JULY ADJOURNED TERM**

The County Commission met in the Commissioner’s Hearing Room at 8:30 am with Ron Houseman, Danny Strahan and Jim Strafuss present. The following proceedings were had and made a matter of record:

PRELIMINARY STUDY MEETING (COMMISSION HEARING ROOM)

The County Commission met to review previous meeting minutes and accounts payable.

PUBLIC COMMENT

There were no public comments.

CALL TO ORDER

Presiding Commissioner Houseman called the August 15, 2011 meeting to order at 9:00 am with all members present.

PRAYER

Helen Soutee led the prayer.

PLEDGE OF ALLEGIANCE

Commissioner Strahan led the Pledge of Allegiance.

PREVIOUS MEETING MINUTES 7/11 AND 8/8

Commissioner Strafuss moved to approve the minutes of 7/11 and 8/8/2011 with changes and corrections as noted. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

ACCOUNTS PAYABLE/JOURNAL ENTRIES/TRANSFERS

Commissioner Strafuss moved to approve accounts payable as follows:

ACCOUNTS PAYABLE							
DATE	8/15/2011						

	CHECKS				WARRANTS		
	325568	to	325594		5465		
		to			5466		
		to			5467		
		to					
		to					
Please sign and date that you have reviewed the included information.							
	Date		Time	Signature			Comments
	8/11/2011	2:00pm		j			
				j			

Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye). There were no journal entries or transfers.

BID OPENING & AWARD – PLAT CABINET

Recorder Robert Dixon and Purchasing Agent Ron Erickson addressed the Commission for a bid opening for a Plat Cabinet in the Recorder of Deeds Office. The first bid was from Henry M. Adkins Company in Clinton for \$6893.28 for the cabinet and freight, and inside delivery of \$336.76, with a total of \$7237.04. The second bid was from Elkin-Swyers Company in Springfield. The cabinet price was \$8071.70 for the cabinet; freight and set up was \$360.35. The third bid was from P. F. Pettibone and Company of McHenry, Illinois with a cabinet bid of \$6265.00, with freight and inside delivery of \$350, for a total cost of \$6615.00. The fourth bid was from Spectra Associates in Delmar NY with a cost of \$6859.00, with freight and inside delivery of \$435, for a total of \$7294.00. Based on those amounts, P. F. Pettibone and Company was the low bidder. Mr. Dixon and Mr. Erickson discussed the award process and agreed to contact the companies to confirm. Commissioner Strafuss moved to postpone the Plat Cabinet bid award to a definite time of 1:55 pm. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

APPROVAL OF PAYROLL

Commissioner Strafuss moved to postpone payroll approval to a definite time of 1:50 pm. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

PRESENTATION OF THE 2010 AUDIT REPORT

Mr. Andy Marmouget with Davis, Lynn & Moots presented the Commission with the December 31, 2010 Independent Audit Report. The following was reviewed:

Page 4 – The Independent Auditor’s Report gave a clean opinion, which was the best opinion to be received on financial statements.

Page 13 – The Statement of Net Assets showed the cash balance on hand broken-down between governmental activities and business type activities, including the transfer station. Total cash and investment balance for Governmental Activities was \$17.5 million, which was down \$17,000 from one year ago. Total cash and investment balance for Business Type Activities was \$559,000, which was down \$135,000 from one year ago.

Page 18 – Statement of Receipts, Disbursements and Changes in Fund Balance for the County’s major governmental funds, which included 1) County General Fund, and 2) Road & Bridge Trust Fund & Road & Bridge Fund.

Total receipts for the General Fund was \$12.8 million, up \$451,000 from a year ago, as the General Fund received additional grant monies, namely the Cops Law Enforcement Grant. Total tax revenues were \$8.3 million, up \$74,000, and sales tax revenues were up \$64,000, which was a slight increase.

Total Disbursements was \$14.3 million, which was down \$1.5 million from a year ago because the county finished paying for the construction of the new Judicial Facility. Overall disbursements exceeded receipts by \$1.4 million and after a transfer into the fund of \$903,000 the overall decrease was \$579,000, down from \$10.2 million to \$9.6 million at the end of the year.

The Road & Bridge Trust Fund had total receipts of \$6.7 million, down \$1.2 million due to prior year FEMA disaster monies of \$1.3 million. Total disbursements for the Road & Bridge Trust Fund were \$4.7 million. Overall the Receipts exceeded Disbursements by \$2 million. However, after a transfer out of the Road & Bridge Trust Fund to the Road & Bridge Fund of \$2 million there was a slight decrease of \$11,000, bringing the balance from \$4,994,000 to \$4,978,000 at the end of the year. The Road & Bridge Fund had total Receipts of just under \$1.3 million; disbursements were just over \$2 million. Overall Disbursements exceeded Receipts by \$778,000. After a transfer into the fund of \$1.4 million there was an overall increase of \$646,000, bringing the balance up from \$326,000 to \$972,000 by the end of the year. When looking at the two funds combined there was an overall increase of \$635,000, which was a significant improvement over last year which had a decrease of \$483,000.

Page 62 – An Audit of Compliance was performed on the major grant programs, specifically the Cops and Edward Burns Law Enforcement Grants. The County received a clean opinion on compliance with grant programs.

The Recommendation Letter Review had six points notated.

- 1) Signatures on checks. Most general funds required two signatures; however, some special accounts still utilized only one. The recommendation was that the County should require two signatures on all checks. Commissioner Houseman asked if two signatures could be within the same office. Mr. Marmouget said yes. Auditor Rick Findley stated some of those offices had already made those changes.
- 2) Opening new bank accounts. The recommendation was to have a Policy in place for new accounts to be opened.
- 3) Payroll and Accounts payable functions. The recommendation was to utilize the Auditor's office as an internal auditing office, and to oversee accounts payable and payroll rather than perform the functions.
- 4) Employee Benefits. As the County was in the process of updating the personnel policy, it was suggested that it should ensure that all policies regarding employee benefits be communicated to the offices. Further, that the County might want to hold training sessions for offices regarding the importance of following county policies in regards to employee benefits. Mr. Marmouget emphasized that consistency was needed between offices.
- 5) Grant administrator. The recommendation was to designate that a specific individual have the responsibility for tracking grants within the county.
- 6) Intergovernmental Agreements. The recommendation was to have the County review and update, or implement as necessary all intergovernmental agreements.

Commissioner Strafuss stated there were about four offices that didn't have the double signature policy. Commissioner Houseman stated that while there are special funds to be administered by the elected official, they still needed to go through the approval process. Auditor Rick Findley clarified that there was only one account (within the sheriff's department) that held validity for a single signature when discussed with Mr. Marmouget.

Commissioner Strafuss asked Mr. Findley to bring back to the Commission a policy stating that two signatures were required on all accounts, as well as a new bank accounts policy. Commissioner Strahan said double signatures had been recommended for two years, and needed to be taken care of.

Road & Bridge Funds were discussed. Commissioner Houseman asked Rick Findley to ask the State Auditor's Office if there would be any problem with combining the two funds. Commissioner Houseman asked Mr. Marmouget to share with Auditor Rick Findley how other counties did the shared fund process. Andy stated he would share that information with Taney County.

Andy thanked the Commission, the office holders and their staff for the assistance given to him and his staff.

The need for a Grants Administrator position was discussed.

County Clerk Donna Neeley addressed the Commission regarding the County Clerk's office, and stated that it should be performing the duties of payroll and accounts payable. She would like to add the two professionals currently performing those functions to her payroll for next year's budget. That would solve another problem during a major election year, to provide additional staff to help with elections. She would be happy to take the recommendation from the outside audit in doing that.

Recorder Robert Dixon addressed the Commission. He explained that his office generates funds which are then distributed out to the county at 70% and to the state at 30%. He admitted that at that time their special fund checks were signed by only one individual, but that there was three people on the account and there would be no problem getting a secondary signature.

Collector Sheila Wyatt asked if she did not have signatures in compliance with statutes. Commissioner Houseman said none of the accounts requiring two signatures were from the Collectors office.

Commissioner Strafuss moved that the basic Financial Statement Audit by Davis, Lynn and Moots dated December 31, 2010 be accepted by the Commission. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

RECESS
9:40 AM

RECONVENED
10:10 AM

STAFF DEPARTMENTAL UPDATE – ROAD AND BRIDGE

Randy Haes, Harlan Collins, and David Stottle met with the Commission for an update.

A Workplace Safety & OSHA Compliance Workshop would be held on September 29th in Springfield. The price per person was \$199. Randy would like to send Harlan and David. Randy talked to a gentleman from Beacon One who did safety training. Randy was working with Dixie to bring him to speak in the spring.

Randy talked to Steve Tate, of Oakmont regarding a Dirt Agreement. Commissioner Strafuss moved to approve to enter into a Dirt Agreement with Oakmont Community with Steve Tate as manager. Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

Steve Adams on Caney Creek Road in Brown Branch had some water with heavy rains that was running over his driveway and washing it out. There was a double culvert, which drained into a

field entrance culvert. He was willing to give right of way or easement of the property if the County would fix the problem for him; the problem being the bridge alignment. Commissioner Strahan reviewed the problem. Commissioner Strafuss asked if there was much expense involved. Randy said the cost would be for a culvert and 3 to 4 days of machine work, and the easement expense. The Commission asked Randy to get an estimated cost.

Commissioner Houseman stated that he received information from a homeowner on State Hwy 160 and Casey Road regarding an unresolved drainage problem. Commissioner Strafuss asked what Great River Engineering had initially determined. Commissioner Strahan stated the County had gone above and beyond with assistance in this situation as the problem existed prior to County involvement. Commissioner Strafuss would contact Great River to make a further determination.

The Dale Avenue access road needed to have an agreement written up; a lease to declare work for FEMA. The Commission would get an agreement written up with Legal Counsel and Commissioner Strafuss and David would get a signature.

Due to K-Dock having access blocked, the Sheriff's Department requested a No Parking Sign. Randy informed the Commission that signs were put up on a portion of Warren Road.

The Hot Tank was useable at the Hollister Facility. On the following Wednesday elements would be turned on to be checked. Documents needed to be fixed and copied.

Ingenthron Road had been surveyed up to the Creek. Discussion ensued. Discussion was postponed to Executive Session as potential litigation might be involved.

The Entrance onto Gilbert Lane at the Hilda Shop had a near incident. There was a need to create more sight distance. Discussion ensued. The signs the state put up were being ignored. Randy will talk to Gilbert to see if we can move or remove.

The Clevenger Cove Bob Sarver issue was discussed. Commissioner Strafuss had met with Bob. The damage was due to a 2008 washout. Some of the damage was caused by Taney County, some was in existence. The issue was not resolved.

Road and Bridge wanted to purchase a Self-propelled power broom from the Equipment Budget at an estimated cost of \$35,000 - \$40,000. Randy would get the specs to Purchasing Agent Ron Erickson.

The Inter-governmental agreement with Mark Twain School needed to be reviewed by Mr. Cottey.

26.65 miles of Chip Seal had been completed, of the estimated 38 mile list.

Line items the department was watching close:

Road Oil - \$317,338.93

Hot mix/Cold mix - \$337,032.80
Fuel - \$298,639.26
Rock - \$90,125.94

A chip seal list would be submitted to the Commission by October and would help get the budget to reflect the increased miles.

Commissioner Strahan expressed that when the County had the K-Dock Park Agreement finished it would need to drill holes and put up a pipe gate.

Randy was trying to determine where to use workers getting paid through FEMA. Where there was no road damage, mitigation would not help raise the roads.

Commissioner Strahan stated the Fair Board and City of Forsyth had requested use of land preparatory equipment. Commissioner Strahan said an inter-governmental agreement would be needed. They also requested rock.

The Commissioners pointed out that the Tax sale would be held Monday, August 22, in the Commission Hearing Room. Therefore, the Commission Meeting for that day would be held upstairs in the Commission Office. It would be recorded, with copies available if the public requested, and also would be posted on the website.

Randy reminded the Commission that Fall Cleanup was usually the second week in October, and it needed to be determined.

**RECESS
11:39 AM**

**RECONVENED
1:20 PM**

COUNTY POSITIONS

The Commission reviewed resumes submitted for county positions.

FLOOD BUY OUT UPDATE

Ron Erickson and Bob Atchley presented a copy of the FEMA Notice of Interest for eight homeowners. They were still working with two property owners. Mr. Davis asked the Commission to review it prior to submittal. Commissioner Houseman asked that some wording be struck from the notice as well as some rewording be done. Sheila Huddleson of FEMA requested we submit for the ten properties.

Commissioner Strahan stated one contractor and one individual who worked for a contractor were asked by FEMA to resubmit their bids for repair of the property, as the bids submitted were too low. Commissioner Strahan stated these workers asked not to get involved.

Mr. Erickson agreed to present, with minor changes by the Commission, a submission to FEMA.

APPROVAL OF PAYROLL

Commissioner Strafuss moved to approve payroll as follows:

PAYROLL DATE: August 19, 2011

GCR: 112254 – 112255, 112278 - 112294

RB: 112257 - 112272

AF: 112256, 112273 - 112275

TS: 112276 - 112277

911: None

Manual Warrants: 5468 - 5469

Accounts Payable: 325595 - 325614

Commissioner Strahan seconded the motion. The motion passed by vote: Houseman (aye), Strahan (aye) and Strafuss (aye).

BID OPENING & AWARD – PLAT CABINET

Mr. Erickson requested an extension on the award due to minor questions asked which needed to be answered. The topic was reposted to August 22.

EXECUTIVE SESSION – LEGAL UPDATE PER SECTION 610.021 (1) (2) (3) & (12)

Commissioner Strafuss moved to go into Executive Session pursuant to RSMo 610.021 (1), (2), (3) & (12). Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strafuss (aye) and Strahan (aye).

EXECUTIVE SESSION

2:08 PM

See Executive Session minutes for actions if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Strahan seconded the motion. The motion passed by roll call vote: Houseman (aye), Strafuss (aye) and Strahan (aye).

**OUT OF EXECUTIVE
6:45 PM**

**ADJOURNED
6:45 PM**

Minutes were taken and typed by Lyn Wieneke, Deputy Clerk.