

## PHELPS COUNTY COMMISSION RECORD

July 6th, 2017 First day of the July term

Now at this the 6th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF  
MERAMEC REGIONAL  
PLANNING COMMISSION:

Linda Loughridge from MRPC visited with the Commission about changes in Small Business Administration regulations for loans. John Buckner, Editor of the Rolla Daily News, was also present.

IN THE MATTER OF  
FEMA PUBLIC ASSISTANCE:

Brenda Gustafson, Intergovernmental Affairs Specialist with FEMA, came to discuss the possibility of FEMA reserving use of the Courthouse Skyroom for up to 90 days to process applications for aid in the southern regions of Missouri. At most 20 of their personnel would be in the room, though on certain days some will be working out in the field. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, this was approved.

IN THE MATTER OF  
HEALTH DEPARTMENT  
DIRECTOR:

Phelps/Maries Health Department Director Michelle Steinkamp and Assistant Director Ashley Wann provided several more resumes for the director position to the Commission as well as several job descriptions. Buckner inquired about obtaining food establishment inspections. Presiding Commissioner Verkamp reviewed the plans for scheduling interviews and the timeframe for Steinkamp's separation from county employment. Steinkamp then spent time discussing several grants; epidemiological work that could be done by local health departments; and funding sources, specifically a tax levy-supported health department versus a stand-alone, commission-directed health department. Steinkamp said that federal funding for multiple grants is being cut or eliminated.

IN THE MATTER OF  
ECONOMIC DEVELOPMENT:

Buckner and the Commission had a lengthy discussion about numerous aspects of economic development.

IN THE MATTER OF  
INTERNET TECHNOLOGY:

Commissioner Stratman initiated a discussion about the old financial system, used up until January 2013 when New World Systems financial software was first activated. The previous

# PHELPS COUNTY COMMISSION RECORD

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## INTERNET TECHNOLOGY, Continued:

system has been unavailable to both the treasurer and the county clerk for purposes of data retrieval. The clerk is anticipating a Help America Vote Act audit to begin on July 19, 2017 for years as far back as 2005; this will be done on-site by personnel from the Secretary of State's office. Examination of both revenues received under HAVA and disbursements of these monies will occur; unavailability of 8 years of financial records in electronic format is of concern. Some hard copy records will need to be pulled, of course, but electronic format is much easier and quicker to produce. A related matter is that of the county's website, which is still in need of completion.

## IN THE MATTER OF PROSECUTOR'S GRANT:

The State Services to Victims Fund (SSVF) grant has seen a dramatic decrease in collections for a number of reasons; therefore, the Department of Public Safety has indefinitely delayed making new awards for the upcoming 2018-2019 grant cycle. Missouri DPS notified the Prosecutor's Office that the current contracts will be extended beyond July 1, 2017 to September 30, 2017. Current, continuing expense budget lines will be extended until September 30, 2017. The current budget for the grant totaling \$26,584.35 will be revised to \$29,934.72. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, this was approved.

## IN THE MATTER OF SALES TAXES:

Treasurer Carol Green came to obtain Presiding Commissioner Verkamp's signature on the Missouri Department of Revenue's "Request for Information or Audit of Local Sales and Use Tax Records," a confidential report she is permitted to obtain once annually. This is Missouri DOR Form 4379. On a motion by Commissioner Hicks, seconded by Presiding Commissioner Verkamp, this was approved.

## IN THE MATTER OF CREDIT APPLICATION:

Michelle Bock of the Road and Bridge Department presented a credit application with the Lange-Stegmann Company of St. Louis, a new vendor for road salt. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, completion of this form was approved.

## IN THE MATTER OF PROPANE BID AWARD:

The lower of the two bids opened on June 29, 2017, Poe's Rural and City Gas Company was awarded the bid for propane for the Courthouse, Jail, and Road & Bridge Department through June 30, 2018 on a motion by Commissioner Hicks, seconded by Commissioner Stratman. Their price was \$0.969 per gallon; the other bid was received from Ferrellgas at \$1.14 per gallon. The clerk will notify both companies and the involved department heads.

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IN THE MATTER OF  
MERAMEC REGIONAL EMERGENCY  
PLANNING COMMISSION:

On a motion by Commissioner Hicks, seconded by Commissioner Stratman, Jeff Breen was appointed to the board of the MREPC.

IN THE MATTER OF  
FLOODPLAIN PERMIT:

On a motion by Commissioner Hicks, seconded by Commissioner Stratman, the floodplain permit for John Smith at 22760 Private Drive 9002 was approved.


IN THE MATTER OF  
PERSONAL PROPERTY  
COURT ORDERS:

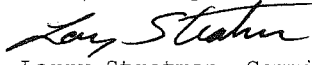
The Commission reviewed and approved personal property court orders numbered PCCO 1889 (2014 Add-ons for May 2017, increasing assessed value by \$5,090); PCCO 1890 (2015 Add-ons for May 2017, increasing assessed value by \$29,570); PCCO 1891 (2016 Add-ons for May 2017, increasing assessed value by \$300,240.)

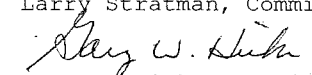
IN THE MATTER OF  
ACCOUNTS PAYABLE:

The Commission reviewed and approved two A/P batches, consisting of 12 invoices for \$56,652.89 in payroll deductions, and the 2 invoices for monthly Group Benefit Services premiums of \$104,211.19.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

# PHELPS COUNTY COMMISSION RECORD

July 11th, 2017 Second day of the July term

Now at this the 11th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF  
COLLECTOR'S REAL  
PROPERTY COURT ORDERS:

Real Property Court Orders Certificates 2017000033 (removal of \$15.57 Nuisance Fee in the City of Rolla), 2016000032 (removal of \$185.56, same category), and 2016000034 (removal of \$5,652.00 in Sewer Fees) were approved on a motion by Commissioner Stratman, seconded by Commissioner Hicks. Rolla Daily News Editor John Buckner was in attendance.

IN THE MATTER OF  
ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of 50 invoices for a total of \$42,348.88.

IN THE MATTER OF  
HEALTH DEPARTMENT  
DIRECTOR:

Phelps/Marie's Health Department Assistant Director Ashley Wann came to discuss resumes received for the Health Department Director position and an interview schedule.

IN THE MATTER OF  
FLOODPLAIN PERMIT:

A permit for Adam Dobcinski at 22509 County Road 9000, for demolition and site excavation of a flood-demolished cabin, was approved on a motion by Commissioner Hicks seconded by Commissioner Stratman.

IN THE MATTER OF  
GROUP BENEFIT SERVICES:

The Benefit Management Report for June 2017 was reviewed. It showed slight improvement in the loss ratio, to 78%.

IN THE MATTER OF  
COUNTY LAND IN  
JEROME:

The Commission discussed disposal of 0.28 acres, m/l, on Main Street in Jerome. The clerk will ask the County Land Commissioner for his input to the Commission.

IN THE MATTER OF  
COUNTY ROAD 3330:

Construction of cul-de-sacs for turnarounds on the west and east

## PHELPS COUNTY COMMISSION RECORD

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COUNTY ROAD 3330, Continued:

termini of County Road 3330, which has been vacated across a property owned by Scott Dickerhoff et al., was discussed. The sites need to be staked.

IN THE MATTER OF  
1972 JAIL RENOVATION:

Sheriff Rick Lisenbe discussed a second set of blueprints for the project which had been provided by Integrity Engineering. Because of high census, the Sheriff had transferred some prisoners to the Montgomery County Jail. Commissioner Hicks inquired about the prioritization of prisoners being admitted to the county facility; if there is space, only federal prisoners get higher priority than Phelps County prisoners. If he boards state prisoners at facilities in other counties, he must pay \$40.00 per day per prisoner and will be reimbursed approximately only \$22.00 by the state.

IN THE MATTER OF  
JAIL COURTROOM:

The courtroom on the upper floor of the Phelps County jail is being significantly utilized. The Sheriff explained that this reduced the demands on jail personnel, who otherwise would have to escort prisoners to the courthouse. There are also security concerns with moving prisoners from the jail to the courthouse courtrooms.

IN THE MATTER OF  
OPIOID ABUSE:

Phelps/Maries Health Department Director Michelle Steinkamp came to discuss potential Health Resources and Services Administration (HERSA) grant funding for case management of those addicted to opioids. A general discussion ensued, with Steinkamp and Lisenbe, of the magnitude and severity of the problem.

IN THE MATTER OF  
PHELPS COUNTY SHERIFF'S  
DEPARTMENT FIRING RANGE:

Lisenbe said that PCSD was exploring the possibility of a land purchase for the purpose of a training and qualification range. Currently the PCSD has a land use agreement for this purpose. Buckner asked if the state of Missouri maintained an outdoor range; Lisenbe replied that it didn't, and the indoor range can only accommodate 4 law enforcement personnel at a time. He estimated that he would need 5 or 10 acres, along a hillside, away from human habitations; otherwise, he will have to qualify his officers in somewhere in St. Louis.

IN THE MATTER OF  
COUNTY CORONER:

Coroner Andy Davis said he had a possible candidate for deputy coroner.

# PHELPS COUNTY COMMISSION RECORD

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IN THE MATTER OF  
HEALTH DEPARTMENT:

Steinkamp presented some budget amendments for the Women, Infants, and Children (WIC) funding and the Missouri Foundation for Health Infrastructure Grant. The latter cannot be used for salaries, and must be expended by June 30, 2018. On a motion by Commissioner Hicks, seconded by Commissioner Stratman, this \$30,000 grant from MFFH was approved.

IN THE MATTER OF  
SALES PRESENTATION:

Reed Buie presented information about, and gave a demonstration of, the electronic poll book marketed by his company, KnowINK.

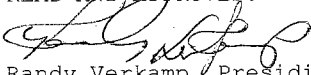
IN THE MATTER OF  
PAYROLL:

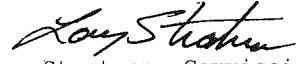
The Commission reviewed and approved payroll for July 14, 2017 in the amount of \$157,392.74 net salaries, \$54,933.10 federal withholding, and \$6,971.50 state withholding.

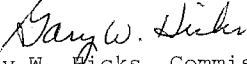
IN THE MATTER OF  
PCESB/E911:

The Treasurer's report for June 2017 was received and reviewed.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

## PHELPS COUNTY COMMISSION RECORD

July 13th, 2017 Third day of the July term

Now at this the 13th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF  
PRESIDING COMMISSIONER:

The clerk appointed Larry Stratman to preside in the absence of Presiding Commissioner Verkamp.

IN THE MATTER OF  
FEMA:

Brenda Gustafson, Intergovernmental Affairs Specialist for FEMA, came to express appreciation to the Commission for endeavoring to make the Skyroom available for FEMA's Public Assistance work. They had encountered two issues: one regarding the amount of parking available, and one regarding use of internet access to the Courthouse. The former was laid to rest when they learned their personnel could use the parking lot south of Second Street. The latter issue was not, as yet, resolved. Commissioner Stratman said he would have a discussion with Support Services and other county personnel to see what could be worked out.

IN THE MATTER OF  
FLOOD BUYOUT ASSISTANCE:

Tammy Snodgrass, Assistant Director of MRPC and the Floodplain Administrator for the County, had forwarded Notice of Interest (NOI) forms to the county for two sources of grant money, should floodplain buyout occur. One source was Hazard Mitigation Program Grant (HMPG); this was a straight 75/25 grant, and the County would be relying on CDBG grants and Increased Cost of Compliance grants (ICC) through property owners' flood insurance to cover the required match. Snodgrass was requesting \$1,216,687.50 in HMPG funds with a \$405,562.50 match, for a total project cost of \$1,622,250.00. This proposal included 15 properties. The Flood Mitigation Assistance (FMA) grant would pay 100% for the severe repetitive loss properties (SRL) and 90% for the repetitive loss (RL) properties; as people with insurance were not eligible, this proposal included fewer properties. Her request under FMA was for \$979,172.50 with a \$90,352.50 match from CDBG and ICC for a total project cost of \$1,069,425.00. Eight of the properties from the HMPG list were included. The State Emergency Management Agency (SEMA) had recommended submission to both programs. The NOI submitted for review to both SEMA and FEMA would be valid for two years. Should the agencies be interested in funding either proposal, they would then invite applications for funds. This could occur as early as fall 2017. The deadline for submission was July 14, 2017. Snodgrass had requested via email that in addition to approving the NOI's, that she would be approved to use the allocated grant-writing hours to cover her time. This was approved on a motion by Commissioner Hicks and seconded by Commissioner Stratman.

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IN THE MATTER OF  
TOUGH ON TRASH:

The quarterly invoice for Tough on Trash, in the amount of \$2,278.03, was approved on a motion by Commissioner Hicks, seconded by Commissioner Stratman.

IN THE MATTER OF  
ROADS:

Superintendent of Roads Walter Snelson arrived to supply the Commissioners with 2017 asphalt pricing schedules. Snelson said that the Road and Bridge Department would be exchanging chip/sealing of ballfield parking lots in the City of Rolla in return for their striping of roads. This would be a dollar-for-dollar exchange of equipment and labor.

IN THE MATTER OF  
ROAD 1250:

Local resident Richard Hashagen came to report excessive speed by some of the drivers using County Road 1250, particularly southbound. He does not believe it is posted with a sign.

IN THE MATTER OF  
HEALTH DEPARTMENT CONTRACT:

Phelps/Maries Health Department Director Michelle Steinkamp presented an amended WIC contract with less reimbursement for conference attendance. This was approved on a motion by Commissioner Hicks, seconded by Commissioner Stratman. She also related that the Healthy Eating, Active Living (HEAL) grant funding was sharply curtailed statewide, and that she anticipated \$16,000 less in the next year. The Healthy Families and Teen Outreach and Prevention (TOPP) grants were likely to change, also.

IN THE MATTER OF  
COUNTY CORONER:

Coroner Andy Davis reported that the state of Missouri has offered at least partial, if not full, payment for toxicologies. He reported 20 overdoses in Phelps County for the first six months of this year, up from 16 for all of 2016. Three of those twenty required full autopsies; there were no death scene clues as to the cause of death.

IN THE MATTER OF  
SALES TAXES:

Treasurer Carol Green reported the sales tax revenue for July as \$305,468.90 (county 0.5%) and \$229,098.21 (LEST 0.375%); these figures were 28.01% above, 1.03% above, and 0.14% below in the month-to-month, year to date, and the rolling twelve months comparisons, respectively. Sales tax volatility was discussed.

IN THE MATTER OF  
VETERAN'S PARK:




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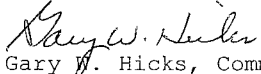
VETERAN'S PARK, Continued:

Jerry Bumpus, a representative from the South Central Regional Veterans Group (SCRVG) and very involved in the establishment of the Rolla Veterans Memorial Park, accepted the donation of the Purple Heart County sign from the Commission for display there.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

# PHELPS COUNTY COMMISSION RECORD

July 17th, 2017 Fourth day of the July term

Now at this the 17th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF  
2017 BOARD OF EQUALIZATION:

The 2017 Board of Equalization convened in the Commission Hearing Room at 0900. Present were Assessor Bill Stoltz, public members Gene Gaddy and Steve Kirkbride, County Surveyor Terris Cates, the Commission, and the clerk. The oath was administered and documents distributed. Deputy Assessor Paul Long was also present. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, Presiding Commissioner Verkamp was nominated chair and was elected by acclamation, no verbal dissent. The first appeal taken up was that of Lowe's Home Centers, Inc., 1000 Lowe's Blvd, Mooresville, NV 28117. The property address was 2300 North Bishop Ave., Rolla, MO 65401. Market Value had been certified by the Assessor as \$6,802,930; the Taxpayer's Proposed Market Value was \$4,258,000; the reason for appeal was for valuation. Stoltz said that the value presented was not that of the property owner, the attorney for same, or a certified appraiser and thus did not meet requirements. Kirkbride noted that many of the comparative properties were all distressed. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the valuation of the Assessor was affirmed. Roll call vote: Verkamp - aye, Stratman - aye, Hicks - aye, Cates - aye, Gaddy - aye, Kirkbride - aye. The second appeal taken up was that of one firm, Property Tax Partners, 4830 Wilson Road, Suite 300 #13, Humble, TX 77396 representing two communication tower owners. The first property owner was Cellco Partnership, at 18791 State Route KK, Saint James, MO 65559. Market Value had been certified by the Assessor at \$229,190; the Taxpayer's Proposed Market Value was \$41,040.27; the reason for appeal was valuation. Stoltz discussed different types of towers, methodologies, local multipliers. On a motion by Commissioner Stratman, seconded by Cates, the valuation of the Assessor was affirmed. Roll call vote: Verkamp - aye, Stratman - aye, Hicks - aye, Cates - aye, Gaddy - aye, Kirkbride - aye. The second property owner was Crown Castle GT Company LLC, at 2110 N. Bishop, Rolla, MO 65401. Market Value had been certified at \$151,350; the Taxpayer's Proposed Market Value was \$28,600; reason for appeal was valuation. Stoltz reviewed the methodologies and factors of assessment for communications towers again. On a motion by Commissioner Stratman, seconded by Cates, the valuation of the Assessor was affirmed. Roll call vote: Verkamp - aye, Stratman - aye, Hicks - aye, Cates - aye, Gaddy - aye, Kirkbride - aye. Subsequently, the Board considered the Stipulation and Agreement to Value and Dismissal of Appeal to the BOE of property owned by 72 Centre LLC, at 1204 E. Highway 72, Rolla, MO 65401. The reason for appeal was valuation. As there was no current sale of comparable properties within the jurisdiction, the Assessor had no Sales Comparison Approach to value. The Cost Approach yielded a full market value of \$2,219,140; the Income Approach yielded a full


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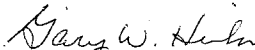
BOARD OF EQUALIZATION, Continued:

market value of \$2,314,940. Stoltz said that his Cost Approach took into account improvements that had been made to the property; there were, however, vacancy issues and he questioned whether rents being charged were appropriate. On a motion by Commissioner Hicks, seconded by Gaddy, the Stipulated 2017-2018 Certified Value was affirmed at \$2,170,000. Roll call vote: Verkamp - aye, Stratman - aye, Hicks - aye, Cates - aye, Gaddy - aye, Kirkbride - aye. The final matter before the Board was the Stipulation and Agreement to Value and Dismissal of Appeal to the BOE of a property owned by Tacony Corporation, at 3 Industrial Drive, Saint James, MO 65559. The reason for the appeal was valuation. Stoltz reported being able to do an internal inspection of the primary parcel, which was included with a parcel of vacant land. Discrimination between office and warehouse, etc. areas was possible upon inspection. By the Cost Approach Stoltz derived a full market value of \$5,379,800 for the developed parcel, and \$49,800 for the vacant land. On a motion by Commissioner Hicks, seconded by Kirkbride, the Stipulated 2017-2018 Certified Value was affirmed at \$5,250,200 (developed parcel) and \$49,800 (vacant land). Roll call vote: Verkamp - aye, Stratman - aye, Hicks - aye, Cates - aye, Gaddy - aye, Kirkbride - aye. On a motion by Commissioner Stratman, seconded by Commissioner Hicks to adjourn at 0938, by unanimous roll call vote, the Board of Equalization was closed.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

# PHELPS COUNTY COMMISSION RECORD

July 18th, 2017 Fifth day of the July term

Now at this the 18th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF  
DEPUTY COUNTY CORONER:

Coroner Andy Davis came to introduce a candidate for Deputy Coroner, Gavin McDonald. Rolla Daily News Editor John Buckner was also present. McDonald has been a Rolla resident for six years and was born and raised in the Salem area. He has been a nurse in the PCRMC Emergency Department for 6 years, and drew connections between his work there and how he would help the county as deputy coroner. Davis described funding sources he has been able to identify. On a motion by Commissioner Hicks, seconded by Commissioner Stratman, McDonald was approved as an appointee for deputy coroner. The clerk administered the oath to McDonald.

IN THE MATTER OF  
CYBERSECURITY GRANT:

Corporal Mike Kirn and Investigator Scott Jarrett of the PCSD came to discuss the cybersecurity grant with the Commission. This is all state funding, and will be approximately \$70,000 annually. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, this was approved.

IN THE MATTER OF  
ROAD 5285:

Michelle Bock of the Road Department came to express concerns on behalf of residents in this area about vehicular traffic leaving Fugitive Beach on Road 5285. The Commission will visit this area and will consider signage.

IN THE MATTER OF  
FEMA:

Bock reported on the progress in FEMA's inspection of road damage.

IN THE MATTER OF  
COUNTY LAND IN  
JEROME:

Presiding Commissioner Verkamp will discuss this parcel at the northwest corner of Main and Pine Streets with the Prosecuting Attorney.

IN THE MATTER OF  
SHERIFF'S DEPARTMENT ACCRUAL:

A matter related to how much of a 28 day pay cycle was worked

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SHERIFF'S DEPARTMENT ACCRUAL, Continued:

and what fraction of the scheduled vacation and sick accrual was allowed will be referred to the Sheriff. Practice to date has been to allow full accrual for any time over 50% of the total time in the pay period.

IN THE MATTER OF  
CLOSED SESSION:

Phelps/Maries Health Department Director Michelle Steinkamp and Deputy Director Ashley Wann attended to speak about employee matters. On a motion by Commissioner Hicks, seconded by Commissioner Stratman, the meeting went into closed session pursuant to RSMo 610.021(3) at 0945. No actions were taken and the meeting returned to open session on a motion by Commissioner Hicks, seconded by Commissioner Stratman, at 1055.

IN THE MATTER OF  
HEALTH DEPARTMENT FUNDING:

Steinkamp discussed a regional epidemiologist which could theoretically be shared by other counties; hemoglobin testing as part of the WIC program and adjustment of the department's charges; other billing such as through Medicaid. She informed the Commission that final numbers for expected revenues will be known in October, 2017 for the upcoming year.

IN THE MATTER OF  
STREAMBANK STABILIZATION:

Commissioner Hicks reported that tomorrow he would be visiting Road 7550 [Mill Creek] and Road 7360 near the Little Piney, to assess the likelihood of procuring a USDA/NCRS grant for stabilization of the respective stream banks.

IN THE MATTER OF  
FEMA:

On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the agreement with FEMA for use of the Skyroom for a 90 day interval was approved.

IN THE MATTER OF  
COUNTY LAND:

On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the sale of the 5 acres, m/l, at the northwest corner of Roads 1050 and 1080 to the high bidder at \$12,501.00, Tim Jones, was approved. A quit claim deed will be utilized.

IN THE MATTER OF  
ROAD 3330:

The construction of two turn-arounds on ends of Road 3330 was discussed.

IN THE MATTER OF  
MODOT INITIATIVE:

# PHELPS COUNTY COMMISSION RECORD

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IN THE MATTER OF  
BUCKLE UP-PHONES DOWN  
MOVEMENT OF MODOT:

The Commission declared its support for the "Buckle Up-Phones Down" initiative, by which the Missouri Coalition for Roadway Safety and the Missouri Department of Transportation are challenging state agencies and Missouri businesses to join. Missouri currently has no primary seat belt law, meaning that non-use of a seatbelt cannot be the sole reason for law enforcement stopping a driver. Currently the state has a law banning text messaging for drivers under age 21.

IN THE MATTER OF  
HEALTH DEPARTMENT  
EMPLOYEE DEBBIE RHODES:

Debbie Rhodes, R.N., visited with the Commission prior to her last day of work in Phelps County. Retiring this week, Rhodes has served in the Phelps County Health Department since December 1995. The Commission thanked her for the more than 22 years she dedicated to serving the residents of Phelps and Maries Counties.

IN THE MATTER OF APPORTIONMENT OF  
FINES AND FORFEITURES FOR PERIOD  
JULY 1, 2016 THROUGH JUNE 30, 2017:

Now at this day the clerk takes up the matter of apportioning the Fines and Forfeitures credited to the Principal School Fund for Phelps County as provided in the Revised Statutes of Missouri, and the clerk of the Commission hereby apportions said funds among the school districts with territory in Phelps County.

The amount to be apportioned is \$416,344.81

SCHOOL DISTRICT	MEMBERSHIP Fraction of Total	TOTAL
Dent/Phelps 65/R-3	0.00016	\$ 66.65
St. James R-1	0.26643	\$ 110,927.35
Newburg R-2	0.06291	\$ 26,192.92
Rolla 31	0.62716	\$ 261,114.10
Phelps County R-3	0.04094	\$ 17,044.06
Dixon 16/R-1	0.00224	\$ 933.08
Texas County 81/R-8	0.00016	\$ 66.65
TOTAL	1.00000	\$ 416,344.81

IN THE MATTER OF APPORTIONMENT OF  
FINES AND FORFEITURES INTEREST FOR PERIOD  
JULY 1, 2016 THROUGH JUNE 30, 2017:

Now at this day the clerk takes up the matter of apportioning the Fines and Forfeitures credited to the Principal School Fund for Phelps County as provided in the Revised Statutes of Missouri, and the clerk of the Commission hereby apportions said

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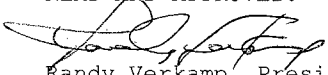
FINES AND FORFEITURE INTEREST, Continued:

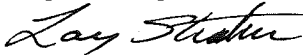
funds among the school districts with territory in Phelps County.

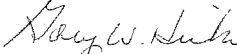
The amount to be apportioned is \$703.82

SCHOOL DISTRICT	MEMBERSHIP Fraction of Total		TOTAL
Dent/Phelps 65/R-3	0.00016	\$	0.11
St. James R-1	0.26643	\$	187.52
Newburg R-2	0.06291	\$	44.28
Rolla 31	0.62716	\$	441.41
Phelps County R-3	0.04094	\$	28.81
Dixon 16/R-1	0.00224	\$	1.58
Texas County 81/R-8	0.00016	\$	0.11
TOTAL	1.00000	\$	703.82

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

## PHELPS COUNTY COMMISSION RECORD

July 20th, 2017 Sixth day of the July term

Now at this the 20th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

IN THE MATTER OF  
ROAD 4110:

Local resident Bill McComb came to compliment the Road and Bridge Department and the Commission on upkeep of the roads.

IN THE MATTER OF  
OFFICE OF THE STATE  
COURTS ADMINISTRATION GRANT:

Retired Judge Ralph Haslag and Treasurer Carol Green came to discuss the Domestic Relations Resolution Fund Award, Contract Number OSCA 18-002-16. Funding for the Pro Se Litigant Awareness program had been requested at \$20,000.00; approved funding was \$18,000.00. John Buckner, Rolla Daily News Editor, and Andrew Sheeley, Staff Writer for the Phelps County Focus, were also present. Haslag said he was currently involved in mediations for families with issues such as divorce or custody in about fifty of the state's counties. The funds are designed to help individuals who cannot afford attorneys to process their cases through court, particularly when the issues regarding divorce, custody, or paternity have mostly been worked out and the major need is for assistance with paperwork. He remarked that these cases will all be outside the juvenile system. Presiding Commissioner Verkamp inquired about exposure to risk for the County; otherwise, he had a favorable opinion. The funds will be all of state origin. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the grant was approved for execution.

IN THE MATTER OF  
SENIOR COMPANIONS:

Senior Companions Director Jan Wiggins came to have the Commission review and approve Memoranda of Understanding with Parkside Living, 1700 E. 10<sup>th</sup> Street, Rolla; Phelps County Nutrition Site, 1440 Forum Drive, Rolla, MO 65401; and Presbyterian Manor, 1200 Homelife Plaza, Rolla, MO 65401. These MOU's detailed the agreement between the facilities and Senior Companions for any volunteers who might be assigned there.

IN THE MATTER OF  
HELP AMERICA VOTE ACT AUDIT:

The clerk reported that the Secretary of State's staff came to audit the revenues received and the expenditures for HAVA, dating back as far as 2004. The auditors were made aware that electronic financial records were not accessible to the clerk prior to January 2013, but they were at least able to inspect hard copies of revenues received by the Treasurer and seemed



# PHELPS COUNTY COMMISSION RECORD

July 20th, 2017 Sixth day of the July term

HAVA AUDIT, Continued:

satisfied with the overall conduct of the County with respect to this grant. As of 2014, HAVA money is no longer available.

IN THE MATTER OF  
PCSD:

Sheriff Rick Lisenbe came to discuss the timeline for the 1972 Jail Restoration project and the recent repair of a water leak under the new jail.

IN THE MATTER OF  
PCSD VAN SOLD:

A 2011 Ford passenger van was to be traded as part of the acquisition of a new van for the Sheriff's Department. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the title was signed by Presiding Commissioner Verkamp.

IN THE MATTER OF  
USDA STREAMBANK STABILIZATION:

The general prohibition of funding an effort from overlapping grant sources was discussed. Presiding Commissioner Verkamp mentioned that NRCS needed to be aware that there might be FEMA funding for mitigation along Road 7550, when the streambank stabilization funds might be sought. Commissioner Hicks will be sure that NRCS is aware.

IN THE MATTER OF  
TYLER/NEW WORLD SYSTEMS  
FINANCIAL SOFTWARE:

Treasurer Carol Green, Support Services Director Mark Brookshire, and Tyler Technologies Customer Care Representative Tim Brewer came to discuss the maintenance renewal, user training, and overall county satisfaction issues with this software. Brewer said that he represented customers in Michigan, Missouri, Indiana, Kentucky, and Illinois. The City of St. Louis no longer uses New World, nor does Cole County. He reviewed the company's products and mentioned that the company has worked to increase the stability of the software by reducing the new release, or upgrade, to once yearly. Phelps County will owe \$23,400 for the coming annual maintenance contract. This expenditure will guarantee unlimited customer support from 8:00 a.m. to 8:00 p.m., EST; new release software and upgrades to include additional functionalities; access to website support. Brewer wants the County to come to a decision on the additional training that his company is offering: 20 days for the price of 10. This will cost thousands of dollars for the county, but he feels it is important. Brookshire mentioned the improper setup from the outset, with improper users and user rights. Brewer recommended basic and intermediate Excel training for all users, then training and command of pivot tables which would then lend itself to the use of Business Analytics. The clerk said the program, while powerful, was also very demanding of her time and tended to completely fill the horizon; she also wondered if such a complex program was appropriate in the event that local

**PHELPS COUNTY COMMISSION RECORD**

July 20th, 2017 Sixth day of the July term

TYLER/NEW WORLD SYSTEMS SOFTWARE, Continued:

government would begin to move toward less long-term employment. Presiding Commissioner Verkamp recommended that all concerned consider the additional training and be ready to decide by Tuesday, July 25; also, the clerk is to put together a list of requests and email them to Brewer.


IN THE MATTER OF  
ACCOUNTS PAYABLE:


The Commission reviewed and approved payment of 78 invoices for a total of \$106,591.69.

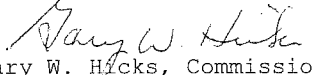
IN THE MATTER OF  
ACCRUALS FOR PART TIME  
COMMISSION EMPLOYEES:

The clerk informed the Commission that, in order to effect the 22.5 hours or 5 working days of vacation given to the part-time receptionists in the lobby, that they will accrue vacation time at 0.93 hours per pay period.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

# PHELPS COUNTY COMMISSION RECORD

July 25th, 2017 Seventh day of the July term

Now at this the 25th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

## IN THE MATTER OF SENIOR COMPANIONS:

Director of Senior Companions Jan Wiggins brought more Memoranda of Understanding forms for the Commission to review and approve; these were with Phelps Regional Homecare, Rolla Manor Care, and the Rolla Apartments. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, these were approved.

## IN THE MATTER OF ASSESSOR'S QUARTERLY:

The Assessor's Quarterly Report to the State Tax Commission for the quarter falling from April 1 to June 30, 2017 was reviewed and approved on a motion by Commissioner Stratman, seconded by Commissioner Hicks.

## IN THE MATTER OF ROADS:

Local resident Jim McBride of Meadow Lane came to report again a large pothole on the road; he reminded all that at his second visit to the Commission on the issue, the need for hotmix to repair this sizeable defect was the judgement made. Commissioner Hicks contacted the Road and Bridge Department, and was informed that this work was on the list for them to do.

## IN THE MATTER OF CODE OF ETHICS:

The Commissioners reviewed the Code of Ethics presented for renewal. On a motion by Commissioner Hicks, seconded by Commissioner Stratman, the renewal was approved.

### CODE OF ETHICS Ordinance 2017-7-25 (1)

A RESOLUTION OF PHELPS COUNTY, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.  
BE IT RESOLVED BY THE COUNTY COMMISSION OF PHELPS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Declaration of Policy. The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by

# PHELPS COUNTY COMMISSION RECORD

July 25th, 2017 Seventh day of the July term

CODE OF ETHICS, Continued:

certain officials and employees of the private financial or other interests in matters affecting the county.

Section 2. Conflicts of Interest.

a. All elected and appointed officials, as well as employees of a political subdivision must comply with Section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.

b. Any member of the governing body of a political subdivision who has a "substantial personal or private interest in any measure, bill, order or ordinance proposed or pending before such governing body" must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial personal or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of:  
(1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or compensation or remuneration of \$5,000 or more, per year, from any individual, partnership, organization or association within any calendar year.

Section 3. Disclosure Reports. Each elected official, the chief administrative officer, the chief purchasing officer, the full-time general counsel and officials or employees authorized to promulgate or vote on rules and regulations with the force of law shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity or such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or due to the political subdivision, and other than transfers for no consideration to the political subdivision.

c. The chief administrative officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year the following information:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;

# PHELPS COUNTY COMMISSION RECORD

July 25th, 2017 Seventh day of the July term

CODE OF ETHICS, Continued:

3. The name and address of each corporation for which such persons served in the capacity of a director, officer or receiver.

Section 4. Filing of Reports.

a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;

1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any official, board member, etc. may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

2. Each person appointed to an office provided for in Section 3 shall file the statement within thirty days of such appointment or employment;

b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Secretary of State prior to January 1, 1993. After January 1, 1993, reports shall be filed with local political subdivision and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5. Filing of Resolution. A certified copy of this resolution adopted prior to September 15<sup>th</sup>, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 6. Effective Date. This resolution shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Commission.

Done this 25<sup>th</sup> day of July, 2017, by the Phelps County Commission.

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2

(ATTEST)

Pamela K. Grow  
Phelps County Clerk

IN THE MATTER OF  
CITIZEN INPUT:

Local residents Chester Crider and Detective Paul Rueff,  
Chairman of the E911 Board, came to visit with the Commission.

IN THE MATTER OF  
HEALTH DEPARTMENT GRANT:

Phelps/Maries Health Department Director Michelle Steinkamp and  
Assistant Director Ashley Wann presented the Public Health  
Emergency Preparedness (PHEP) grant contract, in the amount of

**PHELPS COUNTY COMMISSION RECORD**

July 25th, 2017 Seventh day of the July term

HEALTH DEPARTMENT GRANT, Continued:

\$46,277 annually. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, this was approved.

IN THE MATTER OF  
TYLER/NEW WORLD SYSTEMS  
FINANCIAL SOFTWARE:

Steinkamp complained that the software lacked capabilities that she needed; namely, tracking her expenditures by grant program, specifically salaries and employee benefits.

IN THE MATTER OF  
NORTHWYE:

Superintendent of Roads Walter Snelson discussed at some length the positioning of stop signs in the approaches to the new Northwye Outer Road.

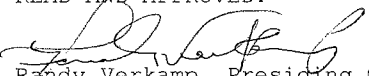
IN THE MATTER OF  
ROAD 3330:


On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the transfer to the county of land sufficient for turn-arounds to be constructed just within the parcel boundaries of the Scott Donald Dickerhoff and Elizabeth Myers Dickerhoff property, said property having been traversed by a now-vacated section of Road 3330, was approved.

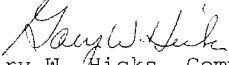
IN THE MATTER OF  
ACCOUNTS PAYABLE:

The Commission reviewed and approved the payment of 32 invoices totaling \$9,832.88.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2

# PHELPS COUNTY COMMISSION RECORD

July 27th, 2017 Eighth day of the July term

Now at this the 27th day of July 2017 the Commission met pursuant to adjournment and a quorum was present of the following members:

Randy Verkamp, Presiding Commissioner  
Larry Stratman, Commissioner District 1  
Gary W. Hicks, Commissioner District 2  
Pamela K. Grow, Phelps County Clerk

## IN THE MATTER OF CORNER REMONUMENTATION:

County Surveyor Terris Cates came to address the Commission regarding the proposal of the state to fund a cost-sharing effort for perpetuating corners of the United States Public Land Survey System (USPLSS), the County Cooperative Remonumentation Program, at \$300.00 per corner for the next year. Rolla Daily News Editor John Buckner and Phelps County Focus Staff Writer Andrew Sheeley were also present. Cates proposes to remonument 13 corners, with state funds of \$3,900, and a county match of \$350 per corner totaling \$4,550. This falls within the 2017 budgeted amount from the county of \$5,000. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, this was approved. Subsequently a general discussion of USPLSS corners and land records was held.

## IN THE MATTER OF TYLER/NEW WORLD SYSTEMS FINANCIAL SOFTWARE:

The contract for annual maintenance signed by Presiding Commissioner Verkamp on 6/8/2017 never having been received by New World, the contract will be sent again via certified mail.

## IN THE MATTER OF HEALTH DEPARTMENT:

Buckner inquired about filling the position of Director, as Phelps/Maries Health Department Director Michelle Steinkamp will be leaving. Presiding Commissioner Verkamp reported that within the last few weeks, the Health Department has been notified that approximately \$160,000 in funding across three grant programs may be cut. The Commission plans to defer hiring until more is known about the funding circumstances.

## IN THE MATTER OF MISSOURI VOCATIONAL ENTERPRISES:

Mitchell Bonine, with Missouri Vocational Enterprises or MVE, visited with the Commission regarding products available to government entities, produced by prisoner vocational training.

## IN THE MATTER OF SENIOR COMPANIONS:

Senior Companions Director Jan Wiggins and her employee Yvonne Leuthauser came to discuss her financial report, upcoming audit, and in-kind sources of support. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, the financial report

**PHELPS COUNTY COMMISSION RECORD**

July 27th, 2017 Eighth day of the July term

SENIOR COMPANIONS, Continued:

was approved. On a motion by Commissioner Stratman, seconded by Commissioner Hicks, Memoranda of Understanding with some long term care facilities and a statement of in-kind support were approved.


IN THE MATTER OF  
ACCOUNTS PAYABLE:

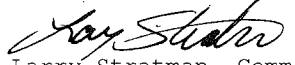
The Commissioners reviewed and approved payment of 47 invoices in the amount of \$45,803.02.

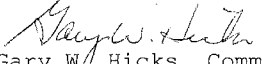
IN THE MATTER OF  
PAYROLL:

The Commission reviewed and approved payroll of 7/31/2017, for \$158,879.01 (net) salaries, \$55,462.05 federal withholding, and \$7,061.50 state withholding.

READ AND APPROVED:

  
Randy Verkamp, Presiding Commissioner

  
Larry Stratman, Commissioner District 1

  
Gary W. Hicks, Commissioner District 2