

PHELPS COUNTY COMMISSION RECORD
January 2, 2020 First day of the January term

Now at this the 2nd day of January 2020 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
FLOOD BUYOUT:

The purchase by Phelps County of one property as part of the flood buyout program was discussed. Phelps County Focus Staff Writer Andrew Sheeley was also present.

IN THE MATTER OF
REAL ESTATE COURT ORDER:


The Commissioners reviewed and approved Court Order 2019000020 on Parcel 2019-14188.09, for removal of a trailer from the tax.


IN THE MATTER OF
BUDGET:

The work on the 2020 budget continued. It was noted that the federal mileage reimbursement rate would be \$0.575 per mile for 2020.

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Larry Stratman, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 7, 2020 Second day of the January term

Now at this the 7th day of January 2020 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
FOSTER CARE TRAINING:

Gus Nash, with Central Missouri Foster Care and Adoption Association came to visit with the Commission about utilizing meeting space in the courthouse. Local resident Edna Smith and Phelps County Focus Staff Writer Andrew Sheeley were also present.

IN THE MATTER OF
FLOOD BUYOUT:

Gary O'Day with Meramec Regional Planning Commission presented the demolition contract for the Shepherd property, to include a CDBG-required clause addressing asbestos; O'Day said no asbestos had been found on the property, however. The Commission approved this contract as moved by Commissioner Hicks, seconded by Commissioner Stratman. Total cost will be \$12,000; the contractor will not have a bond but will issue a line of credit with his bank. The Notice to Proceed will be given when this credit line is made available to O'Day. Also, the closing on the property of Scott and Sherry Turner, for approximately \$60,000, was approved by the Commission as moved by Commissioner Stratman and seconded by Commissioner Hicks.

IN THE MATTER OF
DEPARTMENT OF CONSERVATION:

The Commission received and reviewed the annual county briefing received from the Missouri Department of Conservation. Local resident Chester Kojro entered the meeting. Sixteen Mo DC employees were domiciled within the county and 3,399.91 of the county's 431,539 total acres were held in public trust by the Department. Total tax payments in 2018 were reported as \$2,642.57 Payment in Lieu of Taxes and \$2,505.63 Forest Crop Land payments. County Aid Road Trust payments for cost-share of maintenance of roads for access to Conservation Areas totaled \$780.00.

IN THE MATTER OF
COUNTY EMPLOYEE
HEALTH INSURANCE:

The Commission approved the Gerber Life Reinsurance policy as moved by Commissioner Stratman and seconded by Commissioner Hicks. Modifications had been made to the coverage to reduce the county's exposure to claims by \$50,000. Group Benefit Services CEO Mike Deren spoke by phone with the Commission.

IN THE MATTER OF
ROAD AND BRIDGE PERSONNEL POLICY:

PHELPS COUNTY COMMISSION RECORD
January 7, 2020 Second day of the January term

ROAD AND BRIDGE PERSONNEL POLICY, Continued:

Michelle Bock of the Road and Bridge Department arrived. As moved by Commissioner Stratman, seconded by Commissioner Hicks, the following was adopted:

PHELPS COUNTY
ROAD AND BRIDGE DEPARTMENT
PERSONNEL POLICY
ADOPTED: DECEMBER 27, 2001
AMENDED: JANUARY 1 & 7, 2020

NATURE OF EMPLOYMENT

It is the purpose of these policies to ensure the efficient and economical operation of the Phelps County Road and Bridge Department at the highest standard of workmanship possible; to ensure and sustain the maximum performance of each employee, and to maintain a harmonious relationship between the employees and the County.

All statutory and inherent managerial rights, prerogatives and functions are retained and vested exclusively in the County, including, but not limited to, the rights, in accordance with its sole and exclusive judgement and discretion.

Employees shall be employed "at will" and nothing in these policies shall restrict the right of the County, in accordance with its sole and exclusive judgement and discretion, to reprimand, suspend, discharge, or otherwise discipline employees for any reason whatsoever with or without cause. The County's failure to exercise any right, prerogative or function hereby reserved to it or the County's exercise of any right, prerogative or function in any particular way shall not be considered a waiver of the County's right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of these policies.

PROBATIONARY PERIOD

The probationary of [sic] introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine if the new position meets their expectations. The County uses this period to evaluate employee attitude, capabilities, work habits and overall performances. Either the employee or the County may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees will work on a probationary basis for the first ninety (90) days of their employment. Any significant absences will automatically extend the probationary period by the length of their absence.

PAY PERIODS/WORK WEEKS

A work week is defined as Sunday through Saturday.

PHELPS COUNTY COMMISSION RECORD
January 7, 2020 Second day of the January term

ROAD AND BRIDGE PERSONNEL POLICY, Continued:

County employees will be paid semi-monthly, on the 1st and 16th of each month, with the exception of end of quarter payrolls. If the 1st or the 16th is on a Saturday, employees will be paid on Friday. If the 1st and [sic] 16th is on a Sunday, employees will be paid on Monday. End of quarter payrolls which are the last day of the month for March, June, September and December, will be paid on the last working day of the month.

VACATION LEAVE

Full time employees are eligible for paid vacation leave. Employee vacation will be accrued on a per pay period basis beginning after the completion of the first full pay period and ending with the last full pay period. No vacation will be accrued for a partial pay period. Accrual rate for vacation time will be as follows:

0-5 years of employment - 2 weeks vacation - accrued at 3.34 hours per pay period

5-15 years of employment - 3 weeks vacation - accrued at 5 hours per pay period

Over 15 years of employment - 4 weeks vacation - accrued at 6.67 hours per pay period

Employees will not be allowed to use vacation time until after 6 months of employment.

Employees will only be allowed to carry forward the number of days of vacation earned in one year. Hours in excess of the allowed carryover amount will be forfeited if not used before December 31st.

Authorized leave of absences will not affect the vacation leave schedule, except that the leave time will not count toward the total number of years worked. If an employee leaves the employment of the County and is subsequently rehired, the employees vacation accrument begins anew. Vacation leave must be requested in advance from the supervisor, and approved by the supervisor. Vacation leave must meet the scheduling demands of the department. All vacation leave must be scheduled in advance and approved by the Road Supervisor. In case of conflicts, the determination will be based on seniority. Changes in vacation schedules must be approved by the supervisor.

COMP TIME

Comp time will be earned at a rate of time and a half after physically working 40 hours in a week. If you do not physically work 40 hours, but work overtime hours, they will be calculated as straight time. Emergency response personnel may carry up to 480 hours of comp time by law, but it is up to the discretion of the Road Supervisor to keep the balance at a reasonable amount of time. Use of comp time must be requested in advance from the supervisor, and approved by the supervisor. Use of time must meet the scheduling demands of the department. All use of comp

PHELPS COUNTY COMMISSION RECORD
January 7, 2020 Second day of the January term

ROAD AND BRIDGE PERSONNEL POLICY, Continued:

time must be scheduled and approved by the Road Supervisor. In case of conflicts, the determination will be based on seniority.

SICK LEAVE

Sick leave is paid leave for reason of illness or injury. Employee sick leave will be accrued on a per pay period basis beginning after the completion of the first full pay period and ending with the last full pay period. No sick leave will be accrued for a partial pay period. Accrual of sick leave will be as follows.

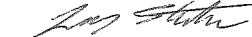
Sick leave will be accrued at the rate of 4 hours per pay period. There will be no cap on the amount of sick leave which may be accrued by an employee. Employees will be required to provide a physician's excuse if they are absent due to illness or injury for a period of three (3) consecutive days.

It is the responsibility of the employee to provide the necessary information to the supervisor. This information will be necessary before the end of the pay period in order for the County Commission to authorize the employees check. It is the responsibility of the supervisor to see that the requirements of this policy are followed. Sick leave may not be taken as vacation, early retirement or any other compensation except as specified above. If an employee leaves the employment of the County, the employee loses all accumulated leave. If an employee takes an authorized leave, the employee will not lose or accumulate sick leave.

Adopted by the order of the Phelps County Commission this 27th day of December, 2001. Amended by the order of the Phelps County Commissioner this 31st day of December, 2019, to become effective January 1, 2020, and further amended this 7th day of January, 2020, effective immediately.



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

(Attest)

Pamela K. Grow
Phelps County Clerk

January 7, 2020

IN THE MATTER OF
2020 BUDGET:

The Commission discussed the revenues anticipated for the 2020 budget year. The clerk was recommended to utilize 2019 actual figures for 2020 projected revenues. Funds 202, 205, 900 and

PHELPS COUNTY COMMISSION RECORD
January 7, 2020 Second day of the January term

2020 BUDGET, Continued:

906, which were under the control of the Commission, were discussed.

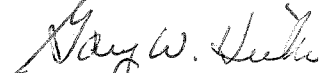
READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 9, 2020 Third day of the January term

Now at this the 9th day of January 2020 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
CORONER'S BUDGET:

Phelps County Coroner Andy Davis appeared for a hearing on his 2020 budget and presented a summary of the opioid misuse problem as it had impacted his position over the preceding year. Phelps County Focus Staff Writer Andrew Sheeley was also present. As Davis related, increased numbers of indigent decedents over recent years required the county to secure a common burial site for cremains. One of the two vaults will be full with the interment of 12 sets of cremains. He also reported that University of Missouri Autopsy Research will be charging more for autopsies up from \$1,750 to \$2,100. As he limits ordering autopsies only to criminals, he is ordering toxicologies whenever possible. Davis said a paramedic from the Edgar Springs area, Ernie Coverdell, was very interested in running for coroner in 2020, as he will not run for reelection. Davis may appoint Coverdell as unpaid reserve deputy coroner, and will consult with the Prosecuting Attorney regarding Coverdell's authority in such a position. Commissioner Hicks asked why the coroner's salary line had been increased by 2%; the amount would have to be put back to baseline pending any COLA that might be given across the board. Davis said he did have to increase the appropriation for training for his additional deputy in the fall.

IN THE MATTER OF
CHILD SUPPORT
ENFORCEMENT GRANT:

As moved by Commissioner Hicks and seconded by Commissioner Stratman, the grant documents for Child Support Enforcement were approved.

IN THE MATTER OF
RECORDER'S BUDGET:

Phelps County Recorder Robin Kordes appeared for her budget hearing. She included a 2% salary increase to her employees. She discussed the increase in her software fees and the drop in recording fee revenue to the lowest amount in 20 years. Since more county recorder offices are splitting from the circuit clerk's office, there is a smaller share for state recorder fees. Her stand-alone fund, the Recorder's User Fee fund, was then reviewed. Kordes reported that when a copier lease ran out, she was able to access a state bid and save some; she presented the contract for this and it was approved as moved by Commissioner Stratman, seconded by Presiding Commissioner Verkamp.

PHELPS COUNTY COMMISSION RECORD
January 9, 2020 Second day of the January term

IN THE MATTER OF
TREASURER'S BUDGET:

The Commission held a hearing with Treasurer Carol Green; her budget was essentially unchanged. She also reported on "Positive Pay", a strategy aimed at preventing payment instruments from the county being altered and cashed.

IN THE MATTER OF
ASSESSOR'S BUDGET:

Assessor Bill Stoltz reported during his budget hearing that he did not believe it would be necessary for him to hire another employee, though in 2021 when a data conversion occurs, he may need an additional FTE. Stoltz made the case that a 2% COLA for his staff would come from the Assessment fund, which is stand-alone and separate from County Revenue; this was acknowledged by the Commission. Additional burdens placed by E911 addressing were discussed.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of two invoices for Senior Companions stipends and contract pay totaling \$18,439.65.

READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 14, 2020 Fourth day of the January term

Now at this the 14th day of January 2020 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 7100 BRO-B081(13):

Jeff Banderet, P.E. of Great Rivers Engineering came and discussed design of the intersection between County Roads 7100 and 7000, as part of the bridge project for the former. Banderet's firm believes, as does the Commission, that a better line-of-sight is afforded with a more easterly intersection. Banderet said at this point the bridge would span 90 feet and have a width of 26 feet. The roadway would be asphalt, striped. Drawings were provided showing 0.44 acres of right-of-way (ROW) needed for the more easterly connection, and 0.24 acres which could be returned as they would not be needed. Once MoDOT is asked to obligate funds for the ROW, Banderet estimates one month to have the ROW request approved through Federal Highway Administration. Commissioner Hicks expressed his hope that the Commission could facilitate speedy construction. Requesting the needed ROW, contacting a realtor should an estimate of the valuation be needed and the costs of these and other machinations were discussed. Drainage, easements for same, and fencing were also touched upon. Commissioner Stratman briefly stepped out to take a call privately. The balance of BRO funds, the soft match, closing one or both roads during construction rounded out the conversation. Commissioner Stratman left for a meeting from 0930 to 1000.

IN THE MATTER OF
CITIZEN INPUT:

Local residents Chester Crider and Chester Kojro both arrived.

IN THE MATTER OF
SHERIFF'S BUDGET:

Sheriff Rick Lisenbe entered for his hearing on his funds. Law Enforcement Sales Tax (LEST), Fund 410, encompasses his Jail and Sheriff's Department salaries. He plans a 6% salary increase across the board, which will put salaries in parity with the City of Rolla and Crawford County. Sheriff's Asset Forfeiture, Fund 405, will appropriate sums for equipment to upgrade the Courthouse duress alarms and video arraignment equipment. Installation will need to come from Fund 410. Further discussion covered Sheriff Training (Fund 400), Sheriff Civil (Fund 407), Sheriff Revolving (Fund 409), Inmate Detention Security (Fund 415), and Sheriff Debt Service (Fund 420) as well as the Courthouse Security Department of County Revenue (Courthouse Bailiffs).

IN THE MATTER OF
HEALTH DEPARTMENT BUDGET:

PHELPS COUNTY COMMISSION RECORD
January 14, 2020 Fourth day of the January term

HEALTH DEPARTMENT BUDGET, Continued:

As the Sheriff departed, Phelps/Maries Health Department Director Ashley Wann arrived for her budget hearing. She had secured some modifications of some of her grants, to include a broader spectrum of covered expenses. Your Community Health Center (YCHC), a federally qualified health center, was negotiating with her department to use space for an OB/Gyn clinic with prenatal care and ultrasounds. She said they would have separate liability coverage. When the clerk asked, she said YCHC would not be supplying medical abortion (RU486) services. She will not know until June or July whether they will use her facility. Her requests included 2% COLA for her employees, with separate calculations without it. Having seen sales tax revenues, the Commission felt a 2% COLA across-the-board for Road and Bridge (Fund 100), County Revenue (Fund 200) and Health Department (Fund 220) employees would be feasible; this would not apply to Senior Companions (Fund 550) who were 100% federal grant funded, nor Assessment (Fund 800) employees, who already had a 2% COLA requested.

IN THE MATTER OF
PAYROLL:

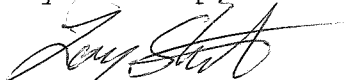
The Commission reviewed and approved payroll for 1/15/20, representing work dates of 12/16-31/19 in the amount of \$175,935.72 net salary with \$55,163.66 and \$6,913.50 federal and state withholding, respectively.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission approved payment of \$288.00 in contract pay.

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Larry Stratman, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 16, 2020 Fifth day of the January term

Now at this the 16th day of January 2020 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
SURVEYOR'S BUDGET:

Phelps County Surveyor Terris Cates attended his budget hearing for 2020. His sole expenditure is related to his reimbursement under the state's Department of Agriculture Corner Remonumentation program. A persisting difficulty is the staggering of the fiscal year in this state program, as opposed to the county's fiscal year which follows the calendar. Sixteen corners were marked and ready for 2019; he submitted 10. For 2020, he proposes 16 corners and whatever he does will be done in the calendar year. Currently, the state contributes \$300 per corner remonumented, with a \$350 contribution on the part of the county.

IN THE MATTER OF
CITIZEN INPUT:

Local resident Ray Schweikhardt arrived as Cates left.

IN THE MATTER OF
UNIVERSITY OF
MISSOURI EXTENSION BUDGET:

Rachel Buenemann and Sarah Havins with the Phelps County Extension office arrived and gave a snapshot of the activities. Two new programs, Women Owning Woodlands (Havins) and Fall Prevention/Tai Chi (Buenemann) were highlighted. Buenemann reported intense interest in both of these programs.

IN THE MATTER OF
SENIOR COMPANIONS BUDGET:

Phelps County Senior Companions Director Yvonne Leuthauser arrived to discuss her increased grant allotment, which would permit a 2% COLA.

IN THE MATTER OF
PROSECUTOR'S BUDGET:

Prosecuting Attorney Brendon Fox arrived to discuss his budgeted funds. His department within County Revenue (Fund 200) encompasses his salaried employees. He has 2 fulltime and one part-time victim advocates; their grant has expanded to supply a 3% increase in salary. His salary is set, of course, by statute; he said his Assistant Prosecutor salaries would be same as requested in 2019. He has 11 FTE's on the county's medical insurance. Prosecutor's Asset Forfeiture (Fund 440) has become almost unwieldly with its restrictions on expenditures. He is planning to allow Prosecutor's Training (Fund 450) to

PHELPS COUNTY COMMISSION RECORD
January 16, 2020 Fifth day of the January term

PROSECUTOR'S BUDGET, Continued:

accumulate if at all possible. The Delinquent Tax (Fund 460) and Administrative Handling (Fund 480) revenues were discussed.

IN THE MATTER OF
ROAD AND BRIDGE BUDGET:

As Prosecutor Fox departed, Superintendent of Roads Walter Snelson and Michelle Bock of the Road Department arrived. The Commission reviewed detailed estimates for payroll as well as equipment and supplies.

IN THE MATTER OF
ROAD 2170:

Known as Landfill Road, a culvert put in approximately 12 years ago where a small tributary of the Bourbeuse River crosses, is felt in imminent danger of failing. Heavy transfer truck traffic traverses this road. As he is on the Landfill Board, Presiding Commissioner Verkamp will inquire about some contribution toward funding a sturdy box culvert for the road.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of 7 invoices in the amount of \$6,114.73.

IN THE MATTER OF
REAL ESTATE COURT ORDERS:

The Commission reviewed and approved Real Estate Court Order Certificates 201900021 and 201900022, to correct a duplicate assessment.

READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 17, 2020 Sixth day of the January term

Now at this the 17th day of January 2020 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
BUILDING AND GROUNDS
BUDGET:

Director of Support Services and IT Mark Brookshire came to present his budget requirements as the Commission continued their work on the 2020 Phelps County Budget. The forecast for completion of the Courthouse HVAC project was discussed. Brookshire will be calling a contact at a long-time vendor for their input, as they have expressed interest in the project. Software upgrade on the MiTel phones, the 35 year old phone server which is no longer supported and in need of replacement and an improvement to the elevator door edge electronic eyes felt important by Brookshire were detailed.

IN THE MATTER OF
PUBLIC FACILITIES BUDGET:

The unpaid portion of the Courthouse HVAC project, \$29,850, will be left in the budget for expenditures in Public Facilities (Fund 900).

IN THE MATTER OF
COLLECTOR'S BUDGET:

Brookshire left as Collector Faith Barnes entered. A discussion of her revenues, their division between County Revenue (Fund 200) and Collector's Tax Maintenance (Fund 850), was held. Her salary lines will be double-checked by the clerk. Barnes said she would continue attempts to collect personal property taxes after three years, rather than "outlawing" them as had been done in the past. She was able to recoup tens of thousands of dollars with the help of her staff for the county in this way.

IN THE MATTER OF
PUBLIC ADMINISTRATOR'S BUDGET:

Having been called out of town on behalf of a client, Public Administrator Kathy Oliver called in to review her budget requests which had been provided earlier to the clerk.

IN THE MATTER OF
COUNTY CLERK'S BUDGETS:

The clerk reviewed Election Services (Fund 325), Special Election (Fund 300), and her two departments within County Revenue (Fund 200). The lobby receptionist was to be transferred to her payroll from that of the Commission.


READ AND APPROVED:

PHELPS COUNTY COMMISSION RECORD
January 17, 2020 Sixth day of the January term

READ AND APPROVED, Continued:



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 21, 2020 Seventh day of the January term

Now at this the 21st day of January 2020 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
SALES TAXES:

Treasurer Carol Green provided the sales tax report for the County 0.5% sales taxing being \$283,645.35 for January, an increase of 3.55% over January 2019.

IN THE MATTER OF
MISSOURI ASSOCIATION
OF COUNTIES (MAC):

Green also provided some updates on legislation of interest to MAC. Local resident Chester Kojro arrived.

IN THE MATTER OF
2020 BUDGET:

As moved by Commissioner Stratman and seconded by Commissioner Hicks, the inclusion of a 2% COLA for all employees was approved. Exception was made for the victim's advocates in the office of the Prosecuting Attorney, who had benefited from an increase in the grant funds awarded to include a 3% salary increase; 2% to other clerical and assistant prosecuting attorneys was intended.

IN THE MATTER OF
PCSD EMPLOYEES:

Sheriff Rick Lisenbe arrived and informed the Commission that a bailiff had transferred to the Missouri S&T police department.

IN THE MATTER OF
BOX CULVERT ROAD 2170:

Superintendent of Roads Walter Snelson and Michelle Bock of the Road Department arrived and discussed the process of writing specifications for and procuring a box culvert for Road 2170.

IN THE MATTER OF
SENIOR COMPANIONS:

The Commission acknowledged the positive job performance of Phelps County Senior Companions Director Yvonne Leuthauser. Her salary being less than her predecessors, with a significant increase in her grant award of roughly 5%, a 10% salary increase was approved for Leuthauser, with the understanding that no 2% COLA would be given.

IN THE MATTER OF
APPORTIONMENT OF RAILROAD
AND UTILITY TAXES FOR 2019:

PHELPS COUNTY COMMISSION RECORD
January 21, 2020 Seventh day of the January term

APPORTIONMENT OF RAILROAD AND UTILITY TAXES, Continued:

Now at this day the County Clerk takes up the matter of apportioning the Railroad and other Corporation Taxes for the year 2019, and has distributed same giving each of the School Districts an amount for School Purposes and Building Purposes and Debt Services as follows:

Amount of State Railroad and other Corporation Taxes:

School District	Membership	Total
Rolla 31	3,875.17	\$441,528.11
St. James R-1	1,732.00	\$209,965.64
Newburg R-2	399.00	\$45,680.34
Dent/Phelps 65/R3	4.00	\$420.92
Dixon 16/R-1	9.00	\$1,034.03
Phelps County R-3	230.56	\$25,243.77
Texas Co. 81/R-8	2.00	210.45
Totals	6,251.73	\$724,083.26

School District	Teachers & Inc. (School Purp.) Fund	Building Fund	Debt Svc	Total
Rolla 31	406,590.19	0.00	34,937.92	441,528.11
St. James R-1	182,255.45	0.00	27,710.19	209,965.64
Newburg R-2	41,986.09	0.00	3,694.25	45,680.34
Dent/Phelps 65/R3	420.92	0.00	0.00	420.92
Dixon 16/R-1	947.09	0.00	86.94	1,034.03
Phelps County R-3	24,261.44	0.00	982.33	25,243.77
Texas Co. 81/R-8	210.45	0.00	0.00	210.45
Totals	656,671.63	0.00	67,411.63	724,083.26

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Larry Stratman, Commissioner District 1


Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 23, 2020 Eighth day of the January term

Now at this the 23rd day of January 2020 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
GENERAL MUNICIPAL
ELECTION CANDIDATES:

Phelps County Focus Staff Writer Andrew Sheeley asked the clerk for names and positions for which the candidates in the April 7, 2020 General Municipal Election filed. As certification to the clerk of candidates and issues was not to be completed until one week after the close of filing, or January 28, 2020, the clerk said the list was incomplete.

IN THE MATTER OF
PUBLIC ADMINISTRATOR:

Phelps County Public Administrator Kathy Oliver arrived to inform the Commission and the press that she did not plan to seek reelection in 2020, but had no lengthy statement to make at this time.

IN THE MATTER OF
MRPC AUDIT:

The Commission received the financial audit for the year ended June 30, 2019 from MRPC's auditor.

IN THE MATTER OF
FLOOD BUYOUT AND
GRANT APPLICATION:

The Commission reviewed a grant application for three properties which did not qualify for flood buy-out, and as moved by Commissioner Stratman, seconded by Commissioner Hicks, the use of grant hours as available to investigate application by MRPC personnel was approved.

IN THE MATTER OF
INTERNET SERVICE:

Commissioner Stratman reported that a citizen living on Highway EE north of St. James had asked if the Commission could petition Spectrum Telecommunications to provide internet; this was felt to be a business decision.

IN THE MATTER OF
MISSOURI ASSOCIATION
OF COUNTIES (MAC) LEGAL SERVICES:

The opportunity to retain legal counsel for employment-related matters through MAC was presented; the cost for one year for Phelps County was quoted as \$1400 per year for six hours and

PHELPS COUNTY COMMISSION RECORD
January 23, 2020 Eighth day of the January term

MAC LEGAL SERVICES, Continued:

this was approved as moved by Commissioner Stratman and seconded by Commissioner Hicks.

IN THE MATTER OF
PROSECUTOR'S BUDGET:

Prosecuting Attorney Brendon Fox attended the meeting and there was a lengthy discussion about his 2020 budget. He then left.

IN THE MATTER OF
ROAD 2170:

Michelle Bock of the Road and Bridge Department came and discussed some information about cost of concrete box culverts, being considered for installation at this road.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission reviewed and approved payment of contract pay and employee reimbursements in the amount of \$310.52, permissible prior to budget approval as it is payroll related, and RollaWest TIF reimbursements in the amounts of \$8,738.46; \$4,705.33; \$10,082.85 for County Revenue, Road and Bridge, and Law Enforcement Sales Tax, respectively.

IN THE MATTER OF
COURTHOUSE FACILITIES
USER AGREEMENT:

A brief discussion of use of the facilities was held.

IN THE MATTER OF
25TH JUDICIAL CIRCUIT
BILLING SETTLEMENT:

The clerk presented the reconciliation of the circuit billing for 2019, encompassing Circuit Judge, Court Reporter, and Juvenile expenditures and payments for same by Pulaski, Texas and Maries Counties to Phelps over the year just past. Phelps County owed \$10,566.65, \$3,738.52 and \$3,901.65 to Pulaski, Texas and Maries Counties, respectively. Actual expenditures for all three categories were \$387,255.86, circuit-wide.

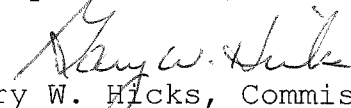
READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 28, 2020 Ninth day of the January term

Now at this the 28th day of January 2020 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
GRANT FOR ROAD 7310:

Presiding Commissioner Verkamp announced that a grant had been received by the city of Newburg and the county would be providing an in-kind match; this would involve Road 7310. Phelps County Focus Staff Writer Andrew Sheeley was also present.

IN THE MATTER OF
ST. JAMES CARING CENTER CDBG:

The Request for Funds (RFF) #6 in the amount of \$87,047.66 having been received for CDBG 2018-PF-11, this was approved as moved by Commissioner Stratman and seconded by Commissioner Hicks.

IN THE MATTER OF
ROAD 2160:

Presiding Commissioner Verkamp had received a report that a low water crossing was clogged and covered by debris; he contacted Michelle Bock at the Road Department about this.

IN THE MATTER OF
CORONER'S CONTRACT:

Coroner Andy Davis presented the renewal of the Violent Death and Opioid Reporting grant, which reimbursed him on his reporting. The federal agency was Federal Department of Health and Human Services; the grant money was 100% federal. Davis' reporting mechanism and media were discussed as was data storage; his grant contract was approved as moved by Commissioner Hicks, seconded by Commissioner Stratman. Liability coverage for an appointed reserve deputy, including while he might drive the coroner vehicle, was discussed by speaker phone with Dan Cavender at Barker Phillips Jackson.

IN THE MATTER OF
ASSESSOR'S QUARTERLY:

This was reviewed and approved as moved by Commissioner Stratman and seconded by Commissioner Hicks.

IN THE MATTER OF
CART FUNDS:

Treasurer Carol Green brought the CART numbers which revealed \$53,277.78; \$14,369.06; \$7,657.20 for gas tax, motor vehicle taxes and motor vehicle fees, respectively.

PHELPS COUNTY COMMISSION RECORD
January 28, 2020 Ninth day of the January term

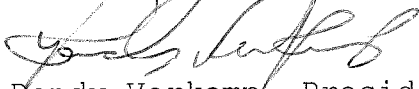
IN THE MATTER OF
ROAD 2170:

Superintendent of Roads Walter Snelson and Michelle Bock of the Road Department joined the meeting and spoke about the cost of the planned box culvert and installation costs including that of a crane.

IN THE MATTER OF
ACCOUNTS PAYABLE:

The Commission reviewed and approved the payment of 3 invoices for contract pay and employee reimbursements in the amount of \$4,888.66 as well as the Group Benefit Services premium bill of \$130,591.07 for February employee coverages.

READ AND APPROVED:



Randy Verkamp, Presiding Commissioner



Larry Stratman, Commissioner District 1



Gary W. Hicks, Commissioner District 2

PHELPS COUNTY COMMISSION RECORD
January 30, 2020 Tenth day of the January term

Now at this the 30th day of January 2020 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
2020 BUDGET HEARING:

The 2020 Budget hearing began as previously advertised at 0900. Also present were local resident Ray Schweikhardt and Phelps County Focus Staff Writer Andrew Sheeley. There were no comments about the budget. As moved by Commissioner Stratman, seconded by Commissioner Hicks, the budget was approved and the hearing was closed at 0915 as moved by Commissioner Stratman with a second by Commissioner Hicks. The budget follows in its entirety:

MISSOURI STATE AUDITOR'S OFFICE

2020 COUNTY BUDGET FORMS

County: PHELPS

Phelps County Budget In its Entirety

Is posted separately on the
County Clerk's Page

It will not be reproduced here

PHELPS COUNTY COMMISSION RECORD
January 30, 2020 Tenth day of the January term

IN THE MATTER OF
EMERGENCY MANAGEMENT
PERFORMANCE GRANT (EMPG):

PCSD Cpl. And Emergency Management Director (EMD) Mike Kirn came to obtain approval of the memorandum of understanding for his EMPG grant. This grant provides for contract pay of \$7800 annually from the federal share, with an equal match from the county. As moved by Commissioner Hicks with a second by Commissioner Stratman, this was approved.

IN THE MATTER OF
MAC LEGAL SERVICES:

Presiding Commissioner Randy Verkamp called counsel Travis Elliot with MAC, to ask about the fees associated with the Prepaid Legal Services contract. Elliot said MAC would invoice the county and this would include their administrative fee, and MAC would then pay him his fee. As moved by Commissioner Stratman and seconded by Commissioner Hicks, paying \$1400 to MAC for Prepaid Legal Services was approved.

IN THE MATTER OF
COURTHOUSE ADA ACCESS:

25th Judicial Circuit Circuit Clerk Sue Brown came to express concern that an ADA entrance, opened by a button on the exterior wall at the ground level entrance used by Prosecuting Attorney employees, was disabled by being locked with a key on the inside. There is an employee who uses a walker who needs this mechanism to enter the building. Commissioner Hicks left for another meeting.

IN THE MATTER OF
SEPTIC COMPLAINT, JEROME:

Local resident Karen Peterman came to report that a court hearing on the issue of concern with a neighbor's failing septic system was scheduled for January 21, 2020; an assistant prosecutor told the judge that the property owners did not qualify for a public defender. Peterman said the hearing was extended for 30 days. She eventually spoke with a victim advocate, who she said was very nice. No further actions were taken.

IN THE MATTER OF
PAYROLL:

The Commission reviewed and approved payroll for January 31, 2020 for work dates 1/1-15/20.

IN THE MATTER OF
HAZARD MITIGATION:

Commissioner Hicks returned and gave a summary of the meeting. He named several of the attendees; the consensus of the meeting was that participation needed to increase; hazards such as flooding were discussed. Tammy Snodgrass of Meramec Regional Planning Commission entered and discussed effort at the

PHELPS COUNTY COMMISSION RECORD
January 30, 2020 Tenth day of the January term


HAZARD MITIATION, Continued:

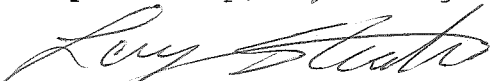
mitigation plan was open to non-elected staff only; hours could not be credited to efforts made by elected personnel.

IN THE MATTER OF
ROAD 2170:

Presiding Commissioner Verkamp was pleased to announce that the Landfill Board was willing to pay for a concrete box culvert for this road, not to exceed \$50,000.

READ AND APPROVED:


Randy Verkamp, Presiding Commissioner


Larry Stratman, Commissioner District 1


Gary W. Hicks, Commissioner District 2