

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner



Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

Megan Applegate
Executive Assistant

COUNTY COMMISSION
Greene County, Missouri
(417) 868-4112

Greene County Commission
Commission Briefing Minutes

Tuesday, September 14, 2021
8:45 AM
Commission Conference Room
1443 N. Robberson, 10th Floor

PLEASE CHECK & RETURN

<input checked="" type="checkbox"/>	PC	<i>[Signature]</i>
<input checked="" type="checkbox"/>	CC1	<i>[Signature]</i>
<input checked="" type="checkbox"/>	CC2	<i>[Signature]</i>

The Greene County Commission is now offering an alternative to attending the meeting. Please join our meeting from your computer, tablet or smartphone. <https://www.gocountymeet.me/GCCommissionOffice>. You can also dial in using your phone. United States: +1 (872) 240-3412. You will be prompted for a PIN number where you will hit the "*" key and be prompted for an access code: 675-853-269

PLEASE BE AWARE: Cox Health has adopted a universal masking policy for all their properties. Masks are to be worn entering and exiting their facilities and medical office buildings as well as when in any interior common areas such as a lobby, hallway, shared bathroom, elevator, and stairwell.

WARNING Under Missouri law, any individual entering the premises or engaging the services of Greene County waives all civil liability against the individual or Greene County for any damages based on inherent risks associated with an exposure or potential exposure to COVID-19, except for recklessness or willful misconduct.

Attendees: Bob Dixon, Rusty MacLachlan, John Russell, Chris Coulter, Megan Applegate, Patrick Morrow, Deb Allen, Laura Merriman, Katie Towns, Rick Artman and Larry Woods.

Teleconference Attendees: Tina Phillips, Jeff Scott, Mike Cagle, Jim Arnott, Rob Rigdon Cindy Stein, Bill Prince Crystal Richards Jeff Bassham, Natalie Gomez, Andrea Stewart, Allen Icet, Royce Denny, Cheryl Dawson- Spaulding, Jess Kerr, Kevin Barnes, Mailyn Jeffries, David Johnson and Kevin Spaulding.

Informational Items

Budget
Human Resources
Chris Coulter

Items for Consideration and Action by the Commission

EX1) Discussion and Possible Vote: Assessor's Quarterly Report, Auditor
Commissioner John Russell moved to approve the assessor's quarterly report as presented. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

EX2 Discussion and Possible Vote: Personnel Policy Manual: Chapter 13, Section 11 - Workers' Compensation Leave Accruals, HR

Commissioner Rusty MacLachlan moved to approve the changes to the personnel policy manual chapter 13 section 11 as presented. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

EX3 Discussion and Possible Vote: Conflict of Interest Ordinance, Resolution, or Policy, County Clerk

Commissioner Rusty MacLachlan moved to approve the code of ethics order as presented. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

EX4 Discussion and Possible Vote: Employee Incentive Payment Program, Budget

Commissioner John Russell moved to approve the employee incentive payment program with changes that seasonal employees are eligible. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

EX4 Discussion and Possible Vote: Authorization of Paying Overtime for the Remainder of This Year Using Vacancy Savings Above Budgeted Vacancy, or Other Savings Within Budget, Budget

Commissioner John Russell moved to approve the authorization of overtime pay for this calendar year and use realized savings. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

EX4 Discussion and Possible Vote: Adding Additional (reduced) Steps for maxed out employees, to be effective with the 2022 budget, Budget

Commissioner moved to approve add additional 10 steps at a .75 increase for maxed out employees. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Vaccination Site Project, OEM

Commissioner John Russell moved to table the vaccination site project. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: CSP Subaward Adjustment for Year 2 Funding, Juvenile

Commissioner Rusty MacLachlan moved to approve the Presiding Commissioner to sign the year 2 funding for the CSP sub award grant. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: HRV Subaward Adjustment for Year 3 Funding, Juvenile

Commissioner Rusty MacLachlan moved to approve the Presiding Commissioner to sign the year 3 funding for the HRV sub award grant. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Other:

With no other business the meeting will be adjourned.

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner



Shane Schoeller
Clerk of the Commission

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Discussion and Possible Vote: Assessor's Quarterly Report, Auditor

Discussion and Possible Vote: Personnel Policy Manual: Chapter 13, Section 11 - Workers' Compensation Leave Accruals, HR

Discussion and Possible Vote: Conflict of Interest Ordinance, Resolution, or Policy, County Clerk

Discussion and Possible Vote: Employee Incentive Payment Program, Budget

Discussion and Possible Vote: Authorization of paying overtime for the remainder of this year using vacancy savings above budgeted vacancy, or other savings within budget, Budget

Discussion and Possible Vote: Adding additional (reduced) steps for maxed out employees, to be effective with the 2022 budget, Budget

Discussion and Possible Vote: Vaccination Site Project, OEM

Discussion and Possible Vote: CSP Subaward Adjustment for Year 2 Funding, Juvenile

Discussion and Possible Vote: HRV Subaward Adjustment for Year 3 Funding, Juvenile

Discussion and Possible Vote: Jail Overtime Pay, Sheriff's Office

Other:



MISSOURI STATE TAX COMMISSION QUARTERLY REIMBURSEMENT

CERTIFIED COPY OF ASSESSING SALARIES, COSTS AND EXPENSES

County - Greene Calendar Quarter - January 2021 to March 2021

COSTS

Complete Gray Highlighted Areas

NO. OF EMPLOYEES	SALARIES OF EMPLOYEES APPROVED IN ASSESSMENT MAINTENANCE PLAN	AMOUNT
A. 1	Assessor	\$18,630.24
B. 25	Assessor's Staff	\$243,677.83
C. 4	Other Salaries (part time employee, temp agency, etc.)	\$40,351.96
D. 30	Employee Fringe Benefits, (FICA, Lagers, S.S., Health, Unemployment, Medicare, etc.)	\$89,247.65

OTHER COSTS AND EXPENSES APPROVED IN ASSESSMENT MAINTENANCE PLAN

1	Office Expenses and Non-Computer Related Equipment:	Supplies, Forms, Manuals, Postage and Shipping Expense; Land Line and/or Cell Telephone Expense, Internet Service, Email Fees, Telecommunications; Purchase of Office and Field Equipment: Chairs, Measuring Tapes, Calculators, Camera/Disc/Film;	\$3,351.39
2	Mileage Expense Only	Number of Miles <u>9,232</u> @ <u>\$0.370</u> County Mileage Rate	\$3,415.84
3	Education and Training	Meals, Registration, Association Dues, Lodging, etc. <i>Mileage for education is to be recorded on line 2.</i>	\$8,792.23
4	Computer:	Original Purchase or Annual Renewal Fee and Maintenance of Hardware and/or Software, Program Updates, Assessor's portion of IT Costs	\$139,537.60
5	Leased Equipment:	Maintenance of Leased Equipment: Copiers, Postage Machine, Fax Machine, etc.	\$0.00
6	Contracts & Other Expenses:	Appraisal, Mapping, or Other Contract: Aerial Photography, GIS, Legal Fees, Utilities for Leased Assessor, Office Space, etc., Bond Fees, Uniforms, Advertising	\$23,634.00
Total Costs			\$570,638.74

CALCULATIONS

1.	Maximum Amt Reimbursable	Parcel Rate up to 20,000 parcels \$3.00	Parcel Count up to 20,000 20,000	\$302,997.04
		Parcel Rate over 20,000 parcels \$2.42	Parcel Count over 20,000 100,412	
2.	Total Costs in Previous Periods	(current fiscal year)	\$1,649,187.42	
3.	Total Reimbursement in Previous Periods	(current fiscal year)	\$302,997.04	
4.	Total Costs This Period		\$570,638.74	
5.	Total Costs to Date		\$2,219,826.16	
6.	Maximum Reimbursement This Period		\$0.00	

CERTIFICATION

In accordance with Section 137.750 RSMo, we certify that the salaries, costs, and expenses listed herein were incurred during the Calendar quarter January 2021 to March 2021 for Greene County for the purpose of maintaining equalized assessed valuations under the assessment and equalization maintenance plan approved by the State Tax Commission of Missouri

Signature of Assessor: *Rick Keringer* Signature of County Presiding Comm / Chief Executive: *Bob Dixon* Signature of Accounting Officer / County Clerk: *Carly A. Steer*

In testimony whereof, I have hereunto set my hand and affixed the Seal of County at office in Greene County, Missouri, this the 27th day of August 20 21

(SEAL) County of Greene State of Missouri
Signature of Clerk of the County Commission: *[Signature]*

I hereby certify that the above expenditures have been compared to the budget included in the assessment and equalization maintenance plan and that the expenditures claimed are in general and reasonable compliance with said approval plan.
Signature of Commissioner, State Tax Commission of Missouri

Assessment Reimbursement monies have been exhausted; thus, no signature is required of the State Tax Commissioner.

RETURN TO STATE OF MISSOURI, ASSESSMENT REIMBURSEMENT PROGRAM
P.O. BOX 146, JEFFERSON CITY, MO 65102



MISSOURI STATE TAX COMMISSION QUARTERLY REIMBURSEMENT

CERTIFIED COPY OF ASSESSING SALARIES, COSTS AND EXPENSES

County - Greene Calendar Quarter - April 2021 to June 2021

COSTS

Complete Gray Highlighted Areas

NO. OF EMPLOYEES	SALARIES OF EMPLOYEES APPROVED IN ASSESSMENT MAINTENANCE PLAN	AMOUNT
A. 1	Assessor	\$21,735.28
B. 29	Other Salaries (Assessor's staff, part time employees, temp agency, etc.)	\$352,661.78
C. 30	Employee Fringe Benefits, (FICA, Lagens, S.S., Health, Unemployment, Medicare, etc.)	\$122,354.85

OTHER COSTS AND EXPENSES APPROVED IN ASSESSMENT MAINTENANCE PLAN

1	Expense and Equipment	Per Section 137.750, RSMo, cost and expenses which shall qualify for state reimbursement, but only if identified in the county maintenance plan and subsequently specifically approved by the state tax commission, shall include: salaries and benefits of data processing and legal personnel not directly employed by the assessor; computer software, hardware, and maintenance; any additional office space made necessary in order to carry out the county's maintenance plan; leased equipment; and aerial photography.	\$116,827.89
2	Mileage Expense Only	Number of Miles <u>9,300</u> @ <u>\$0.430</u> County Mileage Rate	\$3,999.00
Total Costs			\$617,578.80

CALCULATIONS

1. Maximum Amt Reimbursable	Parcel Rate <u>\$3.15</u>	Parcel Count <u>121,405</u>	\$382,425.75
2. Total Costs in Previous Periods	(current fiscal year)		\$0.00
3. Total Reimbursement in Previous Periods	(current fiscal year)		\$0.00
4. Total Costs This Period		\$617,578.80	
5. Total Costs to Date		\$617,578.80	
6. Total Reimbursement This Period			\$308,789.40

CERTIFICATION

In accordance with Section 137.750 RSMo, we certify that the salaries, costs, and expenses listed herein were incurred during the Calendar quarter April 2021 to June 2021 for Greene County for the purpose of maintaining

equalized assessed valuations under the assessment and equalization maintenance plan approved by the State Tax Commission of Missouri

Signature of Assessor <i>Rich Kessinger</i>	Signature of County Presiding Comm / Chief Executive <i>Bob Ligon</i>	Signature of Accounting Officer / County Clerk <i>Cindy A. Steu</i>
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In testimony whereof, I have hereunto set my hand and affixed the Seal of County at office in Greene County, Missouri, this the 30th day of August 20 21

(SEAL - electronic seal or a dusted embossed seal may be used and scanned with all signatures)

County of Greene State of Missouri

Signature of Clerk of the County Commission
Erin Schulte

I hereby certify that the above expenditures have been compared to the budget included in the assessment and equalization maintenance plan and that the expenditures claimed are in general and reasonable compliance with said approval plan.

Signature of Commissioner, State Tax Commission of Missouri

RETURN TO STATE OF MISSOURI, ASSESSMENT REIMBURSEMENT PROGRAM

STC@STC.MO.GOV

Exhibit "A"

**CODE OF ETHICS
GREENE COUNTY, MISSOURI**

A RESOLUTION OF GREENE COUNTY; MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

BE IT RESOLVED BY THE COMMISSIONERS OF GREENE 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 certain officials and employees of 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 Greene County must comply with Section 105.454 of the 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 Greene County 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 County Clerk 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% more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other 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 County Commission, the chief purchasing officer, and any full-time general counsel shall disclose the following information by May 11th, or the appropriate deadline as referenced in Section 105.487, RSMo., 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 of such person, the date and the identities of the parties to each transaction with a total value in excess of Five Hundred Dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee, or penalty due to the political subdivision, and other than transfers for no

consideration to the political subdivision.

- (b) The date and the identities of the parties to each transaction known to the person with a total value in excess of Five Hundred Dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service 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 1st 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/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or co- participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint 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 10% or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned 2% or more of any class of outstanding stock, limited partnership units or other equity interests; and,
 - (3) The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 4. Filing of Reports. 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:

- (a) Every person required to file a financial interest statement shall file the statement annually not later than May 1st and the statement shall cover the calendar year ending the immediately preceding December 31st: provided that any (official/board member/etc.) may supplement their financial interest statement to report additional interests acquired after December 31st of the covered year until the date of filing of the financial interest statement.
- (b) Each person appointed to an office provided for in Section 3 shall file the statement within 30 days of such appointment or employment covering the calendar year ending the previous December 31st.
- (c) Financial disclosure reports giving the financial information required in Section 3 shall be filed with the County Clerk and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5. Filing of Ordinances. A certified copy of this Resolution, adopted prior to September 15,

2021, shall be sent within 10 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 County Commission.

Section 7. Prior Resolutions. All prior Code of Ethics and Resolutions are hereby repealed.

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
Commissioner District 1

John Russell
Commissioner District 2

Date