

Bob Dixon  
Presiding Commissioner

Rusty MacLachlan  
1<sup>st</sup> District Commissioner

John C. Russell  
2<sup>nd</sup> 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 SESSION  
Greene County Historic Court House  
940 Boonville Room 212  
Springfield, Missouri  
9:30 AM  
November 4, 2024

PLEASE CHECK & RETURN

PC Absent  
 CC1  
 CC2

**Meeting Information**

**Meeting link:**

<https://gcmo.webex.com/gcmonj.php?MTID=m864a1fe44d340a9e0699ae675edaca25>

**Meeting number:** 2493 992 3380

**Password:** GCCC4Nov24

**More ways to join**

**Join by video system:** Dial 1462772265@gcmo.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

**Join by phone:** +1-415-655-0001 United States Toll

**Access code:** 2493 992 3380

**Prayer and Pledge of Allegiance:** Commissioner Rusty MacLachlan

**Approval of Minutes from October Court Session**

Commissioner MacLachlan moved to approve the October Court Session minutes as presented. Commissioner Russell seconded the motion and it passed. Yes: MacLachlan and Russell. Absent: Dixon.

**Discussion and Possible Vote: Farm Road 38 Vacation Petition, Highway**

Commissioner MacLachlan moved to approve the Farm Road 38 Vacation Petition. Commissioner Russell seconded the motion and it passed. Yes: MacLachlan and Russell. Absent: Dixon.

**Department Updates:**

**County Administrator-Chris Coulter**

- Reminder of Offices Closed for Veteran's Day
- Update on Upcoming Meetings

**Budget Office-Jeff Scott**

- Revenue/Expenditure Status Update

**Highway-Adam Humphrey**

- Highlighted the October Monthly Report

**Office of Emergency Management-Darren White**

- October Monthly Staff Report

**Resource Management-Kevin Barnes**

- Summary of Monthly Report

Planning and Zoning Cases- Sydney Allen

**A. OLD BUSINESS**

**B. NEW BUSINESS**

1. Request Rezoning, Planning Board Case Number PB 2340, Greg L Matthews, applicant.
  - Planning board recommended approval for case number 2340.
  - Barbara Matthews spoke in favor of case number 2340.
  - No one spoke in opposition of case number 2340.
  - Commissioner MacLachlan moved to approve case number 2340. Commissioner Russell seconded the motion and it passed. Yes: MacLachlan and Russell. Absent: Dixon.

**C. OTHER BUSINESS**

With no other business the meeting is adjourned.

Bob Dixon  
*Presiding Commissioner*

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Prayer and Pledge of Allegiance: Commissioner Rusty MacLachlan

Approval of Minutes from October Court Session

Discussion and Possible Vote: Farm Road 38 Vacation Petition, Highway

Department Updates:

County Administrator

Budget Office

Highway

Office of Emergency Management

Resource Management

Planning and Zoning Cases- Sydney Allen

**Cox Medical Tower • 1443 North Robberson Avenue, 10<sup>th</sup> Floor • Springfield, Missouri 65802**  
**Mailing Address 940 Boonville Avenue • Springfield, Missouri 65802**  
**[www.greenecountymo.gov](http://www.greenecountymo.gov)**

**A. OLD BUSINESS**

**B. NEW BUSINESS**

1. Request Rezoning, Planning Board Case Number PB 2340, Greg L Matthews, applicant.

**C. OTHER BUSINESS**

Revenue/Expenditure Status as of: 09/30/24

75% Revenue/Ops 77% Personnel 75% Capital	GR	%	YTD Budget	YTD Actual	Normalized	Better/Worse
Est Cash Balance, Jan 1, 2024	34,781,775		34,781,775	34,781,775	34,781,775	
<b>2024 Revenues</b>						
Taxes	65,354,101	75%	48,926,294	49,310,423	49,310,423	384,129
Intergovernmental	10,516,240	75%	7,872,814	3,512,576	8,175,442	302,628
Other	26,278,199	75%	19,672,750	20,336,515	20,336,515	663,764
<b>Total Revenues</b>	<b>102,148,540</b>	<b>75%</b>	<b>76,471,858</b>	<b>73,159,514</b>	<b>77,822,379</b>	<b>1,350,521</b>
Net Transfers	-18,436,014	75%	-13,801,824	-12,956,364	-12,956,364	845,460
<b>Total Funds Available</b>	<b>118,494,302</b>		<b>97,451,809</b>	<b>94,984,925</b>	<b>99,647,791</b>	<b>2,195,981</b>
<b>2024 Expenditures</b>						
Personnel	-68,565,915	77%	-52,727,976	-50,348,487	-50,348,487	2,379,489
Operations	-22,858,105	75%	-17,112,352	-13,781,511	-13,565,401	3,546,951
Capital	-1,587,517	75%	-1,188,469	-1,766,350	-1,766,350	-577,881
<b>Total Expenditures</b>	<b>-93,011,536</b>	<b>76%</b>	<b>-71,028,797</b>	<b>-65,896,348</b>	<b>-65,680,238</b>	<b>5,348,558</b>
Projected Savings	3,794,597	76%	2,897,766			-2,897,766
Cash Balance, Dec 31, 2024	29,277,363		29,320,778	29,088,577	33,967,552	4,646,774
Current Year Change	-5,504,412		-5,460,997	-5,693,199	-814,223	4,646,774

from 10/14  
+20K

Better  
Surprise  
Opinion  
Prop. Tax fully reg.

from 10/14  
-40K more

2,450,792  
Better  
Personnel  
Animal health  
Special project spending

Better

Normalized accounts include those with budgets exceeding \$100,000, which either have activity exceeding 25% of the YTD pace, or no activity for the year; these issues are typically due to timing of revenue receipts or annual one-time expenditures.

**Revenue/Expenditure Status as of: 09/30/24**

75% Revenue/Ops 77% Personnel 75% Capital	R&B 2024 Budget	%	YTD Budget	YTD Actual	Normalized	Better/Worse
<b>Est Cash Balance, Jan 1, 2024</b>	47,695,940		47,695,940	47,695,940	47,695,940	
<b>2024 Revenues</b>						
Taxes	28,237,729	75%	21,139,721	22,377,787	22,377,787	1,238,067 <i>From 10j</i>
Intergovernmental	13,119,413	75%	9,821,637	7,254,814	9,555,723	-265,914
Other	1,778,060	75%	1,331,116	2,059,549	1,935,731	604,615 <i>+80k</i>
<b>Total Revenues</b>	<b>43,135,202</b>	<b>75%</b>	<b>32,292,473</b>	<b>31,692,150</b>	<b>33,869,241</b>	<b>1,576,768</b>
Net Transfers	-106,050	75%	-79,393	-	-79,393	-
<b>Total Funds Available</b>	<b>90,725,091</b>		<b>79,909,020</b>	<b>79,388,090</b>	<b>81,485,788</b>	<b>1,576,768</b> <i>- Better Empty Tax Fully included</i>
<b>2024 Expenditures</b>						
Personnel	-10,028,990	77%	-7,712,408	-6,416,066	-6,416,066	1,296,342 <i>From 10j</i>
Operations	-15,885,841	75%	-11,892,678	-10,613,209	-10,449,098	1,443,581 <i>+55k</i>
Capital	-14,529,012	75%	-10,876,911	-7,802,874	-7,578,537	3,298,374
<b>Total Expenditures</b>	<b>-40,443,842</b>	<b>75%</b>	<b>-30,481,997</b>	<b>-24,832,150</b>	<b>-24,443,701</b>	<b>6,038,297</b>
Projected Savings	1,300,000	75%	979,793			-979,793 <i>Better 5,058,504 New Road, Bridge &amp; materials</i>
<b>Cash Balance, Dec 31, 2024</b>	<b>51,581,249</b>		<b>50,406,816</b>	<b>54,555,940</b>	<b>57,042,088</b>	<b>6,635,272</b>
<b>Current Year Change</b>	<b>3,885,309</b>		<b>2,710,876</b>	<b>6,860,000</b>	<b>9,346,148</b>	<b>6,635,272</b>

**Revenue/Expenditure Status as of: 09/30/24**

75% Revenue/Ops 77% Personnel 75% Capital	Assessment 2024 Budget	%	YTD Budget	YTD Actual	Normalized	Better/Worse
<b>Est Cash Balance, Jan 1, 2024</b>	5,322,475		5,322,475	5,322,475	5,322,475	
<b>2024 Revenues</b>						
Taxes	-	75%	-	-	-	-
Assr	-	75%	-	-	-	-
Intergovernmental	2,203,425	75%	1,649,559	1,832,123	1,991,445	341,887
Assr	2,203,425	75%	1,649,559	1,832,123	1,991,445	341,887
Other	589,700	75%	441,469	519,091	519,091	77,622
Assr	589,700	75%	441,469	519,091	519,091	77,622
<b>Total Revenues</b>	<b>2,793,125</b>	<b>75%</b>	<b>2,091,028</b>	<b>2,351,214</b>	<b>2,510,536</b>	<b>419,508</b>
Net Transfers	-	75%	-	-	-	-
<b>Total Funds Available</b>	<b>8,115,600</b>		<b>7,413,503</b>	<b>7,673,689</b>	<b>7,833,011</b>	<b>419,508</b>
<b>2024 Expenditures</b>						
Personnel	-2,294,302	77%	-1,764,344	-1,598,488	-1,598,488	165,856
Assess	-2,294,302	77%	-1,764,344	-1,598,488	-1,598,488	165,856
Operations	-671,363	75%	-502,605	-401,907	-401,907	100,698
Assess	-671,363	75%	-502,605	-401,907	-401,907	100,698
Capital	-79,000	75%	-59,142	56,323	56,323	115,465
Assess	-79,000	75%	-59,142	56,323	56,323	115,465
<b>Total Expenditures</b>	<b>-3,044,664</b>	<b>76%</b>	<b>-2,326,091</b>	<b>-1,944,072</b>	<b>-1,944,072</b>	<b>382,019</b>
Projected Savings	260,000	76%	198,637			-198,637
<b>Cash Balance, Dec 31, 2024</b>	<b>5,330,936</b>		<b>5,286,049</b>	<b>5,729,617</b>	<b>5,888,939</b>	<b>602,890</b>
<b>Current Year Change</b>	<b>8,461</b>		<b>-36,426</b>	<b>407,142</b>	<b>566,464</b>	<b>602,890</b>

*from 10%  
+ 7K*

*Better  
state payments  
collected*

*+ 4K*

*Better +183,382  
Vacancy, Consultants  
Postage*

**602,890**

Revenue/Expenditure Status as of: 09/30/24

75% Revenue/Ops 77% Personnel 75% Capital	LEST 2024 Budget	%	YTD Budget	YTD Actual	Normalized	Better/Worse
Est Cash Balance, Jan 1, 2024	429,338		429,338	429,338	429,338	
<b>2024 Revenues</b>						
Taxes	29,303,594	75%	21,937,663	21,423,753	21,423,753	-513,910
Intergovernmental	193,675	75%	144,992	142,314	142,314	-2,678
Other	35,001	75%	26,203	474	474	-25,729
<b>Total Revenues</b>	<b>29,532,270</b>	<b>75%</b>	<b>22,108,858</b>	<b>21,566,541</b>	<b>21,566,541</b>	<b>-542,317</b>
Net Transfers	1,731,397	75%	1,296,183	-	1,296,183	-
<b>Total Funds Available</b>	<b>31,693,005</b>		<b>23,834,378</b>	<b>21,995,878</b>	<b>23,292,061</b>	<b>-542,317</b> worse Sales tax impact
<b>2024 Expenditures</b>						
Personnel	-14,279,690	77%	-10,981,246	-10,627,544	-10,627,544	353,702 From 10/
Operations	-17,191,523	75%	-12,870,156	-12,246,347	-12,246,347	623,809 +14 K bud.
Capital	-131,853	75%	-98,710	-36,985	-36,985	61,725 +64 K bud.
<b>Total Expenditures</b>	<b>-31,603,066</b>	<b>76%</b>	<b>-23,950,112</b>	<b>-22,910,876</b>	<b>-22,910,876</b>	1,039,236
Projected Savings	80,931	76%	61,333			917,903 } -61,333
<b>Cash Balance, Dec 31, 2024</b>	<b>170,870</b>		<b>-54,401</b>	<b>-914,997</b>	<b>381,185</b>	435,586
<b>Current Year Change</b>	<b>-258,468</b>		<b>-483,738</b>	<b>-1,344,335</b>	<b>-48,152</b>	<b>435,586</b> Vacancy, Jail medical Jail Food, Sales Tax Distributions

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## INTEROFFICE MEMORANDUM

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**TO:** Greene County Commission  
**FROM:** Adam Humphrey, Highway Administrator *AH*  
**SUBJECT:** October Monthly Report  
**DATE:** 11/04/2024

### OPERATIONS:

The maintenance crews have been involved in a variety of routine activities including the following:

#### **DISTRICT 1 (WEST SIDE) CREW**

- Crew members rigged snow plow trucks and practiced driving snow routes in preparation for winter weather.
- Concrete drainage pipe (211 ft long) on Parkhill was cleaned out using the new high pressure jetter truck.
- Ditch repairs and regrading work was completed at FR 186, FR 115 and FR 137.
- Crew completed shoulder repairs along FR 101.
- Crew replaced a damaged crossroad drainage pipe under Vincent Street at Scenic Ave.
- Mill and fill operations were completed on Meadowlark and FR 101.
- Sidewalk repairs were completed along W. Camino Alto and on Michigan Ave.
- Dead trees were cut down and removed on FR 156 and on FR 52. Cleaned up fallen limbs across the district.
- Other tasks for the month included: trash/dead animal pick up, mowing, and street sweeping.

#### **DISTRICT 2 (EAST SIDE) CREW**

- Microsurfacing treatment was completed at the following locations: FR 94, FR 173, FR 2, FR 221, FR 231, FR 10, FR 241, Canterbury west of Holland. Year total of 37.3 miles improved.
- Hot mix asphalt overlays and cold mix improvements are now completed for the year with a total of 9.3 miles of roadway being repaved with hot mix and 3.85 miles with cold mix.

- Crew replaced a drainage pipe on FR 94 east of FR 197, the metal pipe was deteriorating and led to road failure. Concrete elliptical pipe was installed to correct the issue.
- Asphalt patching and pavement repair work was completed at the following locations: Arlington St, FR 199 south of Rte YY, and at various locations on FR 186 and FR 88.
- Workers trimmed vines, tree limbs and vegetation at FR 148 and Berkshire to address a sight distance issue. Removed an overhanging limb on FR 175, and trimmed limbs that were hitting school buses in Cherokee Estates, on FR 148 and on FR 169.
- Dead tree was removed on FR 143 east of FR 141 before it fell on the road.
- A large number of tires that were dumped in the right of way were removed from FR 221 south of FR 132.
- Other tasks for the month included: trash/dead animal pick up, mowing and street sweeping.

#### COUNTY-WIDE MAINTENANCE CREW

- **Hot Mix Paving**
  - FR 170 W of FR 101 0.2 mile
  - FR 124 E of FR 101 0.1 mile
  - FR 115 & W FR 178 0.2 mile
  - S Broadview Place 0.1 mile
- **Cold Mix Edging**
  - N FR 205 S of FR 168 1.0 mile
  - N FR 197 N of FR 104 1.1 mile
  - N FR 104 E of FR 187 2.3 mile
  - N FR 187 S of FR 104 0.4 mile
  - E FR 164 W of Hwy 125 1.5 miles
  - S FR 219 N of FR 170 0.5 mile
  - E FR 168 W of FR 219 1.4 miles
- **Shoulder Repairs & Soft Spots**
  - FR 243 1.0 mile
  - W FR 170 0.2 mile
- **Miscellaneous**
  - Crews cleaned trucks and equipment and conducted Toolbox Talks.
  - Performed truck and trailer maintenance, including equipment repairs and maintenance at the Pug Mill.

## **SPECIAL PROJECTS CREW/BOX CULVERTS/BRIDGE MAINTENANCE**

- Replaced a culvert at FR 115 and FR 178 with 37.5-feet of 24-inch elliptical RCP. Widened the turning radius at the intersection.
- Mill and fill work was completed on FR 18 between FR 61 and FR 51, and on FR 87 south of FR 160.
- Replaced culvert pipe across Vincent St. at Scenic intersection with 49-ft of 18-inch elliptical CMP.
- Graded dirt berm and repaired a small piece of curb and gutter on Teton Dr west of Scenic.
- Stockpiled road salt material at the Springfield Underground storage area. A total of 440.08 tons were received.
- Removed and replaced approach joints on bridges – Bridge #20700481 & #03402471.
- Crew completed training on the operation of the new jetter truck equipment.
- Started box culvert inspections in District I.
- Bridge #1970112 – Started working on clearing brush and re-building earth slopes.

## **SHOP & WAREHOUSE**

- The parts department has acquired and distributed the following parts and materials to the service center and maintenance personnel.
  - Highway Department:
    - Total parts used = 938
    - Number of repair orders = 149
    - Total parts cost = \$38,044.94
    - Average cost per repair order = \$255.17
  - Service Center (GR Fleet):
    - Total parts used = 1,021
    - Number of repair orders = 107
    - Total parts cost = \$46,129.61
    - Average cost per repair order = \$431.11

## TRAFFIC CONTROL

- Routine sign maintenance/replacement/installation was performed district wide, as well as setting traffic counters and message boards for numerous maintenance projects.
- The striping crew has completed a total of 38 miles this month, and **451 miles total** for the season. All of this year's resurfaced roadway pavement has now been striped for this season.
- Hand marking at railroad crossings is being completed to replace/refresh existing striping.
- Completing night sign inspection audits to check sign reflectivity.

## MICROSURFACING/HOT MIX

### District I

Hot Mix = 1.8 mile  
Micro = 0.0 miles  
Milling = 0.8 mile

### District II

Hot Mix = 0.0 miles  
Micro = 15.0 miles  
Milling = 0.0 miles

## ENGINEERING AND INSPECTION

### **Kansas Expressway Extension Project Phase II *Emery Sapp & Sons, Inc.***

The construction contract is now approximately 49% complete. The erosion control systems are in place and maintained. The mulch berms for the perimeter erosion control systems have been maintained throughout the project limits. Drilling and blasting operations have continued in full force. Roadway excavation and removal is progressing very well. The contractor has recently prepared approximately 3 to 4 acres within the project limits for temporary seed and mulch placement. They have been instructed to complete this seeding work before proceeding with any further earthwork grading operations.

Right of way inspections for utilities, drive entrances, and all other construction improvements within the rights of way continue to be active. New subdivision construction activities continues with 8 currently active project sites. The levels and the activity of new building permits remains steady as well.

## **SAFETY REPORT**

- Vehicle Accidents
  - Highway = 3
  - Reportable Injuries = 1
  - Sheriff = 5
  - General Services = 0
  - Resource Management = 0
  - Near Hits = 0

### **Training**

- Random drug testing was completed for all crews.
- Work zone audits were conducted.
- Tool Box Talks were conducted with the crews.

### **Safety Report Details**

#### **Highway Dept. Incidents:**

1. On Oct. 09 Mike Bresee was driving north on Fulbright in his county issued vehicle. As he approached the intersection of Fulbright and Woodlawn he struck a manhole cover that was laying in the roadway next to an exposed manhole. This caused damage to the right rear body panel of his truck. The truck is still drivable. A damage claim form was filed with the City of Springfield, but they have denied responsibility for the damages to our vehicle.
2. On Oct. 10 Joel Clendenin was traveling west on Sunshine in a county vehicle. Joel stated that he was watching the traffic in-front of him and did not see it slowing down or coming to a stop. Joel said he looked away briefly at something and when he looked back everyone was stopped. Joel ended up striking the driver's side rear end of the vehicle in-front of him. I contacted the other party involved and have started the repair process for their damages. There were no injuries reported and our county vehicle was repaired in-house.
3. On Oct. 22 David Blair had stopped at the Casey's convenience store on FR 129 and HWY 60 to use the restroom. David was driving county sweeper 099362. When David returned to his work area he noticed that the sweeper was not picking up debris like it should. As he was checking on the problem with the sweeper, he noticed that someone had backed into the rear of the sweeper. We contacted the Casey's for video of the parking lot but there were no cameras located on that side of the building. The sweeper was repaired in-house and is back in operation.

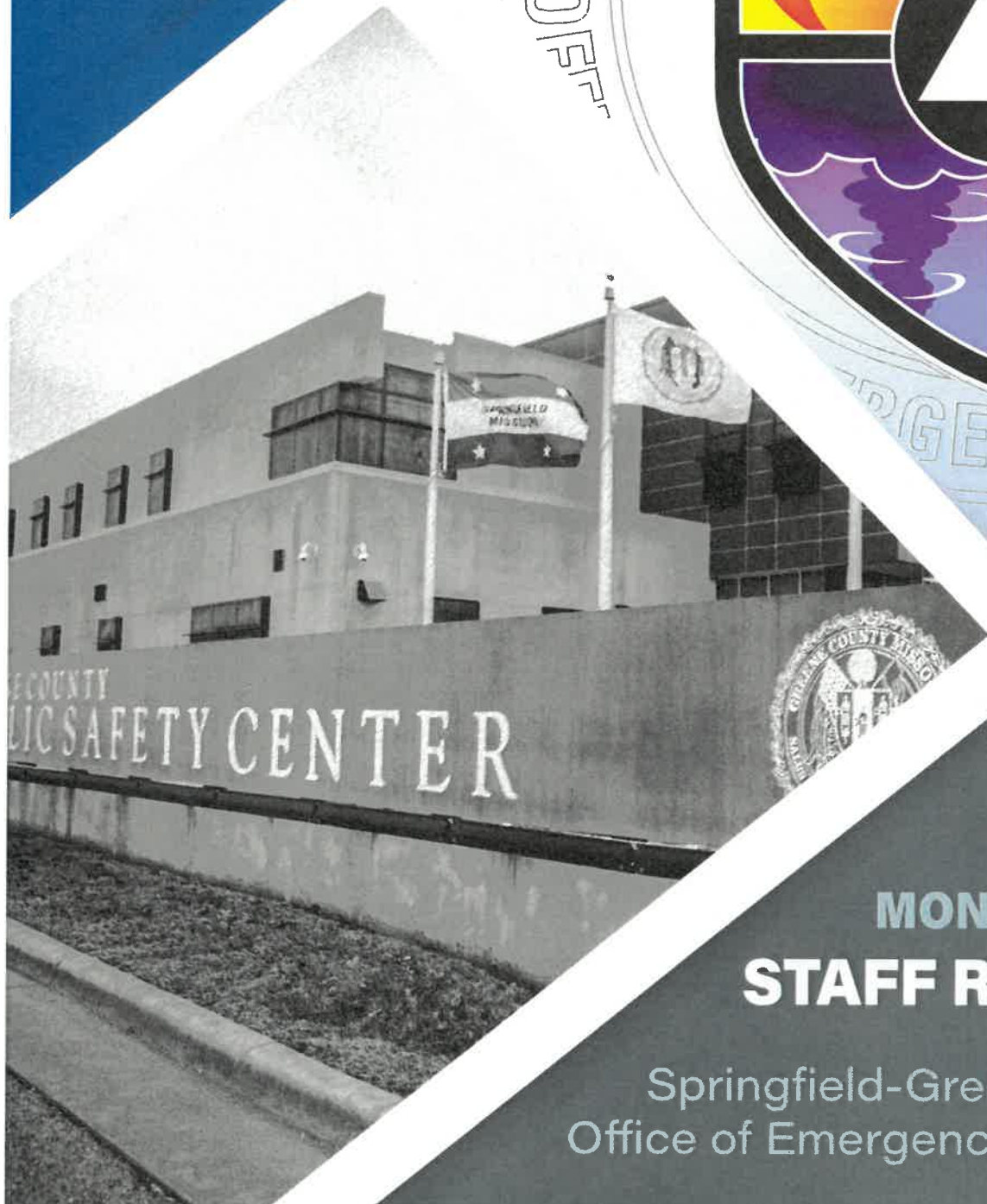
#### **Highway Dept. Reportable Injuries:**

1. On Oct. 17 Randy Larkowski came to me requesting medical attention for poison ivy. Randy was working on the northwest corner of the Highway Department campus cleaning vines out of the fence when he encountered the poison ivy. I sent Randy to Cox North for treatment, he returned a short time later and resumed his day. He is doing much better.

Sheriff Dept. Incidents:

1. On Sep. 21 Deputy Norman was running code to an injury accident on I-44. As he was entering the on ramp from Chestnut to I-44 his vehicle began to hydroplane due to the rainy conditions. The deputy lost control and slid off into the ditch, causing damage to the driver side fender and door. The vehicle has been repaired and back in service.
2. On Oct. 04 Deputy Friend was in pursuit of a stolen vehicle. As deputy Friend approached the intersection of Scenic and Olive he lost control of his vehicle. The vehicle hit the curb damaging the front drivers side wheel and under carriage. The vehicle was undrivable. There were no injuries reported and the vehicle has been repaired and back in service.
3. On Oct. 19 Officer Charlton, was driving on Highway 160 heading into Springfield from Willard to conduct some training. At the last roundabout before entering into Springfield, she had come to a stop for traffic. As she started to move forward in the inside left lane, she noticed a semi-truck hauling a cattle trailer start entering the roundabout rather quickly in the outside right lane. The truck started entering the officer's lane pretty quickly, so she maneuvered her car onto the median of the roundabout, going over the curb. Coming to a stop on the median, the trailer of the semi still contacted the side of her county issued car and covered her car in animal fecal matter. The semi came to a stop in the roundabout then started pulling forward. Assuming he was going to pull over, she pulled out behind him. Upon realizing he was not going to pull over, officer Charlton followed him long enough to take a picture of his license plate. He pulled off going eastbound on I-44 and not being a commissioned officer, Charlton made the decision to pull over and call her supervisor. I have not received any further information on this incident.
4. On Oct. 20 Deputy Gold was returning home from the gym when she struck a deer on US 60 at Farm Road 170. She was not injured, however her vehicle suffered considerable front-end damage to the push bumper, vehicle bumper, hood and driver side front fender. The car was not leaking any fluids and is able to be driven. Repairs have been scheduled for the vehicle.
5. On Oct.20 Deputy Taylor was responding code when a deer crossed his path. He struck the deer near National and Valley Watermill. The TVI bumper absorbed most of the impact, but did bend. There is a dent on the bottom of his passenger door and his front passenger hubcap is broken, but the wheel is fine. The vehicle has been scheduled for repairs.

**2024**  
October



**MONTHLY**  
**STAFF REPORTS**

Springfield-Greene County  
Office of Emergency Management



## SPRINGFIELD-GREENE COUNTY OEM

**Darren J. White**  
Deputy Director  
dwhite@greencountymo.gov

330 W. Scott Street  
Springfield, MO 65802  
417.869.6040

**Our vision is to be the most disaster resilient community in America**

Below is a summary of my activities during the month of October 2024:

- **Management**
  - Attended weekly staff meetings
  - Daily meetings w/ individual staff members
  - Multiple meetings w/ Director
  - Attended COAD Cabinet and Full meetings (9<sup>th</sup>)
  - Attended Greene County Employee Appreciation Day (10<sup>th</sup>)
  - Completed and submitted payroll (14<sup>th</sup>, 28<sup>th</sup>)
  - Attended Commission Briefing to discuss siren contract (16<sup>th</sup>)
  - Attended Admin Time w/ Commissioners to discuss the County ERG (16<sup>th</sup>, 30<sup>th</sup>)
  - Attended LEPC General Membership meeting (17<sup>th</sup>)
  - Attended Springfield Leadership meeting (22<sup>nd</sup>)
- **Operations**
  - Prepared Weekly WOP Summaries (x4)
  - Attended General Election planning meeting (1<sup>st</sup>, 16<sup>th</sup>)
  - Conducted monthly IRIS Alert System test and storm siren test (9<sup>th</sup>)
  - Attended Bass Pro Marathon planning meeting (15<sup>th</sup>)
  - Met w/ Kami (HR) and Rick (IS) to discuss County ERG (15<sup>th</sup>)
  - Met w/ ReadyAmerica to discuss specs for Field Command Post (18<sup>th</sup>)
  - Conducted MOSWIN Radio Test (24<sup>th</sup>)
- **Training / Exercises / CERT**
  - Assisted w/ moving trailers and equipment to Camp Arrowhead for CERT Exercise (12<sup>th</sup>)
  - Attended monthly CERT meeting (15<sup>th</sup>)
  - Served as instructor for CERT Basic Academy (29<sup>th</sup>)
- **Media / PR Material / Graphic Design / Public Relations**
  - Tours given by OEM staff
    - OTC Paramedic Students x2 (11<sup>th</sup>)
    - MODOT Executive Leadership (18<sup>th</sup>)
    - MSU Student (21<sup>st</sup>)
    - Rotary Club (24<sup>th</sup>)
    - LeadSGF (29<sup>th</sup>)
  - Attended the CU Foundations Tour (2<sup>nd</sup>)
  - Participated in KY3 Weather Tour at Willard (17<sup>th</sup>)
  - Participated in Trunk-or-Treat at Sheriff's Office (31<sup>st</sup>)
- **Watch Officer/Manager**
  - On Call (manager):
    - October 15<sup>th</sup> – 20<sup>th</sup>
  - Hazard Reports
    - 24-039: Fire Weather (4<sup>th</sup>)
    - 24-040: Space Weather (9<sup>th</sup>)
    - 24-041: Severe Weather (30<sup>th</sup>)



# SPRINGFIELD-GREENE COUNTY OEM

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## City/County Planner Monthly Report October 2024

- **Meetings**
  - Attended SMESO (10/9).
  - Attended COAD (10/9).
  - Attended Final Bass Pro Planning Meeting (10/15).
  - Held the Final Election Planning Meeting (10/16).
  - Attended LEPC (10/17).
  - Attended EPPWG (10/17).
  - Attended KY3 Weather Tour at Willard High School (10/17).
  - Attended Bass Pro Site Walkthrough (10/28).
- **Writings**
  - Completed the 2024 Presidential Election EAP.
  - Updated Recovery Plan RSF-3 and RSF-4.
  - Updated Supplemental Map Guide for the election.
- **Trainings**
  - Attended Stone/Taney County Silver Dollar City Exercise (10/1).
  - Attended City Utilities facilities tour (10/2).
- **Other**
  - Helped prepare for the Camp Arrowhead CERT exercise.
  - Attended Greene County Employee Appreciation Day.



# SPRINGFIELD-GREENE COUNTY OEM

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## **Municipalities Planner Monthly Report October 2024**

- **Misc. Meetings**
  - Staff meetings
  - COAD Meeting
  - SMESO
  - Bass Pro Marathon Final Planning meeting
  - Bass Pro Marathon On-Site Safety Meeting
  - LEPC Meeting
  - EPPWG
  - SPS Tabletop Exercise Planning Meeting
- **Muni Planning**
  - Completed Bass Pro Marathon EAP
  - Worked on developing the tabletop exercise for Springfield Public Schools with the Training and Exercise Specialist.
  - Communicated with Strafford Schools (STPS) SRO on EOP
  - Sent ESFs 8 and 9 to Strafford Schools SRO for review and collaboration
  - Refined STPS ESF 10 in preparation to be sent to SRO
  - Communicated with municipalities to provide assistance as needed and inform them of training exercises and opportunities.
- **Training/Exercises**
  - Week-long course at EMI; Planning Process Theory and Application for the Planning Practitioner Program
- **Newsletter**
  - Wrote and Disseminated Monthly Muni Newsletter
- **Other**
  - Presented at the Missouri Public Safety Communications Conference in Branson on Continuity of Operations Planning
  - Served as the Lead Safety Officer in the Silver Dollar City Full-Scale Exercise
  - Participated in City Utilities Tour
  - Helped with the KY3 Weather Tour @ Willard Highschool
  - Participated in Watch Officer Program, monitoring developing severe weather & communication with public safety partners, created hazard report.



# SPRINGFIELD-GREENE COUNTY OEM

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## **Training & Exercise Specialist Monthly Report October 2024**

- **Personal**
  - Vacation days taken.
  - Developed and printed pass down book for the T&E specialist position.
    - Provided in-depth understanding to Ronnie and Kenny on the pass down book.
    - Handed off multiple projects with briefs on their status, needs, and total objective.
  - Developed annual report write-up.
  - Attended the CU tour.
- **EPP**
  - The monthly meeting discussed all exercises from below and established needs from individual group members.
  - Handed off project of CHEMPACK workshop to Mercy and COX EMs as they are providing content from their new plans.
- **Exercises**
  - CHEMPACK exercise series continued planning.
    - Joanna (Mercy) & Hannah (Cox) are set to handle part 2 of the exercise series.
  - Springfield Public Schools exercise changed in design and timeline.
    - Completed the Situation Manual, worked with NWS for several A/V materials for the exercise, developed multiple recordings for the presentation, and sent the plan to be print.
    - Presentation developed with planner and attached all information to SPS EOP.
  - EOC Activation / ESF Partners series halted until further notice. Alerts sent out to partners.
  - Region D exercise with Central States Exercise.
    - Complete AAR finalized and sent to state for EMPG credit awards.
  - CERT Exercise – Assisted Community Engagement Specialist with full-scale exercise and equipment transport.
    - Provided trailer training to multiple employees.
- **Training Times Newsletter**
  - Completed the monthly Newsletter without issue.
  - Article written by me after the cancellation of another contributor.
    - Still waiting Print shop for Library resource prints.
- **Watch Officer**
  - Watch Manager shifts completed without issue.
- **Operations**
  - LEPC, RHSOC, SMESO, & COAD and staff meetings completed. T&E briefs provided for each individual entity.
  - Attended the NWS Integrated Warning Team workshop.
- **PIO**
  - Provided continued PIO work through half of the month and then handed off the duties permanently.



# SPRINGFIELD-GREENE COUNTY OEM

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## **Logistics Report Monthly Report October 2024**

- **Fleet**
  - CART Trailer tires replaced
  - Skylab oil change and front end being looked at
  - Ford Exp. Oil Change
  - Fuel Tanks filled for emergencies
  - FCP is still being quoted and electrical capacities are met
- **Equipment**
  - Fleet Radios need to be scheduled for tuning
  - Radios are being prepped for Bass Pro Marathon
  - New equipment (table top plugs) is being installed in the Training Room
  - Rooms were cleaned up and properly stored
  - Old tech is that is no longer in use is being recycled
- **Communications**
  - Working on our MOSWIN Radio Test with Healthcare Coalition and adding their channels to our radios
  - Wx Client is being refreshed and worked on for the 911 computer.
  - Working HAM OEM License (WX0OEM)
- **PSC/EOC**
  - Rooms in progress of being set up; JIC and Podcast
- **Training**
  - Attended G2302 Leadership/EOC
- **Events/Meetings**
  - Working on Strategic Plan Goals
- **GIS and Drone**
  - Siren Map is still being reworked and updated.
  - Other maps are being refreshed and hung-up next month
  - Working on Election Maps
- **Documentation and Other**
  - Prepping maps for special event season



# SPRINGFIELD-GREENE COUNTY OEM

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## Community Engagement Specialist Monthly Report October 2024

- **Community Engagement**
  - City Utilities Tour
  - Fire Safety Program at Immaculate Conception School
  - Hometown Ready Site visit at Prince of Peace Church
  - CERT Presentation at Neighborhood Association Meetings
  - Northside Rotary Club Tour of the PSC
  - Delivered the Until Help Arrives course at Prince of Peace Church
  - Missouri State University CASL Program Tour of the PSC
  - Trunk-or-Treat at the Greene County Sheriff's Office
- **Community Emergency Response Team (CERT)**
  - Continued Evening CERT Academy classes
  - Full-Scale CERT exercise at Camp Arrowhead
  - Team and Advisory Board Meetings
  - MOCERTA Symposium
- **Public Affairs/Social Media**
  - Assisted with social media posts throughout the month
- **Watch Officer**
  - Successfully completed all watch officer duties as assigned.
  - Bass Pro Marathon and Election Day EOC Activation Meetings
- **Training**
  - G2302 Emergency Operations Center Leaders Skillset Course
  - SMESO Meeting
  - COAD Meeting
  - Planning for your Pets Webinar
- **Exercises**
  - Silver Dollar City Exercise



# SPRINGFIELD-GREENE COUNTY OEM

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## **Administrative Manager Monthly Report October 2024**

- Attended weekly staff meetings.
- Processed invoices for accounts payable. (all month)
- Coded charges in UMB bank for accounts payable. (all month)
- Proofread Bass Pro and Election EAPs. (8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>)
- Attended Employee Appreciation Day.
- Updated LEPC Treasurer's Reports.
- Submitted new budget numbers for EMPG grant.
- Shopped on Amazon Prime Deal Days (to save money) for budget spend down. (8<sup>th</sup> & 9<sup>th</sup>)
- Entered multiple purchase requisitions into Eden for budget spend down. (10<sup>th</sup>, 11<sup>th</sup>, 15<sup>th</sup>)
- Completed Springfield Fire hazmat grant application. (15<sup>th</sup>)
- Attended RHSOC Region D Quarterly Meeting. (16<sup>th</sup>) Virtual
- Attended G2302 – EOC Leaders Skillset Class. (22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>)
- Researched remaining budget items for end-of-year numbers.
- Assisted Sarah with ordering OEM pencils, pens, tattoos, and tote bags.
- Tracked down serial numbers for new Crestron panels for existing grant for SEMA.
- Collaborated with Shelly in Purchasing regarding OEM's Verizon account.
- Discussed with Debbie Allen several items that OEM is requesting to purchase.
- Collaborated with Sarah and Kenny about Elliott Systems and Badgepass printer.
- Met with Larry and Darren regarding Proofreading strategies. (29<sup>th</sup>)
- Reviewed Ozark Empire Fair, Route 66, Primary Election, BP Marathon, Presidential Election EAPs (30<sup>th</sup>, 31<sup>st</sup>)
- Attended Supervisory Election Judge Training. (31<sup>st</sup>)



## SPRINGFIELD-GREENE COUNTY OEM

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### **Administrative Coordinator Monthly Report October 2024**

- Ongoing items for monthly reports will be maintaining office schedules and room booking needs (ex. Caterers, cleaning, etc.)
  - Bookings added this month were from Depts:
    - GC-Clerk – Election Judge Training, Election Call Center, Participation with OEM for Election Day Activation
    - GCOEM –Election Activation and CERT Meeting
    - GC-IS – AV Refresh Meetings, ECC cable work
    - LEPC General Meeting
    - 911 Interviews & Performance Exam Testing
  - Not a busy month due to the PSC freeze for the ECC Tech Remodel Project





**Springfield-Greene County  
Office of Emergency  
Management**

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