

ADAIR COUNTY COMMISSION MINUTES
TUESDAY, DECEMBER 15, 2015
18TH DAY OCTOBER ADJOURNED

The Adair County Commission convened at 8:30 a.m. on December 15, 2015 in the Courthouse at Kirksville. All Commissioners were present.

The Commission met with Kevin Phelps, Fire Chief for Greentop, Missouri. Mr. Phelps gave the Commission copies of Statutes referring to fire district boundaries.

Sandy Collop, Adair County Clerk, reported to the Commission that Mr. Phelps dropped off a document at her office to give to them. The document contained the section, township and range for the Greentop Fire Department Boundary for Adair County, Missouri. The document had been recorded by Pat Shoush, Adair County Recorder of Deeds on December 14, 2015.

The Commission spent the afternoon working on the Adair County budget.

The Adair County Commission adjourned at 4:00 p.m. on December 15, 2015.

ATTEST:


County Clerk


Presiding Commissioner

ADAIR COUNTY COMMISSION MINUTES WEDNESDAY, DECEMBER 16, 2015


BE IT FURTHER RESOLVED that if any business not covered by the stated reason or reasons for the closed session is raised during the closed session, that such business will be postponed until this meeting is reopened to the public and the sign for a closed meeting is removed from the doors of the Commission office. Present at the meeting were Presiding Commissioner Pickens; Commissioner Adams; Commissioner Thompson; Adair County Treasurer, Lori Smith; Adair County Clerk, Sandra Collop; Deputy County Clerk, Tammy Miller; and via telephone Adair County Legal Counsel, Ivan Schraeder of the Lowenbaum Partnership, L.L.C. So motioned by Commissioner Thompson and seconded by Commissioner Adams with all in favor at 2:00 p.m. on Wednesday, December 16, 2015.

Closed session ended at 2:36 p.m.

The Commission spent the rest of the day working on the 2016 Adair County budget.

The Adair County Commission adjourned at 4:00 p.m. on December 16, 2015.

ATTEST:


County Clerk


Presiding Commissioner

**ADAIR COUNTY COMMISSION MINUTES
WEDNESDAY, DECEMBER 16, 2015
19TH DAY OCTOBER ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on December 16, 2015 in the Courthouse at Kirksville. All Commissioners were present.

At 11:45 a.m., the Commission, on behalf of the Missouri Association of Counties, presented service awards to employees reaching increments of five years of service. Congratulations for years of services was extended to Tammy Miller, 5 years, County Clerk's Office; Richard Walters, 5 years, Sheriff's Department; John Axsom, 10 years, Jail Administrator, Sheriff's Department; Joe Nicol, 10 years, Buildings and Grounds; Kim Salter, 10 years, Treasurer's Office; Donnie Waybill, 10 years, Adair County assessor; Maggie Ferrell, 15 years, Recorder's Office; Lori Smith, 20 years, Adair County Treasurer, and Randall Snyder, 35 years, Road and Bridge Department. Also receiving awards but not present were Gail Claybrook, 25 years, Road and Bridge Department; and Jeff Gottman, 15 years, Sheriff's Department.

The Commission then acknowledged the third annual presentation of the Gary W. Jones Award. This award is presented each year to an eligible employee (excluding elected officials) who personifies the type of friendly and effective service to Adair County citizens that Gary Jones had provided during his 12 years of service as the Presiding Commissioner.

This year's recipient is Beth Platz. Mrs. Platz has been employed as the Human Resource/Grant Writer for Adair County for the past 4 1/2 years. Mrs. Platz also helps everyone in the County with employee related issues, compiles a newsletter for the County, versed in computer technology, and serves as "right hand" person to the Commission.

Her name will appear as a recipient of the award on a plaque displaying Mr. Jones's picture that has been hung in the rotunda on the second floor of the Adair County Courthouse. She will join first year recipient, Doug Hill, and second year recipient, Tammy Miller. Mrs. Platz was nominated by Commissioner Thompson and Adair County Collector, Sonja. Harden.

A carry-in Christmas dinner was held in the Commissioner's suite following the presentations. Many employees attended from all departments within the County. The County Commission personally supplied the meat for the occasion.

At 2:00 p.m., the Adair County Commission adopted the following resolution:

BE IT RESOLVED that this meeting be continued in emergency closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by section 610.021.1 of the Missouri statutes:

Discussion under Subsection 1 of the statute for "Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of actions or litigation involving a public governmental body or" ... and

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ATTEST:


County Clerk


Presiding Commissioner

**ADAIR COUNTY COMMISSION MINUTES
MONDAY, DECEMBER 21, 2015
21TH DAY OCTOBER ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on December 21, 2015 in the Courthouse at Kirksville. Presiding Commissioner Pickens was absent, Commissioner Adams was present, and Commissioner Thompson was absent in the afternoon.


Presiding Commissioner Pickens addressed an order received by the Sheriff's Department transferring possession of firearms from the Juvenile Center to the Sheriff's Department. Commissioner Pickens stated the ownership of the guns would remain with the County as opposed to the Sheriff's Department.


The Commission spoke with Adair County Legal Counsel, Ivan Schraeder, regarding the hearing scheduled with Judge Steele on December 28, 2015. The 2016 for the Second Judicial Circuit will be presented at the Courthouse in Knox County, Missouri at 2:00 p.m. on that day. Mr. Schraeder will be in attendance weather permitting.

The Commission continued to work on the 2016 Adair County budget.

The Adair County Commission adjourned at 12:00 p.m. on December 21, 2015.

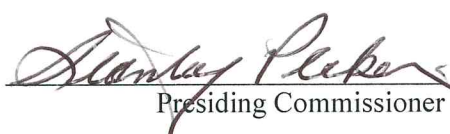
IN REF. ORDER NO 23 Response to Sheriff's Request for Ownership of Guns and
Administrative Order Authorizing Transfer of Firearms

ADAIR COUNTY COMMISSION	
Adair County Courthouse 106 W. Washington St. Kirksville, MO 63501 Phone: 660-665-2283	Stanley Pickens, Presiding Commissioner Carson Adams, 1 st District Commissioner Mark Thompson, 2 nd District Commissioner Fax: 660-785-3233
 December 21, 2015	
 TO: Robert T. Hardwick Adair County Sheriff	
FROM: Stanley Pickens Adair County Presiding Commissioner	
 Dear Sheriff Hardwick,	
We are in receipt of the Administrative Order entered on December 7, 2015 by Presiding Judge Russell E. Steele, and acknowledge that the firearms, ammunition and related equipment (see attached) were transferred to the possession of the Adair County Sheriff's Department in your care.	
However, the listed firearms, ammunition and related equipment will remain the property of Adair County General Revenue and will be accounted for in that manner.	
Sincerely,	
	
Stanley Pickens Adair County Presiding Commissioner	
 Cc: Sandy Collop, Adair County Clerk	
Ivan Schraeder Legal Counsel	

ADMINISTRATIVE ORDER AUTHORIZING TRANSFER OF FIREARMS
By the authority granted to the Presiding Judge by the Missouri Constitution and by statute, the undersigned, Russell E. Steele, Presiding Judge of the Second Judicial Circuit, does hereby authorize and direct Pat Williams, Court Services Administrator for the Second Judicial Circuit, to transfer and deliver possession of the following described firearms, ammunition, and related equipment, which are currently in the possession of the Second Judicial Circuit, without reservation, to Sheriff Robert Hardwick, Adair County Sheriff, to-wit:
(See Attached Exhibit A)
Witness my hand this 7 th day of December, 2015.
 Russell E. Steele, Presiding Judge Second Judicial Circuit

ATTEST:


County Clerk


Presiding Commissioner

ADAIR COUNTY COMMISSION MINUTES TUESDAY, DECEMBER 22, 2015

Commissioner Adams wished everyone a "Merry Christmas" and thought there was good food at the Christmas carry-in. It was nice to see Road and Bridge employees participate in the party this year. He acknowledged reservations about the monthly Elected Officials meetings when they began, but feels they have become an important part of the process in keeping departments informed of County business.

Commissioner Pickens and Commissioner Thompson had nothing to report. The meeting ended.

The Commission spent the afternoon reviewing insurance coverages for all vehicles and inland marine property which will become effective January 1, 2016.

The Adair County Commission adjourned at 4:00 p.m. on December 22, 2015.

ATTEST:

Sandra Collop
County Clerk

Stanley Pickens
Presiding Commissioner

ADAIR COUNTY COMMISSION MINUTES
TUESDAY, DECEMBER 22, 2015
22ND DAY OCTOBER ADJOURNED

The Adair County Commission convened at 8:30 a.m. on December 22, 2015 in the Courthouse at Kirksville. All Commissioners were present.

At 10:30 a.m., the Elected Official's monthly meeting was held in the Commissioner's Suite of the Courthouse. Attending the meeting were Adair County Presiding Commissioner, Stanley Pickens; Adair County 1st District Commissioner, Carson Adams; Adair County 2nd District Commissioner, Mark Thompson; Adair County Clerk, Sandra Collop; Adair County Treasurer, Lori Smith; and Adair County Public Administrator, Rhonda Noe. Absent were Adair County Coroner, Brian Noe; Adair County Collector, Sonja Harden; Adair County Circuit Clerk, Linda Decker; Adair County Assessor, Donnie Waybill; Adair County Recorder, Pat Shoush; Adair County Prosecuting Attorney, Matt Wilson; and Adair County Sheriff, Robert Hardwick.

Mrs. Smith's office was working to get all expenses out of the County by the end of the year. She feels there are too many payrolls being prepared. She suggested the County develop a policy as to when payrolls will or will not be prepared. The policy should be dependent on the circumstances associated with an unanticipated payroll and if it will be prepared immediately or during the next scheduled pay cycle. These payrolls generate additional IRS reporting and withholdings that need to be forwarded to the Federal Government on a time sensitive schedule.

Mrs. Smith thought that the Christmas carry-in dinner last week was the best attended and had the best food of any in the past. She thanked the Commission for donating the meat for the occasion.

Mrs. Noe reported that the Christmas party for the wards of the County was very successful. It was held December 17 and was well attended. She thanked all who volunteered or donated items for the event.


Mrs. Noe had 14 registrants for the adult mental health first aid course. She thought it was profitable to everyone who attended. She thanked the Commission for providing lunch during the sessions.


The Public Administrator's Office can now e-file with the Courts. Mrs. Noe has been using the copy machine for the scanner. They have also been helping sign up people for Part D Medicare who have guardianship with the County.

Mrs. Collop thanked everyone for their cooperation with submitting budget information. The budget process for 2016 began earlier than in the past and streamlined acceptance procedures for budget proposals. The County Clerk's Office and the Commission are reviewing information on a timelier basis.

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ATTEST:


County Clerk


Presiding Commissioner

**ADAIR COUNTY COMMISSION MINUTES
WEDNESDAY, DECEMBER 23, 2015
23RD DAY OCTOBER ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on December 23, 2015 in the Courthouse at Kirksville. All Commissioners were present.

The Commission met with Aaron Lukefahr of Howe Company. Mr. Lukefahr gave an update on the construction progress for BRO (49) Bridge No. 01100011 over Branch of Shethigh Creek on Foothill Road. He said the bridge is 85% complete, however, the contractor is currently on hold for the winter. Contractors have the ability to not work during the time frame of December 15 through March 31 and the time will not be counted against working days agreed to in a contract. Presiding Commissioner Pickens signed Progress Invoice No. 13 to bill the Missouri Department of Transportation (MoDOT) for services in conjunction with BRO (49).

The Commission spent the rest of the day working on the Adair County Budget.

The Adair County Commission adjourned at 4:00 p.m. on December 23, 2015.

ATTEST:


County Clerk


Presiding Commissioner

ADAIR COUNTY COMMISSION MINUTES MONDAY, DECEMBER 28, 2015

Judge Steele wanted to make everyone aware that the Second Judicial budget included the \$25,000 payment to the Second Judicial Circuit from all three counties, but did not include the mortgage payment to the Bank of Kirksville for the juvenile facility. The mortgage payment was now the responsibility of Adair, Knox, and Lewis Counties. Judge Steele questioned the amount of insurance premiums charged to the Second Judicial Circuit for their operations and felt they were paying for coverages they did not need. Mr. Williams thought it would decrease their expense if some coverages were removed. Mr. Williams had spoken to the Deputy Attorney General who stated that some coverages were already being provided by the State. Mr. Schraeder suggested the Second Circuit supply a written opinion from the Deputy Attorney General's office. Judge Steele had already obtained an e-mail stating this and would supply it to the Counties.

The topic of not having current grant contracts on file in the County Clerk's office was discussed. Mr. Schraeder stated Adair County's policy was to budget only for grant monies supported by a signed contract. This is how the grants will be documented in the Adair County budget.

Ms. Miller requested that the final Second Judicial budget be submitted using the template provided by the Missouri State Auditor's Office. That would follow compliance with the Auditor's office.

The budget hearing concluded at 2:45 p.m.

The Adair County attendees returned to the courthouse in Kirksville.

The Adair County Commission adjourned at 4:00 p.m. on December 28, 2015.

ATTEST:


County Clerk


Presiding Commissioner

ADAIR COUNTY COMMISSION MINUTES
MONDAY, DECEMBER 28, 2015
24TH DAY OCTOBER ADJOURNED

The Adair County Commission convened at 8:30 a.m. on December 28, 2015 in the Courthouse at Kirksville. Presiding Commissioner Pickens and Commissioner Adams were present. Commissioner Thompson was absent due to a death in the family.

The Commission spent the morning attending to County business.

In the afternoon, the Commission along with Adair County Treasurer, Lori Smith, Adair County clerk, Sandy Collop, and Deputy County Clerk, Tammy Miller traveled to the office of the Knox County Commission located in Edina, Missouri.

At 2:00 p.m., Presiding Commissioner Evan Glasgow, brought the required budget hearing of the Second Judicial Circuit – Adair, Knox, and Lewis Counties – to order. Present at the meeting was the Adair County Commission, Adair County Treasurer, Adair County Clerk and Deputy County Clerk, Knox County Commission, Knox County Clerk, Lewis County Commission, Lewis County Clerk, Legal Counsel for Adair, Knox, and Lewis Counties, Ivan Schraeder; Second Circuit Judge, Russell Steele; and Court Services Administrator, Pat Williams. Echo Menges, reporter for the Edina Sentinel was also present.

Judge Steele began by introducing Mr. Williams to the group. He explained he had started the position of Court Services Administrator in March, 2015. He was learning the job and working through his first budget process. He has balanced the Juvenile's account through December 1, 2015 and then projected out revenues and expenses for December. He has evaluated 2015 and looked back over the past 6 -8 years to obtain knowledge as to the costs associated with the Second Circuit. He stated that as of January 1, 2016 one of the juvenile officer positions would be eliminated, that 60% of the revenue was generated from residential care fees with a population of 11-12 residents per day house for abuse and neglect, and they had a Christmas party on Christmas Eve. Mr. Williams stated that on the detention side of the facility, the population averaged 7 detainees per day, but today there was only 6. Detention services were also for abuse and neglect cases.

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ATTEST:


County Clerk


Presiding Commissioner

ADAIR COUNTY COMMISSION MINUTES
TUESDAY, DECEMBER 29, 2015
25TH DAY OCTOBER ADJOURNED

The Adair County Commission convened at 8:30 a.m. on December 29, 2015 in the Courthouse at Kirksville. Presiding Commissioner Pickens and Commissioner Adams were present. Commissioner Thompson was absent due to a death in the family.

At 10:02 a.m., the Adair County Commission adopted the following resolution:

BE IT RESOLVED that this meeting be continued in emergency closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by section 610.021.1 of the Missouri statutes:

Discussion under Subsection 1 of the statute for "Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of actions or litigation involving a public governmental body or" ... and

BE IT FURTHER RESOLVED that if any business not covered by the stated reason or reasons for the closed session is raised during the closed session, that such business will be postponed until this meeting is reopened to the public and the sign for a closed meeting is removed from the doors of the Commission office. Present at the meeting were Presiding Commissioner Pickens; Commissioner Adams; Adair County Treasurer, Lori Smith; Adair County Clerk, Sandra Collop; and via telephone Adair County Legal Counsel, Ivan Schraeder of the Lowenbaum Partnership, L.L.C. So motioned by Commissioner Adams and seconded by Commissioner Pickens at 10:02 a.m. on Tuesday, December 29, 2015.

Closed session ended at 10:30 a.m.

The Commission spent the day attending to County business and working on the 2016 budget.

The Adair County Commission adjourned at 4:00 p.m. on December 29, 2015.

ATTEST:


County Clerk


Presiding Commissioner