

COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI

Tuesday 12/22/2020

The Camden County Commission met with Presiding Commissioner Greg Hasty and District #2 Commissioner Don Williams. District #1 Commissioner Bev Thomas was out of office

Meeting Agenda

Commissioner Hasty made a motion to amend today's agenda moving policy to first. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Williams (Yes). Session opened at 10:04 A.M.

Prior Minutes

Commissioner Hasty made a motion to approve the December 15 and 17, 2020 minutes. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Williams (Yes).

New Business

Policy – Three new policies were presented to the Commission for their review and approval. A policy appointing a custodian of records and adopting a sunshine law policy was discussed. Commissioner Williams made a motion to approve the new Sunshine Law Policy. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), and Commissioner Williams (Yes). Next, accounting policies revisions for 12/22/2020. Commissioner Williams made a motion to approve the new Accounting Policies revisions. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), and Commissioner Williams (Yes). Last, was a general policy for the Tax Book. Commissioner Williams made a motion to approve the Tax Book policy. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Hasty (Yes).

Sunshine Law Policy

APPOINTING A CUSTODIAN OF RECORDS AND ADOPTING A SUNSHINE LAW POLICY FOR CAMDEN COUNTY, MISSOURI

Section One. Policy.

The Camden County Commission of Camden County, Missouri (hereinafter referred to as "Commission") desires to conduct its business in a public fashion pursuant to Sections 610.010 to 610.030, RSMo. We recognize that records of the public governmental body are records that belong to the citizens, and as a general matter should be available to the public as a matter of course. However, there are occasionally reasons that some meetings and some records need to be closed to the public. This policy is designed to explain to the body's staff and to our patrons and to the public at large the ways that we plan to implement the Missouri Open Meetings and Records Act (Chapter 610 of the state statutes).

Section Two. Custodian of Records Designated and Log.

The Camden County Clerk is hereby designated as the "custodian of records" for Camden County, Missouri. Such designation does not mean that the Custodian will necessarily have all the records in his or her possession, but simply is an indication to whom requests for copies of records and information regarding Camden County shall be directed. Requests for records made to persons other than the Custodian of Records may not be considered to be requests that are made pursuant to the Missouri Sunshine Law, Chapter 610 of the state statutes. Any official of Camden County who receives a request is directed to inform the Custodian of the request in a timely fashion, so that a response may be made to the request. All records requests will be documented in a log kept by the Custodian of Records and set forth the following: the name, address and phone number of the person making the request; date of request; a brief description of the request; the date the request is completed or reason why the request cannot be accomplished; and any associated costs of filling the request.

Section Three. How Records are Requested.

The Custodian of records shall request that all requests for records, notices, or information be made in writing, although it shall not be a reason to refuse the request that the person making the request declines to put the request in writing. The Custodian of Records may require that all requests be accompanied by a deposit of the estimated cost of reproducing the requested

Section Four. Response Desired to be Noted on Request.

The requesting party shall indicate on the request the manner in which a response is desired. In absence of instructions to the contrary, it will be assumed that the requesting party wants to receive a response in the same form as the original request.

Section Five. Response Within 3 Business Days.

The Missouri Sunshine Law requires a response to a request to be provided within 3 business days, and seems to define a business day as a day when the public governmental body's office is open to the public. For purposes of this policy, the Custodian of Records is directed to respond to

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a records request within 3 calendar days, not counting Saturdays, Sundays, or any day which is a state holiday either as provided by statute or by executive order of the governor of Missouri.

Section Six. Documentation of Response.

The Custodian of Records shall document the response provided either by (1) making an extra copy of the response and attaching it to the original request, (2) noting on the request what documents were provided, or (3) keeping a copy of any letter or note requesting additional information in order to process the request.

Section Seven. Request for Searches.

A request for copies of "all documents" or "every document" of a particular sort involves a request to search through every record of Camden County in order for it to certify that it has provided "all" or "every" document. Such searches are expensive. Similarly, a request for records compiled in a format differing from the format in which the records are customarily retained is a request for a search and compilation, and can be expensive. As a general rule, the Custodian of Records is not expected to engage in extensive searches or compilations. Any search request that will require more than 30 minutes of the Custodian's time may be declined without an advance deposit for the estimated time required to search for the records.

Section Eight. Fees for Retrieval and Copies.

Fees for search, retrieval, accompanying, and returning to their proper storage all Camden County and Commission documents shall be:

- A. Fees for search and retrieval:
 - a. For a search of 30 minutes or less: no retrieval fee.
 - b. For a search, retrieval, accompanying, and return of documents requiring more than 30 minutes: \$5 for each period of 30 minutes or less, including the first 30 minute period.
 - c. For expert assistance retrieving electronic information: actual costs incurred.
- B. Fees for copies of documents shall be:
 - a. For copies that can be made on any machine available to the public governmental body or its officials: 10 cents per side of a page.
 - b. For copies that must be made elsewhere: the actual charges imposed for making the copies (including any taxes imposed) as well as the fee provided above for search, retrieval, accompanying, and returning to proper storage.
- C. For delivery of copies: Actual costs incurred for postage, messenger service, etc.

Section Nine. Inspection of Records.

To reduce the cost to both the requesting party and Camden County, the Custodian of Records may permit a physical inspection of the records by the requesting party to help specify what documents are needed. The Custodian may impose such security as is deemed appropriate to guarantee that no record is removed from the County's files.

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Section Ten. Waiver of Fees.

The Custodian of Records is empowered to waive the collection of any of the fees totaling less than \$5 provided in Section 8 above to any local resident requesting documents from Camden County, or to any representative of news media. No person or organization shall receive more than 3 such waivers in any 12 month period.

Section Eleven. Closed Records and Votes.

All records of Camden County which are permitted to be closed records by reason of the Sunshine Law, or by any other statute of Missouri, or by any statute or regulation of the United States government shall be maintained as closed records. No such closed record shall be released to any person who is not a part of Camden County's staff, except that the County's Auditor may see such records as are reasonably necessary to prepare an audit report as requested by the County and the County's attorney may see such records as are reasonably necessary to represent the County. Requests that closed records be opened to public inspection will be considered on a case-by-case basis by the Commission.

Section Twelve. Subpoenas for Closed Records.

No subpoena for a closed record shall be honored. All such subpoenas shall be referred to the County's attorney for a response, and for a motion to quash the subpoena. The only exception to this requirement that will be recognized is a subpoena from a grand jury.

Section Thirteen. Public Notice Board.

The Custodian of Records shall establish a fixed place where all public notices and agenda will be posted and be publicly visible 24-hours a day. The posting locations are Court House Lobby Board, Commission office and County Website and such other places as the Custodian may designate. The notices are posted in places that are accessible to members of the public after hours when the Commission meeting is not being held and/or when the County's offices are closed.

Section Fourteen. Standing Requests for Meeting Notices/Packets.

Although the Missouri statute does not require the body to do so, it shall maintain a list of all persons who request notice of "all meetings" of the Commission and its committees. Such request may include simply a request for the notice and tentative agenda, or may include a request for the preparatory packet also. A deposit may be requested to be posted in advance when such a request is made, and such request shall be honored as long as the deposit continues to cover the costs. This office also sends out electronic notes of Commission meetings at least 24-

Section Fifteen. Meetings via Electronic Devices.

Any meeting initiated by the Commission (except those having a purely social purpose) is presumptively public. If any member of the Commission must attend such meeting via electronic means (speaker phone, web camera, Internet instant messaging, etc.) the members of the public who desire to participate in such meeting will be allowed to do so at the Commission's offices or customary meeting location, where the electronic communication will be shared with members of the public at the same time they are shared with members of the

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Commission.

Section Sixteen. E-mails and Electronic Records.

The Commission recognizes that all electronic records that belong to Camden County are public records and available to the public, unless closed for a specific reason. As a general rule, any e-mails that come through any computers owned by the County's computer system will be considered public records until overwritten by or otherwise destroyed on the hard drive of that computer. The retrieval of those e-mails is not something that is routinely done by the County. Any retrieval of e-mails or other electronic records may require the services of a computer expert. Requests for the retrieval of stored e-mails or other electronic records may require the

E-mails which are directed (either addressed to, or by copy sent) to a majority of the members of the Commission are presumptively public records and will be disclosed, unless a specific reason for nondisclosure exists. Anytime a member of the Commission sends an e-mail to a group which would, with that member included, constitute a quorum of the body, a copy of that e-mail must also be sent to the Custodian of Records to be retained as a public record along with other records of the County.

E-mails which are directed to specialists, county program directors and Commissioners relating to Commission business are presumptively public records and will be disclosed, unless a specific reason for nondisclosure exists. E-mails which are addressed upward or downward in the chain of command, or to all personnel are presumptively public records and will be disclosed, unless a specific reason for nondisclosure exists.

All other e-mails are presumptively private, and do not belong to Camden County but are the property of the person who created the same. These e-mails will not be released to the public without permission of the owner thereof.

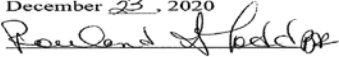
Section Seventeen. Normal Meeting Place, Time, and Date.

Regular meetings of the Commission are held on Tuesday and/or Thursday morning's beginning at 10:00 a.m. as noticed.

Adopted by the Camden Commission
this 23 day of December, 2020.


By: Greg Hast, Presiding Commissioner

ATTEST:
Camden County Clerk
December 23, 2020



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Commission Budget Hearing – The final draft of the 2021 budget was presented for discussion and review. As there was no opposition, Commissioner Williams made a motion to approve the Camden County 2021 Budget as presented. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Hasty (Yes).

COUNTY OF CAMDEN, MISSOURI
2021
BUDGET
APPROPRIATION ORDER

Whereas, the Commission is advised that the budget for the year 2021 has been prepared and adopted in accordance with the County Budget law (Sections 50.525 to 50.745, RSMo.), and had been made available for public distribution between the 8th day of December, 2020, and the 22nd day of December, 2020, and that a public hearing was held on the 22nd day of December, 2020, preceded by public notice set forth on the 8th day of December, 2020.

And, the Commission being advised in the premises, orders that said budget estimate be spread upon the records of this Commission, and recorded on the records of this Commission, the same as above set out, is hereby approved and adopted this 22nd day of December, 2020, as the revised and final Budget for Camden County, Missouri, for the year 2021. In adopting the appropriations order the County Commission approves all employee positions included in the Proposed Budget.


Therefore, it is further ordered, adjudged and decreed that the Auditor of this County shall file a certified copy of this order and judgment with the County Treasurer and the County Clerk of Camden County, Missouri taking said Treasurer and Clerk receipt therefore.

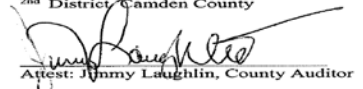


Greg Hasty, Presiding Commissioner
County of Camden, Camdenton, Missouri

Date – December 22, 2020

Beverly Thomas, Associate Commissioner
1st District Camden County



Don Williams, Associate Commissioner
2nd District Camden County

Attest: Jimmy Laughlin, County Auditor

Health Dept. Bid Opening – No bids were received for “201222-Refrigerator & Freezer” bid. Commissioner Hasty made a motion on the “201222-Refrigerator & Freezer” bid to not rebid but to purchase using a state bid. There was no second to Commissioner Hasty’s motion. Commissioner Hasty withdrew the motion. Commissioner Williams made a motion to rebid the “201222-Refrigerator & Freezer” bid. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Williams (Yes), and Commissioner Hasty (Yes).

Cares Act – A general discussion was held with the County Auditor regarding Cares Act Funds. The Commission was updated with application status and remaining funds. No vote was taken.

Adjourn: With no further official business on the agenda: Commissioner Williams made a motion to adjourn to any unofficial business that may develop during the day. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), and Commissioner Williams (Yes). Session closed at 10:47 A.M.

Ordered that the Commission adjourn until Tuesday December 29, 2020.

Greg Hasty, Presiding Commissioner

Lisa Russell

