

COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI

THURSDAY 6/6/2019

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

Meeting Agenda

Commissioner Thomas made a motion to approve today's agenda as posted. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Hasty (Yes). Session opened at 10:05 A.M.

Prior Minutes

Commissioner Thomas made a motion to approve May 30, 2019 minutes. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Hasty (Yes).

New Business

Road & Bridge Award- Lee Schuman the county engineer stated that he only had one bid received for the road paint. His recommendation is to accept the low bid and only bid for Paint from Ennis-Flint, Inc. Lee then stated that he would make the recommendation to accept the low bid for Beads from Sherwin-Williams. Commissioner Thomas made a motion to approve the bid acceptance at the recommendation of the county engineer. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Thomas (Yes).



CAMDEN COUNTY ROAD & BRIDGE
 1 Court Circle
 172 VFW Road
 Camdenton, MO 65020

<http://camdenmo.org/>
 ccrb@socket.net
 Phone: 573-346-4471
 Fax: 573-346-0670

June 3, 2019

Camden County Commissioners
 1 Court Circle NW, Suite 1
 Camdenton, MO 65020

RE: Road & Bridge Department Materials and Supplies Recommendation of Award

On April 29, 2019, at 10:00 a.m., bids were publicly opened and read aloud in the Camden County Courthouse for paint and beads for the Camden County Road & Bridge Department. The following are recommendations on the bid awards and bid tabulations:

PAINT & BEADS (BID 190128-B)

Swarco Industries, LLC
 Potters Industries, LLC

Ennis-Flint, Inc.
 Sherwin-Williams

Recommendation: Accept low and only bid for Paint from Ennis-Flint, Inc. Accept low bid for Beads from Sherwin-Williams. Camden County has done business with both Ennis-Flint, Inc. and Sherwin-Williams in the past with satisfactory results.

If you have any questions regarding these recommendations, please feel free to contact me.

Sincerely,

Lee Schuman, PE
 County Engineer / Road & Bridge Administrator

Bid Tabulation - Road Paint and Glass Beads

Description			Swarco Industries, LLC Columbia, TN		Potters Industries, LLC Valley Forge, PA		Sherwin-Williams Osage Beach, MO		Ennis-Flint, Inc. Greensboro, NC	
Est. Quantity	Unit		Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
Striping Paint			55 Gallon Drum	300 Gallon Vat	55 Gallon Drum	300 Gallon Vat	55 Gallon Drum	300 Gallon Vat	55 Gallon Drum	300 Gallon Vat
KDOT Spec Acrylic Waterborne (White)	TBD	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$525.25	\$ 2,880.00
KDOT Spec Acrylic Waterborne (Yellow)	TBD	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$679.25	\$ 3,720.00
Glass Beads			2,000 LB Box	50 LB Bag	2,000 LB Box	50 LB Bag	2,000 LB Box	50 LB Bag	2,000 LB Box	50 LB Bag
Large Beads	TBD	EA	\$1,500.00	\$ 37.50	\$1,220.00	\$ 30.50	No Bid	\$27.00	\$1,300.00	\$32.50

Materials - Pavement Marking Paint

2019 Pavement Marking Estimate				
Road Name	Number	Length (miles)	Paint (gallons)	Beads (lbs)
Maritime Lane	AA-106	1.51	55.87	218.96
Chimney Point	MM-22	2.02	74.74	292.91
Oak Bend Road	F-12	3.17	117.29	459.66
Twin Rivers Point	5-65	3.09	114.41	448.37
Spring Valley Road	54-64	0.88	32.41	127.01
Bollinger Creek Road	7-13	4.70	173.79	681.06
Greenview Drive	EE-4	0.89	33.07	129.59
Neongwah Bend Road	5-87	1.55	57.46	225.19
Coffman Bend Road	Z-2	8.31	307.47	1204.96
Crystal Springs Drive	Y-40	1.64	60.68	237.79
S. Business Route 5		1.28	47.23	185.09
N. Business Route 5		0.90	33.15	129.90
TOTAL		29.93	1107.58	4340.50

Inventory					
Item	Stock	Needed	Order	Unit Cost	Cost
55-gallon Drums	16	21	5	\$ 679.25	\$ 3,396.25
Beads (lbs)	2800	4350	1550	\$ 0.54	\$ 837.00
ORDER TOTAL					\$ 4,233.25

MODOT-BRO- County engineer Lee Shuman stated that this is the BRO with MODOT to replace the bridge on Willow Creek Road. This bridge is failing and we need to start the project while the funding from MODOT is still available. Commissioner Thomas made a motion to approve the agreement with MODOT as part of the BRO bridge replacement project on Willow Creek Road. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Thomas (Yes).

Speed Limit Grand Point Blvd. - Lee stated that a resident has requested for a speed limit reduction on Grand Point Boulevard. The current speed limit is thirty-five miles per hour for the entire length of Camden County's maintenance. The majority of the horizontal alignment is adequate for thirty-five miles per hour

with the exception of two curves that will require a curve warning sign and a thirty-mile per hour advisory speed limit sign from the State Road MM to Wildflower Crest. From Wildflower Crest to the end of the county's maintenance the roadways has more curves is only .35 miles long. The Camden County road and bridge department recommends that the speed limit on Grand Point Boulevard be reduced to twenty-five miles per hour from the Wildflower Crest intersection to the end of the county's maintenance. Commissioner Thomas made a motion to approve the speed limit changes on Grand Point Boulevard at the recommendation of the county engineer. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Thomas (Yes).

Submission Date: June 4, 2019

Submitted By: County Engineer / Highway Administrator

**Camden County Commission
Agenda Item Summary Sheet**

Description of Item:

Reduced Speed Limit – Grand Point Blvd

Names of Persons, Businesses, Organizations affected by this action:

County Staff and Camden County Motorists

Why is Commission Action Required?

To establish a speed limit other than 35 mph

Are there any deadlines associated with this action?

Road & Bridge Department staff should be available in the next 2-3 weeks to install new signs. The proposed signs are currently in stock.

Budget Line / Source of Funds

002-07-5840	Road Signs	
	2019 Annual Budget	\$7,000.00
	Uncommitted Balance	-\$166.52
	Amount of This Expenditure	\$86.92

Comments and Recommendation of Department:

A Camden County resident on Grand Point Blvd recently requested that the speed limit be reduced. The current speed limit is 35 miles per hour (mph) for the entire length of Camden County's maintenance.

The majority of the horizontal alignment is adequate for 35 mph with the exception of two curves that will require a curve warning signs and 30 mph advisory speed limits from State Road MM to Wildflower Crest. From Wildflower Crest to the end of the county's maintenance the roadways has more curves and is only 0.35 miles long.

The Camden County Road & Bridge Department recommends that the speed limit on Grand Point Blvd be reduced to 25 miles per hour (mph) from the Wildflower Crest intersection to the end of the county's maintenance.

Policies- Commissioner Thomas stated that the state auditors are asking for a resolution to be filed to show the updates to the county's' current policies.

Commissioner Thomas also stated that exhibit 5 is to be tabled at this time as it is still under review by the county attorney. Commissioner Thomas then made a motion to table exhibit 5. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Thomas (Yes).

Commissioner Thomas then made a motion to pass the resolution and the policies will be in effect starting on July 1, 2019. Commissioner Hasty seconded the motion. The motion passed by vote: Commissioner Hasty (Yes), Commissioner Thomas (Yes).

RESOLUTION NO. _____

KNOW ALL MEN BY THESE PRESENTS:

Now on this 6th day of JUNE, 2019, the County Commission for Camden County, Missouri met in regular session to discuss, review and formally adopt certain County policies that may have heretofore been followed by Camden County Elected Officials but not formally adopted by the Camden County Commission. The County Commission for Camden County, Missouri believes that the various policies attached hereto should be reviewed, updated and formally adopted by the Camden County Commission.

WHEREUPON, on Motion duly made, seconded and passed, the following Resolution was adopted:

RESOLVED: That the following policies evidenced by the designated exhibits attached hereto and incorporated herein by reference are hereby adopted and established to be Camden County Policies as follows:

- A. Exhibit 1: Policy regarding flowers and/or retirement gifts and children's holiday treats.
- B. Exhibit 2: Cell phone issuance.
- C. Exhibit 3: Fuel cards, credit cards and expenditures for benefit of County.
- D. Exhibit 4: Sheriff credit card policy.
- E. Exhibit 5: Per diem rates; and

FURTHER RESOLVED: That the County Commission for Camden County, Missouri is hereby authorized to execute such other documents or perform such other acts as may be necessary to implement and enforce those policies referred to herein.

This Resolution shall be effective immediately from and after the date first above written.

Attest:

Rowland Todd
Rowland Todd, County Clerk,

Greg Hasty
Greg Hasty, Presiding Commissioner
Beverly Thomas
Beverly Thomas, 1st District Commissioner

Approved as to Form:
Charles E. McElyea
Charles E. McElyea, City Attorney

Don Williams
Don Williams, 2nd District Commissioner

EXHIBIT 2

CAMDEN COUNTY POLICY – CELL PHONES

From and after the 6th day of JUNE, 2019, the following shall be the policy of Camden County, Missouri, regarding cell phones:

1. Cell phones are allowed and paid for by Camden County, Missouri for Public Safety, Health and Welfare.
2. The County offices for which cell phones will be purchased are the following:
 - a. Health Department
 - b. Prosecuting Attorney's Office.
 - c. Sheriff's Office.
 - d. Emergency Management.
 - e. Public Administrator.
 - f. Road and Bridge Management.
 - g. Waste Water (field work).
 - h. Human Resources (insurance, work comp).
 - i. Judges
3. No Elected Officials shall be paid for cell phones with the exception of the Camden County Sheriff.
4. Employees approved by an Elected Official to receive partial payment on a cell phone shall be limited to \$40.00 per month for voice, talk and text services.
5. Data plans may be approved on an as needed basis by the Camden County Commission.

EXHIBIT 1

CAMDEN COUNTY POLICY – FLOWERS/RETIREMENT GIFTS/ CHILDREN'S HOLIDAY TREATS

From and after the 6th day of JUNE, 2019, the following shall be the policy of Camden County, Missouri, regarding the purchase of flowers/retirement gifts and children's holiday treats:

1. A line item under "Other General Revenue" in the budget shall be established and called "Community Service Fund".
2. The limits for the expenditure of funds for flowers/retirement gifts and children's holiday treats shall be as follows:
 - a. Flowers shall be for the death of current employees and Elected Officials only.
 - b. The cost shall be limited to \$100.00.
 - c. Retirement expenses shall be for current employees and Elected Officials with a minimum of eight (8) years' service.
 - d. Retirement expenses shall be limited to \$150.00 and may include food, gifts and/or supplies.
 - e. Children's holiday treats shall be limited to \$30.00.



 Greg Hasty, Presiding Commissioner



 Beverly Thomas, 1st District Commissioner

 Don Williams, 2nd District Commissioner



 Greg Hasty, Presiding Commissioner



 Beverly Thomas, 1st District Commissioner

 Don Williams, 2nd District Commissioner

EXHIBIT 3

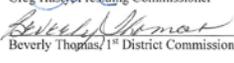
CAMDEN COUNTY POLICY – FUEL CARDS, CREDIT CARDS AND EXPENDITURES FOR BENEFIT OF COUNTY

From and after the 6th day of JUNE, 2019, the following shall be the policy of Camden County, Missouri, regarding fuel cards, credit cards and expenditures for the benefit of County:

1. Credit cards are under the administration of the Elected Officials or Department head and must be approved before use. They are to be used only when a standard purchase is not available. The County purchasing department should always be the first choice.
2. Fuel cards issued by Camden County are to be used for fuel only. Personal items are to be paid personally.
3. Expenditures made for the County, i.e. grocery stores, Walmart, Staples, Internet are for County items only. They shall not include personal items. They are under the administration of the Elected Officials or Department head.
4. For reimbursement for any expenditure made on behalf of the County, receipts are mandatory.
5. The Sheriff has developed a credit card policy for that department that is attached and is considered a part of this County policy.



 Greg Hasty, Presiding Commissioner



 Beverly Thomas, 1st District Commissioner

 Don Williams, 2nd District Commissioner

EXHIBIT 4

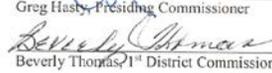
CAMDEN COUNTY POLICY –SHERIFF CREDIT CARD POLICY

From and after the 6th day of JUNE, 2019, the following shall be the policy of Camden County, Missouri, regarding the Sheriff's credit card policy:

Attached hereto and incorporated herein is the policy adopted by the Sheriff of Camden County, Missouri for credit card usage in the Sheriff's Department. Said policy is incorporated herein by reference.



 Greg Hasty, Presiding Commissioner



 Beverly Thomas, 1st District Commissioner

 Don Williams, 2nd District Commissioner

October 2018

SHERIFF OF CAMDEN COUNTY
POLICY and GUIDANCE
COUNTY CREDIT CARD

I. INTRODUCTION

As part of the Camden County Sheriff's Office efforts to improve internal controls, this policy has been adopted to regulate the use of county issued credit cards to authorized county employees. An employee may only be authorized for a county credit card by the Sheriff or his designee.

To receive a county credit card, an authorized employee must read and retain this Credit Card policy and sign the attached Credit Card Agreement, Attachment A. Any card holder shall upon request of the Chief Deputy return the card and Attachment B.

II. CARDHOLDER RESPONSIBILITIES

- i. Only authorized employees of the Camden County Sheriff's Office may use a county credit card;
- ii. A county credit card may be used only for the purchase of goods and services pertaining to official Camden County business.
- iii. The employee using the credit card must submit receipt(s) showing the goods or services purchased, cost, date of purchase, and signed by the employee verifying same. The receipt(s) shall be given to the Chief Deputy within a timely manner. See Attachment C.
- iv. The employee is responsible for the proper use of the credit card. If the card receipt is lost, the credit card holder shall immediately fill out Attachment D.
- v. The employee is responsible for the issued credit card. If the card is lost, the employee shall immediately notify the Chief Deputy and write a memorandum explaining the credit card loss.
- vi. In all Missouri transactions the employee shall notify the vendor that the transactions should be exempt from Missouri Taxes. See Camden County State Tax Exempt Letter.

- vii. The credit card MAY NOT BE USED for cash advances, personal use or any type of purchase which is not for official Camden County business.
- viii. NO alcoholic beverages may be purchased with the county credit card;
- ix. No spouse/non-employee expenses may be purchased on the card;
- x. Upon termination of employment, the employee must immediately surrender the card to the Chief Deputy. Camden County reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered and outstanding purchases are validated;
- xi. When purchasing meals for a group of employees, the card holder should write the names and DSNs of all employees whose meals were purchased, and the dollar amount of the meal attributed to each person;
- xii. If the card holder discovers a wrongful charge, incorrect pricing charge, overcharge, or any other billing discrepancy, he or she shall immediately notify the Chief Deputy;
- xiii. If the item purchased is found to be defective or damaged, the card holder shall immediately notify the Chief Deputy. When the item is returned and refunded, the card holder is responsible for obtaining documentation showing the refund amount and furnishing the same to the Chief Deputy;
- xiv. NO CASH REFUNDS are allowed. Any cash due back should be credited to the same credit card account that was used to purchase the original item.

III. INTERNAL PROCEDURES FOR CHIEF DEPUTY

The Chief Deputy shall be responsible for the issuance and retrieval of county credit cards assigned to personnel.

The Chief Deputy shall oversee compliance with this policy and perform the following duties:

October 2018

ATTACHMENT A
Camden County Sheriff's Office
Credit Card Holder Agreement

October 2018

Requirements for the use of a Camden County issued credit card:

- i. Maintain a record of the issuance and retrieval of the county credit cards;
- ii. Accounting and payment of expenses;
- iii. Ensure accuracy and accountability with each employee turning in receipts;
- iv. Ensure all information is correctly noted on all receipts;
- v. Compliance with State of Missouri records retention requirements for safekeeping of statements and receipts;
- vi. Shall investigate all allegations of any misuse or misappropriation of county credit cards.

- a. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, Camden County, Missouri.
- b. The credit card must be used in accordance with the provisions of the Camden County Credit Card Policy established by the Camden County Sheriff's Office.

Violations of these requirements may result in revocation of the use of the credit card. Employees found to have inappropriately used the credit card will be required to reimburse the county for all costs associated with the improper use, either through direct payment or payroll deduction. In addition, disciplinary action may be taken per the county's personnel policies, up to and including termination from employment. The Camden County Sheriff's Office will investigate and commence, in appropriate cases, criminal prosecution and/or civil action against any employee found to have misused the credit card or who violates the Credit Card Policy or the provisions of this Credit Cardholder Agreement.

Credit Card Account Name : _____

Credit Card Account Number: _____

Received By: _____

I acknowledge receipt of the attached Credit Card Policy and agree to abide by the Camden County Credit Card Policy and this Credit Cardholder Agreement.

Signature: _____

Date: _____

IV. VIOLATIONS OF THIS POLICY

Any employee of Camden County who violates the provisions of this policy shall be subject to disciplinary action, termination, or criminal prosecution.

ATTACHMENT C
Credit Card Usage Form

October 2018

ATTACHMENT B
Camden County Sheriff's Office
Credit Card Holder Agreement

Credit Card Account Name: _____
Credit Card Account Number: _____
Credit Card Returned to: _____
Date: _____
Signature of Chief Deputy: _____

Name on Credit Card:
Last 4 Digits on Card:
Date of Charge:
Amount Charged:
Vendor:
Vendor Address:
Description of Purchase:

If the purchase was for more than one employee, list names:

Employee who used Credit Card:

Approved by Supervisor:

Signature: _____ Date:

Attach appropriate receipt to this form.

Adjourn: With no further official business on the agenda: Commissioner Thomas 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 Thomas (Yes), and Commissioner Hasty (Yes). Session closed at 10:35 A.M.

Ordered that the Commission adjourn until day Friday, June 7, 2019.

Greg Hasty, Presiding Commissioner

Melissa Peters Benefits Coordinator