

Bob Dixon  
Presiding Commissioner

Harold Bengsch  
1<sup>st</sup> District Commissioner

John C. Russell  
2<sup>nd</sup> District Commissioner



Shane Schoeller  
Clerk of the Commission

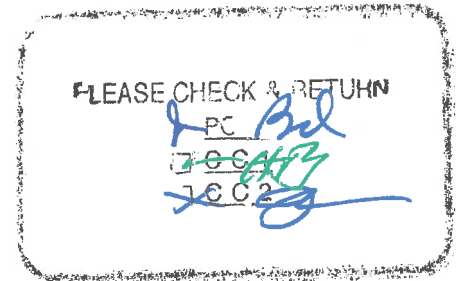
Christopher J. Coulter, AICP  
County Administrator

Megan Applegate  
Executive Assistant

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

**Greene County Commission  
Commission Briefing Minutes**

**Tuesday, May 19, 2020**  
**08:45 AM**  
Commission Conference Room  
1443 N. Robberson, 10<sup>th</sup> Floor



**THIS MEETING WILL BE LIMITED TO NO MORE THAN 10 PEOPLE DUE TO SOCIAL DISTANCING (THIS DOES NOT INCLUDE TELECONFERENCE PARTICIPANTS.) THIS IS DUE TO A COMMISSION ORDER NO. POL-20.4.30.**

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.gotomeet.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.

**Attendees:** Bob Dixon, Harold Bengsch, John Russell, Chris Coulter, Megan Applegate, Shane Schoeller, Madison McFarland, Melissa Denney, Jeff Scott and Donna Barton.

**Teleconference Attendees:** Tom Barr, Cheryl Dawson-Spaulding, Tina Phillips, Kevin Barnes, Mike Cagle, Phil Corcoran, Royce Denny, Cindy Stein, Mailyn Jeffries, Rick Artman, Jeff Bassham, Justin Hill, Jim Arnott, Andrea Stewart, Rick Kessinger and Jason Wert.

**Informational Items**

**Human Resources-Mailyn Jeffries**

- Open Enrolment for benefits will be available until May 29<sup>th</sup>.
- Eight employees have used the COVID-19 child care funds.

**Budget-Jeff Scott**

- Has met with potential candidate for CARES fund grant manager.

**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)**

- Contract for grant manager has been drafted.
- Projections update.

**Chris Coulter**

- Update on Animal Control shelter.
- Presiding Judge has issued Order for phases on reopening the courthouse.

**Donna Barton**

- Working on June Rotunda.

#### **Items for Consideration and Action by the Commission**

##### **(EX1) DOJ CSEF Grant Financial Capability, Sheriff's Office.**

Commissioner Harold Bengsch moved to approve the Presiding Commissioner to sign the grant as presented. Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, Bengsch and Russell.

##### **(EX2) Emergency Procurement, Sneeze Guards, Purchasing Office.**

Commissioner John Russell moved to approve the emergency procurement as presented. Commissioner Harold Bengsch seconded the motion and it passed unanimously. Yes: Dixon, Bengsch and Russell.

##### **Discussion and Possible Vote: Reopening the Historic Courthouse, Recorder's Office.**

Commissioner Harold Bengsch moved to table the reopening of the Historic Courthouse, Commissioner John Russell seconded the motion and it passed unanimously. Yes: Dixon, Bengsch and Russell.

##### **(EX3) 2019 Year-end Transfer requests, Budget Office**

Commissioner John Russell moved to table the year end requests. Commissioner Harold Bengsch seconded the motion and it passed unanimously. Yes: Dixon, Bengsch and Russell.

#### **Other:**

With no other business the meeting was adjourned.

Bob Dixon  
*Presiding Commissioner*

Harold Bengsch  
*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*

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*Executive Assistant*

**COUNTY COMMISSION**  
**Greene County, Missouri**  
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**Greene County Commission**  
**REVISED Commission Briefing Agenda**

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Informational Items  
Human Resources  
Budget  
Chris Coulter  
Donna Barton

Items for Consideration and Action by the Commission  
DOJ CESF Grant Financial Capability, Sheriff's Office

**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)**

Emergency Procurement, Sneeze Guards PO#047265, Purchasing Office

2019 Year-end Transfer requests, Budget Office

Discussion and Possible Vote: Reopening the Historic Courthouse, Recorder's Office.

Other:

REVISED @ 3:03 PM 05/15/2020





### Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

#### 1. Name of Organization and Address:

Organization Name: County of Greene

Street1: 1940 Boonville Ave

Street2:

City: Springfield

State: MISSOURI

Zip Code: 65802-3802

#### 2. Authorized Representative's Name and Title:

Prefix: First Name: Andrea Middle Name: Lee

Last Name: Stewart Suffix:

Title: Executive Assistant to the Sheriff

3. Phone: (417) 829-6284

4. Fax: 4178684830

5. Email: astewart@greencountymo.gov

6. Year Established:

1833

7. Employer Identification Number (EIN):

446000506

8. DUNS Number:

95831228

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



### AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

Independent audit

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: KPM

### AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion?

☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

**PROPERTY STANDARDS AND PROCUREMENT STANDARDS**

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that – (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

**TRAVEL POLICY**

24. Does the applicant entity:	
(a) maintain a standard travel policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) adhere to the Federal Travel Regulation (FTR)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award – (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure  <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
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26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure  
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure  
☐ N/A - Applicant does not make subawards under any OJP awards

#### DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

#### CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: BOB DIXON

Date: 05/19/2020

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: Presiding Commissioner

Phone: 417-868-4112



	12/31/2019 Initial			
	Balance	Adjustments	Final Balance	
101-11153 Liab Ins Cash Res	430,000.00	-430,000.00	0.00	
101-11165 GR Warrants	2,327,771.58	430,000.00	2,757,771.58	
		100,000.00	2,857,771.58	
		6,050.00	2,863,821.58	
		71,520.44	2,935,342.02	
		-1,062,268.51	1,873,073.51	
		-747,783.39	1,125,290.12	
		-1,190,410.54	-65,120.42	
		96,766.80	31,646.38	
		35,226.19	66,872.57	
		1,680.00	68,552.57	-835,307.82
101-21499 Due To/From Other Funds	2,165,801.14	1,189,660.54	3,355,461.68	
		-35,226.19	3,320,235.49	
		750.00	3,320,985.49	
101-96-49612 Transfers		-100,000.00		
		-6,050.00		
		-71,520.44		
		1,062,268.51		
		747,783.39		
		-98,446.80		
<b>Fund 101</b>		<b>0.00</b>		
102-11152 GRII Cash Op Res	5,355,000.00	6,600,000.00	11,955,000.00	
102-11153 Liab Ins Cash Res	570,000.00	430,000.00	1,000,000.00	
102-11156 27th Pay Per Res	288,000.00	300,000.00	588,000.00	
102-11165 GRII Warrants	11,684,573.29	-6,600,000.00	5,084,573.29	
		-430,000.00	4,654,573.29	
		-300,000.00	4,354,573.29	
		-165,209.86	4,189,363.43	
		-4,700.28	4,184,663.15	
		-190,261.64	3,994,401.51	
		-272.70	3,994,128.81	
		-61,226.00	3,932,902.81	
		747,783.39	4,680,686.20	
		-96,766.80	4,583,919.40	
		-1,680.00	4,582,239.40	-623,944.05
102-96-49100 Transfers		165,209.86		
		4,700.28		
		190,261.64		
		272.70		
		61,226.00		
		-747,783.39		
		98,446.80		
<b>Fund 102</b>		<b>0.00</b>		
201-11165 Warrants R&B	19,656,221.34	-100,000.00	19,556,221.34	
		-6,050.00	19,550,171.34	-560,430.63

201-96-49100 Transfers		100,000.00		
		6,050.00		
<b>Fund 201</b>		<b>0.00</b>		
203-11165 Warrants RPI	-440,801.42	519,249.25	78,447.83	-1,096,316.84
203-96-49100 Transfers		-519,249.25		
<b>Fund 203</b>		<b>0.00</b>		
205-11165 Warrants -Sewer	286,571.42	-35,226.19	251,345.23	0.00
205-21499 Due To/From Other Funds	-35,226.19	35,226.19	0.00	
<b>Fund 205</b>		<b>0.00</b>		
206-11165 Warrants - LEST	-1,038,925.61	1,062,268.51	23,342.90	-23,342.90
206-96-94100 Transfers		-1,062,268.51		
<b>Fund 206</b>		<b>0.00</b>		
207-11165 Warrants - Parks	89,254.06	-71,720.44	17,533.62	-746.75
207-96-49100 Transfers		71,720.44		
<b>Fund 207</b>		<b>0.00</b>		
216-11152 Equip Res	1,160,173.28	-581,700.86	578,472.42	
216-11165 Warrants LEST II	-421,115.86	581,700.86	160,585.00	
		-43,794.81	116,790.19	-114,648.75
216-96-49100 Transfers		43,794.81		
<b>Fund 216</b>		<b>0.00</b>		
223-11201 Warrants - Jud Sur	50,323.96	-50,323.96	0.00	0.00
223-96-49100 Transfers		50,323.96		
<b>Fund 223</b>		<b>0.00</b>		
234-11201 PA Handling Cost	157,517.96	-3,460.00	154,057.96	-1,308.62
234-96-49100 Transfers		3,460.00		
<b>Fund 234</b>		<b>0.00</b>		
301-11165 Warrants-Bond Fund	2,257,573.01	1,190,410.54	3,447,983.55	-750.00
301-96-49100 Transfers		-1,190,410.54		
<b>Fund 301</b>		<b>0.00</b>		

ex2



OFFICE OF THE PURCHASING DIRECTOR  
933 N. ROBBERTSON AVE., SPRINGFIELD, MO 65802

BOB DIXON  
PRESIDING COMMISSIONER

HAROLD BENGSCHE  
COMMISSIONER, 1<sup>ST</sup> DISTRICT

JOHN C. RUSSELL  
COMMISSIONER, 2<sup>ND</sup> DISTRICT

### REQUEST FOR EMERGENCY PROCUREMENT

The county commission may waive the requirement of competitive bids or proposals for supplies when the county commission has determined that there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary for repairs to county property in order to protect against further loss of, or damage to, county property, to prevent or minimize serious disruption in county services or to ensure the integrity of county records. Emergency procurements shall be made with as much competition as is practicable under the circumstances.

A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract.

### UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT & BUDGET DEPARTMENT

**Requesting Office or Department:** County Clerk, Elections

**Person Requesting:** Madison McFarland Election Coordinator on behalf of Shane Schoeller, County Clerk

**Date Requested:** May 12, 2020

**Phone Number:** 417-829-6295

The following is a list of questions that must be answered when making emergency procurement requests. This is a formal document for submission to the Commission for the requesting department.

1. Please describe the reason for the request of emergency procurement with respect to the threat to public health, welfare, or safety:  
Sneeze Guards will be an integral part of the County Clerk's COVID-19 preparedness response in conducting the June 2, 2020 Election.


**Commissioner, 2<sup>nd</sup> District Approval:**



**Auditor Approval:**

 5/20/2020

**Purchasing Department Approval:**

 5/19/2020

**PURCHASE ORDER/ REQUISITION NUMBER: 047796/35266**

(Assigned by Purchasing)/ (Assigned by Requestor)



EX 2



OFFICE OF THE PURCHASING DIRECTOR  
933 N. ROBBERSON AVE., SPRINGFIELD, MO 65802

BOB DIXON  
PRESIDING COMMISSIONER

HAROLD BENGSCHE  
COMMISSIONER, 1<sup>st</sup> DISTRICT

JOHN C. RUSSELL  
COMMISSIONER, 2<sup>nd</sup> DISTRICT

### REQUEST FOR EMERGENCY PROCUREMENT

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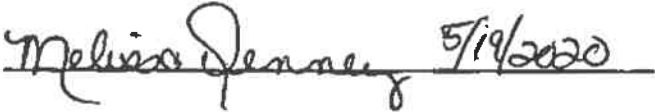
**Commissioner, 2<sup>nd</sup> District Approval:**



**Auditor Approval:**

 5/20/2020

**Purchasing Department Approval:**

 5/19/2020

**PURCHASE ORDER/ REQUISITION NUMBER: 047796/35266**

**(Assigned by Purchasing)/ (Assigned by Requestor)**

ex3



# GREENE COUNTY COMMISSION

HAROLD BENGSCHE  
COMMISSIONER 1<sup>ST</sup> DISTRICT

BOB DIXON  
PRESIDING COMMISSIONER

JOHN C. RUSSELL  
COMMISSIONER 2<sup>ND</sup> DISTRICT

May 18, 2020

Justin Hill  
Greene County Treasurer

Cindy Stein  
Greene County Auditor

Treasurer Hill and Auditor Stein:

**Whereas**, the Greene County Commission established a specific cash reserve for the possible use of funding Liability Claims, in adherence to Greene County fiscal policy, and that this reserve currently has a balance of \$430,000 in General Revenue Fund 101 and \$570,000 in General Revenue Fund 102; and

**Whereas**, the Greene County Commission, on recommendation of the Budget Office, has determined that this reserve should be held entirely in General Revenue Fund 102;

**Now, therefore, it is ordered**, that the monies in the aforementioned cash reserve account in General Revenue Fund 101 be dissolved and undesignated as cash reserves, and that the current monies totaling \$430,000.00 be combined with unrestricted funds in General Revenue Fund 101 Warrants;

**It is further ordered**, that \$430,000.00 of unrestricted funds in General Revenue Fund 102 be specifically designated for the possible use of funding Liability Claims, this action is meant to bring said amount designated to this reserve to \$1,000,000.00.

DEBIT	CREDIT	FROM	
\$430,000.00		101-11165	General Revenue Warrants
	\$430,000.00	101-11153	GR Liability Insurance Cash Reserve
\$430,000.00		901-11153	GR Liability Cash Rsv. – Trs. Fund
	\$430,000.00	901-11165	Gen. Rev. Warrants – Treas. Fund
		<b>TO</b>	
	\$430,000.00	102-11165	General Revenue II Warrants
\$430,000.00		102-11153	GR II Liability Insurance Cash Rsv.
	\$430,000.00	901-11168	GR II Liab. Cash Rsv. – Trs. Fund
\$430,000.00		901-11166	Gen. Rev. II Warrants – Treas. Fund



## GREENE COUNTY COMMISSION


HAROLD BENGSCHE  
COMMISSIONER 1<sup>ST</sup> DISTRICT


BOB DIXON  
PRESIDING COMMISSIONER

JOHN C. RUSSELL  
COMMISSIONER 2<sup>ND</sup> DISTRICT

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2





## GREENE COUNTY COMMISSION

HAROLD BENGSCHE  
COMMISSIONER 1<sup>ST</sup> DISTRICT

BOB DIXON  
PRESIDING COMMISSIONER

JOHN C. RUSSELL  
COMMISSIONER 2<sup>ND</sup> DISTRICT

May 18, 2020

Justin Hill  
Greene County Treasurer

Cindy Stein  
Greene County Auditor

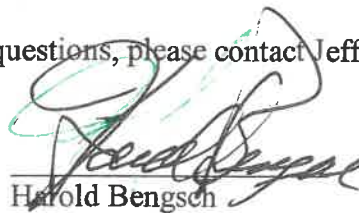
Treasurer Hill and Auditor Stein:


Please transfer \$100,000.00 from Road & Bridge Fund 201 to General Revenue Fund 101. This transfer is being made in accordance with RSMo 50.515.1. The attached analysis supports the allocation of expenditures for administrative services for the calendar year 2019, effective with end of year adjustments December 31, 2019.

DEBIT	CREDIT	FROM	
\$100,000.00		201-96-49100	Transfers to/from Other Funds
	\$100,000.00	201-11165	Warrants – R&B
\$100,000.00		901-11163	R&B Warrants – Treas. Fund
		TO	
	\$100,000.00	101-96-49612	Transfers to/from Other Funds
\$100,000.00		101-11165	General Revenue Warrants
	\$100,000.00	901-11165	Gen. Rev. Warrants – Treas. Fund

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Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2

**Greene County**  
**Analysis of Administrative Service Fee for Road and Bridge**  
**2019**

**Budget Items allowed by statute to charge to R&B per RSMo 50.515.1**

<u>Department</u>	<u>Accounts</u>	<u>Annual Expense</u>	<u>Specific Exemptions</u>	<u>Staff Exemption</u>	<u>Total Exemptions</u>	<u>Shared Costs</u>	<u>Notes</u>
Budget Office	101-12-411	189,039	-	0%	-	189,039	
Auditor	101-11-241	400,757	-	50%	200,378	200,378	Exempt 50% for Grants and part of A.P. since Hwy enters inv.
Indep Audit	101-14-521-52253	49,000	-	0%	-	49,000	Moved here in 2015
Treasurer	101-11-341	204,361	-	5%	10,218	194,143	State Fee Bill/Witness Fee Processing
<b>Total</b>		<b>843,157</b>			<b>210,596</b>	<b>632,561</b>	<b>Costs qualifying for R&amp;B to pay share</b>

**Allocation Method Options:**

<u>% of Budget</u>	
Total Greene County Budget	173,944,934
R&B only	35,155,186
Allocation %	20%

<u>% of Invoices</u>	
Total A.P. Invoices	19,167
R&B only	4,814
Allocation %	25%

<u>% of Portfolio Investments</u>	
Total Investment Securities	46,251,921
R&B only	20,889,252
Allocation %	45%

<b>For Reference Only:</b>	
R&B Interest Deposited (cash basis)	
Bank	112,427.76 201-95-49111
Investments	441,175.95 201-95-49112
<b>Total</b>	<b>553,603.71</b>

<b>For Reference Only:</b>	
Maximum Fee Allowable by Law	35,155,186
Total Hwy Budget	3%
Maximum Allocation %	
Maximum Fee	1,054,656

<b>Administrative Fee</b>	
Financial Operations Shared by R&B	632,561
Allocation % by most conservative method	20%
R&B Admin Fee Calculation	127,843.89

<b>Budgeted amount of transfer:</b>	
Debit 201-62-563-52258	
Credit 101-91-44311	<b>100,000.00</b>



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May 18, 2020

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Greene County Treasurer

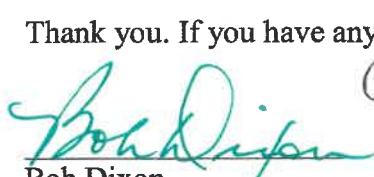
Cindy Stein  
Greene County Auditor

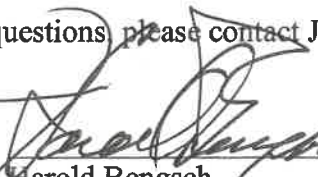
Treasurer Hill and Auditor Stein:

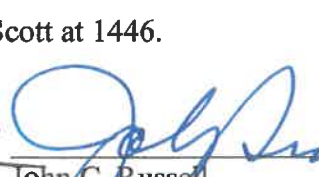
Please transfer the budgeted amount of \$6,050 from Road & Bridge Fund 201 to General Revenue Fund 101. This transfer is for help received related to Road & Bridge PIO functions for the calendar year 2019, effective with end of year adjustments December 31, 2019.

DEBIT	CREDIT	FROM	
\$6,050.00		201-96-49100	Transfer to Other Funds
	\$6,050.00	201-11165	Warrants – R&B
\$6,050.00		901-11163	R&B Warrants – Treas. Fund
		TO	
	\$6,050.00	101-96-49612	Transfers to/from Other Funds
\$6,050.00		101-11165	General Revenue Warrants
	\$6,050.00	901-11165	Gen. Rev. Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2



## GREENE COUNTY COMMISSION

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May 18, 2020

Justin Hill  
Greene County Treasurer


Cindy Stein  
Greene County Auditor

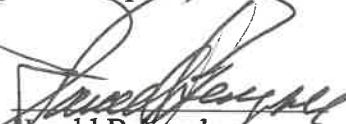
Treasurer Hill and Auditor Stein:


Please transfer \$71,720.44 from Parks Fund 207 to General Revenue 101 for Resource Management purchases, effective with end of year adjustments December 31, 2019.

DEBIT	CREDIT	FROM	
\$71,720.44		207-96-49100	Transfer to General Revenue
	\$71,720.44	207-11165	Warrants – Park Fund
\$71,720.44		901-11185	Park Fund Warrants – Treas. Fund
		TO	
	\$71,720.44	101-96-49612	General Revenue – Other Funds
\$71,720.44		101-11165	General Revenue Warrants
	\$71,720.44	901-11165	Gen. Rev. Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2



Beginning Bal	2,559.79	2,559.79
Dec Tif Cleared	(1,813.04)	746.75
Republic repay	47,934.52	48,681.27
Walnut Grove repay	7,520.29	56,201.56
Battlefield repay	15,518.88	71,720.44
Payroll and Other	-	71,720.44
Tax differ to be dist	33.53	71,753.97
Int to be dist	17,500.09	89,254.06

-Transfer amount



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May 18, 2020

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Greene County Treasurer

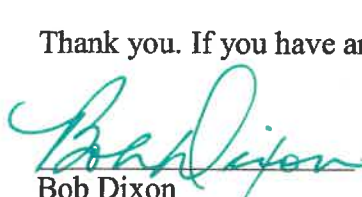
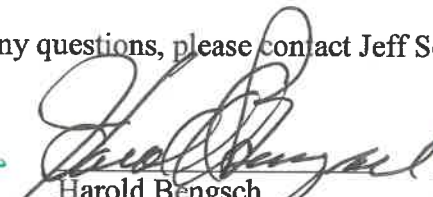
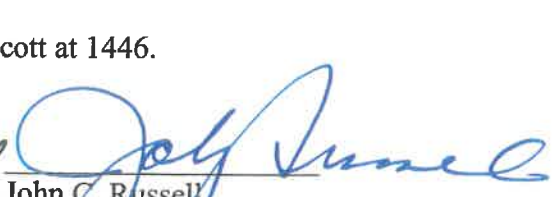
Cindy Stein  
Greene County Auditor

Treasurer Hill and Auditor Stein:

Please transfer the amount of \$1,061,402.25 from General Revenue Fund 101 to LEST I Fund 206 to support the fund balance. The year-end LEST I Warrants balance as of 4/22/20 was (\$1,038,925.61), with another (\$23,342.90) in LEST I Outstanding Warrants.

DEBIT	CREDIT	TO	
	\$1,062,268.51	206-96-49100	Transfers to/from Other Funds
\$1,062,268.51		206-11165	Warrants - LEST
	\$1,062,268.51	901-11184	LEST Warrants – Treas. Fund
<b>FROM</b>			
\$1,062,268.51		101-96-49612	Transfer to/from Other Funds
	\$1,062,268.51	101-11165	General Revenue Warrants
\$1,062,268.51		901-11165	Gen. Rev. Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

		
Bob Dixon Presiding Commissioner	Harold Bengsch Commissioner District 1	John C. Russell Commissioner District 2

## G/L Trial Balance Report

**GREENE COUNTY MISSOURI**  
1/ 1/2019 through 12/31/2019

**206 Law Enforcement Sales Tax I**

<b>Account Number</b>	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>YTD Debits</b>	<b>YTD Credits</b>	<b>Balance</b>
<b>Assets</b>						
206-11124 Treasurer's Operating A/C	0.00	0.00	0.00	0.00	0.00	0.00
206-11156 Lease Revenue Fund - COP	0.00	0.00	0.00	0.00	0.00	0.00
206-11157 Reserve Fund - COP	0.00	0.00	0.00	0.00	0.00	0.00
206-11158 Increased Lease Fund - COP	0.00	0.00	0.00	0.00	0.00	0.00
206-11159 COI Fund - COP	0.00	0.00	0.00	0.00	0.00	0.00
206-11161 Debt Service Fund - COP	0.00	0.00	0.00	0.00	0.00	0.00
206-11165 Warrants - LEST	20,624.45	14,246,402.73	15,305,952.79	14,246,402.73	15,305,952.79	1,038,925.61 CR
206-11301 Taxes Receivable - LEST	2,398,452.15	1,239,104.24	1,293,379.38	1,239,104.24	1,293,379.38	2,344,177.01
206-11599 Other Receivable - LEST	0.00	8,136.02	0.00	8,136.02	0.00	8,136.02
206-11701 Intergovernmental Receivable - LEST 1	1,993.96	1,633.85	1,993.96	1,633.85	1,993.96	1,633.85
<b>Total Assets</b>	<b>2,421,070.56</b>	<b>15,495,276.84</b>	<b>16,601,326.13</b>	<b>15,495,276.84</b>	<b>16,601,326.13</b>	<b>1,315,021.27</b>
<b>Liabilities</b>						
206-21101 Outstanding Warrants - LEST	161,959.46 CR	11,875,905.01	11,737,288.45	11,875,905.01	11,737,288.45	23,342.90 CR
206-21102 Accounts Payable - LEST	0.00	0.00	0.00	0.00	0.00	0.00
206-21103 Warrants Payable - LEST	0.00	0.00	0.00	0.00	0.00	0.00
206-21201 Accrued Salaries - LEST	141,838.18 CR	3,425,152.64	3,429,065.36	3,425,152.64	3,429,065.36	145,750.90 CR
206-21202 Accrued FWH FICA Medicare & SWH - LE	50,170.16 CR	1,204,720.65	1,205,552.72	1,204,720.65	1,205,552.72	51,002.23 CR
206-21203 Accrued LAGERS CERF Deferred Comp -	19,094.72 CR	460,631.15	464,325.62	460,631.15	464,325.62	22,789.19 CR
206-21221 Accrued Health Insurance - LEST	27,767.90 CR	732,166.07	739,755.89	732,166.07	739,755.89	35,357.72 CR
206-21222 Accrued Dental Insurance - LEST	1,642.59 CR	39,360.28	39,484.81	39,360.28	39,484.81	1,767.12 CR
206-21223 Accrued Vision Insurance - LEST	280.87 CR	6,890.99	6,938.19	6,890.99	6,938.19	328.07 CR
206-21224 Accrued Life Insurance - LEST	423.48 CR	11,006.97	11,085.48	11,006.97	11,085.48	501.99 CR
206-21225 Accrued Long-Term Disability - LEST	54.78 CR	1,406.04	1,431.82	1,406.04	1,431.82	80.56 CR



## GREENE COUNTY COMMISSION

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JOHN C. RUSSELL  
COMMISSIONER 2<sup>ND</sup> DISTRICT

May 18, 2020

Justin Hill  
Greene County Treasurer

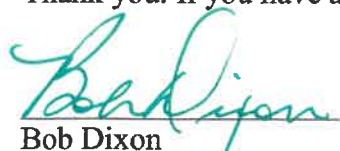
Cindy Stein  
Greene County Auditor

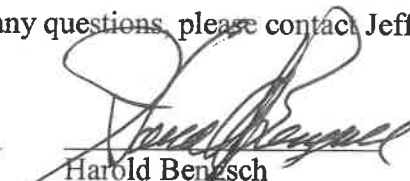
Treasurer Hill and Auditor Stein:

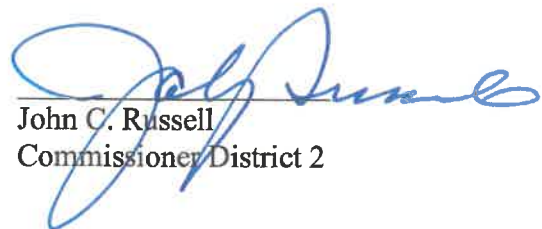
Please transfer the following amounts from General Revenue Fund 102 to General Revenue Fund 101 for expenses charged to Fund 101 through payroll that are obligations of Fund 102 to reflect activity through December 31, 2019.

DEBIT	CREDIT		
\$96,766.80		101-11165	General Revenue Warrants (Project Manager Salary & Benefits)
\$ 1,680.00		101-11165	General Revenue Warrants (Mobile expenses for Jail Advance)
	\$98,446.80	101-96-49612	Transfers To/From Other Funds
	\$98,446.80	901-11165	Gen. Rev. Warrants – Treas. Fund
	\$96,766.80	102-11165	General Revenue II Warrants
	\$ 1,680.00	102-11165	General Revenue II Warrants
\$98,446.80		102-96-49100	Transfers To/From Other Funds
\$98,446.80		901-11166	Gen. Rev. II Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2



Project Manager - Salary & Benefits Distribution 2019, Revision 1

	1/1 - 4/20	4/21 - 11/2	11/3 - 12/31	FY 2019
	18212 18214	18212 19204 18214	19242 19204 18214	
	90% Ops 10% Jail	60% Ops 30% Court 10% Jail	40% Tefft 30% Court 10% Jail	
101-42-444-51102	Salary 21,991.20 19,792.08 2,199.12	43,982.40 17,592.96 17,592.96 8,796.48	12,566.40 5,026.56 5,026.56 2,513.28	78,540.00
101-42-444-51201	FICA 1,681.73 1,513.56 168.17	3,360.85 1,344.34 1,344.34 672.17	960.16 384.06 384.06 192.04	6,002.74
101-42-444-51211	LAGERS 0.00 0.00 0.00	1,608.48 643.39 643.39 321.70	835.66 334.26 334.26 167.14	2,444.14
101-42-444-51221	Grp Ins 608.48 547.63 60.85	4,234.84 1,693.94 1,693.94 846.96	1,341.28 536.51 536.51 268.26	6,184.60
101-42-444-51301	WC (below) 813.49 732.14 81.35	1,626.98 650.79 650.79 325.40	464.85 185.94 185.94 92.97	2,905.32
101-14-521-52226	Mobile 180.00 162.00 18.00	390.00 156.00 156.00 78.00	120.00 48.00 48.00 24.00	690.00
	25,274.90 22,747.41 2,527.49	55,203.55 22,081.42 22,081.42 11,040.71	16,288.35 6,515.33 6,515.33 3,257.69	96,766.80

Total 2019 actual WC expense, 101-42-444-51301 7,543.91  
 Project Manager WC (based on 2019 budgeted rate) 5,581.37  
 Total Dept WC w/Proj Mgr 14,492.50  
 Project Manager % of total salary 38.51%  
 Proj Mgr share of actual WC expense 2,905.32

WC expense, 1/1 - 4/20 813.49  
 WC expense, 4/21 - 11/3 1,626.98  
 WC expense, 11/3 - 12/31 464.85  
 2,905.32

Assignment of 2019 S&B as of 2/28/20:

Ops Ctr	18212	44,828.83	18212.6507.671.65074	Jan-Apr	May-Oct	Nov-Dec
Jail	18214	16,825.89	18214.6507.671.65074	90%	60%	
Jud. Fence	19204	28,596.75	19204.6502.650.65007	10%	10%	20%
Tefft	19242	6,515.33	19242.6507.671.65063		30%	40%
						40%

%s of S&B Assigned by Period

**Jail Advance Team - Salary & Benefits Distribution 2018-2019**

		2018	2019
102-32-203-51102	Salary	101,587.20	244,095.20
102-32-203-51201	FICA	7,496.91	17,291.94
102-32-203-51211	LAGERS	8,559.65	21,762.15
102-32-203-51221	Grp Ins	12,556.81	35,154.18
102-32-203-51301	WC (see below)	0.00	7,081.28
102-14-521-52226	Mobile	0.00	360.00
<b>101-14-521-52226</b>	<b>Mobile</b>	<b><u>600.00</u></b>	<b><u>1,080.00</u></b>
		130,800.57	326,824.75

Total 2019 actual WC expense	22,112.22
Total 2019 dept salaries (51102)	762,218.66
Adv Team share of actual WC expense	7,081.28



## GREENE COUNTY COMMISSION

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COMMISSIONER 2<sup>ND</sup> DISTRICT

May 18, 2020

Justin Hill  
Greene County Treasurer

Cindy Stein  
Greene County Auditor

Treasurer Hill and Auditor Stein:

**Whereas**, the Greene County Commission established a specific cash reserve for the possible use of funding General Revenue operating expenses, in adherence to Greene County fiscal policy, and that this reserve currently has a balance of \$5,355,000.00; and

**Whereas**, the Greene County Commission adopted a resolution for the November 2017 approved General Revenue II Sales Tax and the exhibit to that resolution provided for certain balances in a cash operating reserve;

**Whereas**, the Greene County Commission already had a balance of \$3,400,000.00 in a cash operating reserve at the time the exhibit to that resolution was prepared;

**Whereas**, \$14,058,097.00 represents the amount of already existing cash operating reserves plus the sum of provisions in the exhibit for 2018 and 2019; and that the Greene County Commission desires to meet or exceed the amounts provided in the exhibit to tax-payers;

**Whereas**, emergency reserves for the 2020 Budget Year will be \$2,108,174.14;

**Now, therefore, it is ordered**, that \$6,600,000.00 be added to the specific cash reserve in General Revenue Fund 102 for the possible use of funding General Revenue operating expenses.

DEBIT	CREDIT		
	\$6,600,000.00	102-11165	General Revenue II Warrants
\$6,600,000.00		102-11152	Gen Rev. II Cash Operating Reserve
	\$6,600,000.00	901-11167	GR II Cash Oper. Rsv. – Trs. Fund
\$6,600,000.00		901-11166	Gen. Rev. II Warrants – Treas. Fund




## GREENE COUNTY COMMISSION

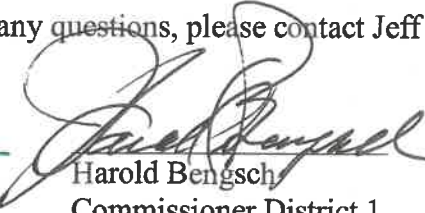
HAROLD BENGSCHE  
COMMISSIONER 1<sup>ST</sup> DISTRICT

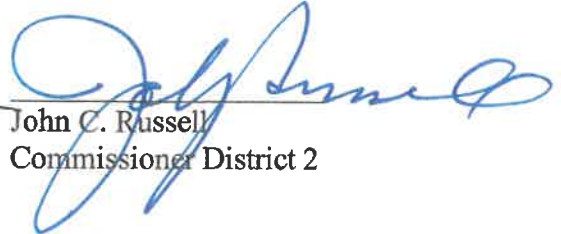
BOB DIXON  
PRESIDING COMMISSIONER

JOHN C. RUSSELL  
COMMISSIONER 2<sup>ND</sup> DISTRICT

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2



## GREENE COUNTY COMMISSION

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May 18, 2020

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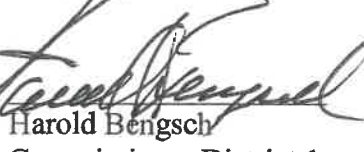
Treasurer Hill and Auditor Stein:

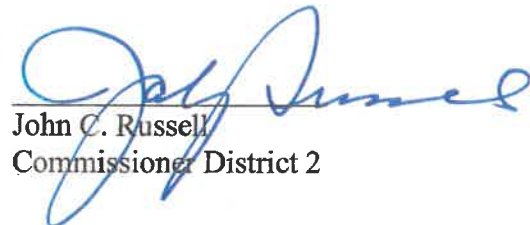
Please transfer the amount of \$300,000.00 from the General Revenue Fund 102 Warrants Account to the General Revenue Fund 102 27<sup>th</sup> Pay Period Reserve Account, effective with end of year adjustments December 31, 2019, in accordance with the GR 102 Resolution.

DEBIT	CREDIT	FROM	
	\$300,000.00	102-11165	General Revenue II Warrants
\$300,000.00		901-11166	GR II Warrants – Treas. Fund
		TO	
\$300,000.00		102-11156	27 <sup>th</sup> Pay Period Reserve
	\$300,000.00	901-11156	27 <sup>th</sup> Pay Pd. Reserve – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
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Presiding Commissioner

  
Harold Bengsch  
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May 18, 2020

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Greene County Treasurer

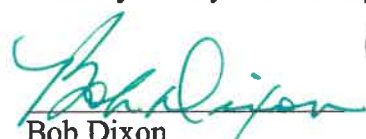
Cindy Stein  
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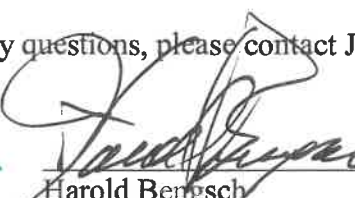
Treasurer Hill and Auditor Stein:

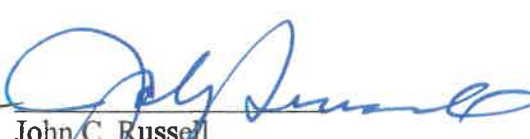
Please transfer \$35,226.19 from Sewer Fund 205 to General Revenue Fund 101. This transfer is being made to repay the outstanding loan amount from General Revenue Fund 101.

DEBIT	CREDIT	FROM	
\$35,226.19		205-21499	Due To/From Other Funds
	\$35,226.19	205-11165	Warrants – Sewer
\$35,226.19		901-11183	Sewer Dist. Warrants – Treas. Fund
		TO	
	\$35,226.19	101-21499	Due To/From Other Funds
\$35,226.19		101-11165	General Revenue Warrants
	\$35,226.19	901-11165	Gen. Rev. Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
Bob Dixon  
Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2





## GREENE COUNTY COMMISSION

HAROLD BENGSCHE  
COMMISSIONER 1<sup>ST</sup> DISTRICT

BOB DIXON  
PRESIDING COMMISSIONER

JOHN C. RUSSELL  
COMMISSIONER 2<sup>ND</sup> DISTRICT

May 18, 2020

Justin Hill  
Greene County Treasurer

Cindy Stein  
Greene County Auditor


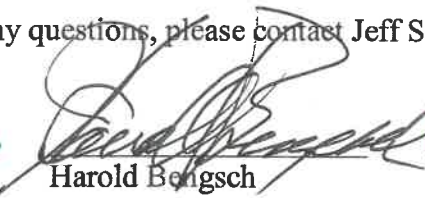
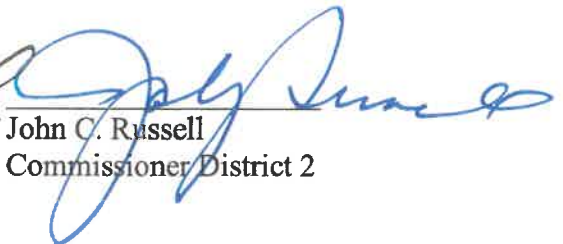
Treasurer Hill and Auditor Stein:

Please transfer the amount of \$581,700.86 from the Law Enforcement Sales Tax II Fund Equipment Reserve to the Law Enforcement Sales Tax II Fund Warrant Account (Fund 216) for 2019 capital/equipment expenditures, effective with end of year adjustments December 31, 2019.

### DEBIT CREDIT

		FROM	
	\$581,700.86	216-11152	Equipment Reserve – LEST II
\$581,700.86		901-11189	LEST II Eqpt Reserve – Treas. Fund
		TO	
\$581,700.86		216-11165	Warrants – LEST II
	\$581,700.86	901-11187	LEST II Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

		
Bob Dixon Presiding Commissioner	Harold Bengsch Commissioner District 1	John C. Russell Commissioner District 2

# LEST II Equipment Reserve Account

	Total	Jail	Sheriff	PA	Juv	Crt Sec	Pretrial
2018 Total	1,160,173.28	(1,008.37)	989,923.85	91,667.80	52,413.00	15,530.00	11,647.00
2019 Spending	(581,700.86)	(788.51)	(500,071.62)	(2,073.34)	(52,292.26)	(15,530.00)	(10,945.13)
2019 Transfer*	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019 Total	578,472.42	(1,796.88)	489,852.23	89,594.46	120.74	0.00	701.87
* Estimates Transfer usually 322,602.60. In 216							
12/31/2019 Warrants	3,981,593.00	123,111.00	3,855,482.00	0.00	0.00	0.00	3,000.00
12/31/2019 Outstanding	(423,257.30)						
Courts Jury Project Tri	(114,648.75)						
Transfer from Reserve	(43,794.81)						
Needed Balance	581,700.86						
	-						

2018 Ending Warrants	420,279.40
2018 Outstanding Warra	<u>(187,213.31)</u>
Net 2019 Beginning Bal	233,066.09

2019 Rev	7,222,719.53
2019 Exp	<u>(8,042,014.84)</u>
Net Exp	(819,295.31)
Cap covered by Reserve	<u>512,657.16</u>
	(306,638.15)
Transfer to 203	(43,794.81)
Change in rec	24,833.44
Change in pay	<u>23,489.73</u>
	(69,043.70)

2019 Ending Warrants	(423,257.30)
2019 Outstanding Warra	<u>(114,648.75)</u>
Need for cash	(537,906.05)
Covered by Equip Res	<u>512,657.16</u>
Still needed	(25,248.89)
Transfer to 203	(43,794.81)
Needed for Warrants	<u>(69,043.70)</u>
Crt Sec Equip Res	15,530.00
Needed for Warrants	<u>(53,513.70)</u>
Additional Shf Res	53,513.70
	<u>(0.00)</u>



## GREENE COUNTY COMMISSION

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May 18, 2020

Justin Hill  
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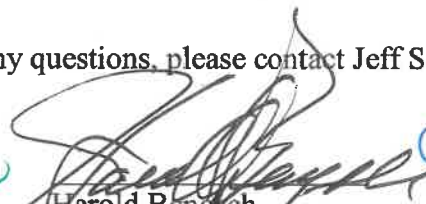
Treasurer Hill and Auditor Stein:

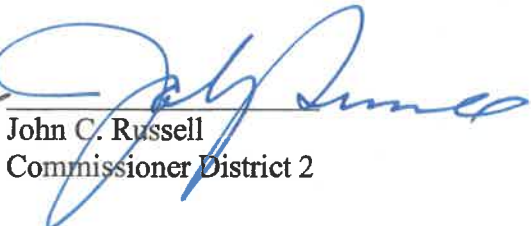
Please transfer the following amounts to reconcile Fund 301 with Bond Activity, effective with end of year adjustments December 31, 2019.

DEBIT	CREDIT	FROM	
\$1,189,660.54		101-96-49612	Other Fund Transfers (Refunding Bond excess of collected assessments)
\$ 750.00		101-96-49612	Other Fund Transfers (Escrow Fee for Refunding Bond)
	\$1,190,410.54	101-11165	General Revenue Warrants
\$1,190,410.54		901-11165	Gen. Rev. Warrants – Treas. Fund
		TO	
	\$1,190,410.54	301-96-49100	Transfers from/to Other Funds
\$1,190,410.54		301-11165	Warrants – Bond Fund
	\$1,190,410.54	901-11188	Bond Fund Warrants – Treas. Fund

Thank you. If you have any questions, please contact Jeff Scott at 1446.

  
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Presiding Commissioner

  
Harold Bengsch  
Commissioner District 1

  
John C. Russell  
Commissioner District 2