

## THE JUNE TERM HELD ON 26th DAY OF JULY 2011

The County Commission convened at 9:10 a.m., pursuant to adjournment on July 25, 2011

Present: Dan Colbert-Presiding Commissioner, Jim Mayes – Associate Commissioner District 1, Matt Bass-Associate Commissioner District 2, Rick Wilcockson-County Clerk and Kimberly Ingersoll- Chief Deputy Clerk the following proceedings were held:

Citizens were present.

**Sheriff- Mike Krigbaum:**

- Visa bill payment procedure discussion. The bills are being paid, but the credits are not being applied correctly. The Sheriff's Department will begin to provide a copy of the bill for the Treasurer and the original bill will be provided to the Clerk's Office, to help eliminate the problem of late charges and misapplied funds. It was suggested that if Peoples Bank and Trust will allow, the payment could be delivered directly to the bank instead of mailing it to the payment center.

**Treasurer-Deanna Colbert:**

- Credit card policy to be established was discussed and decided it needs to be implemented. Discussion about the importance of receipts accompanying bills that are being submitted. Proposed policy to include a time frame allowing a set number of days to produce misplaced documentation or incur personal liability.
- Contract employees need to be identified in the payroll system and W-2's need to be provided for these employees.
- Discussion on the completion of the LINC and Community Opportunities contracts and also who has control of the checkbook for LINC was also discussed. These funds from this account will be signed over to the Treasurer so a new account can be established.
- Budget discussion and accounting policies and procedures to be provided in the near future by the Auditor. Opening the budget to reflect new, unanticipated revenue was discussed. Opening the budget would require being published in the paper for notice of a hearing. The Auditor read several e-mail supporting the reasoning for the opening the budget. At this time the Commission does not anticipate opening the budget.
- Commissioner Matt Bass made the motion that the Commission will have a credit card policy in place within 30 days from July 26, 2011. The motion was seconded by Commissioner Jim Mayes. Ayes carry the motion.

**Unfinished/New Business**

- The Assessor, Collector and Recorder were present for review and discussion of the bid for a new server. Several of the office holders are able to contribute to the cost of the project from their individual office IT funds. Leasing the server equipment or purchasing the equipment will be investigated to see which option will better serve the county's needs.
- A written agreement between the Commission and the Assessor will need to be established for future mileage usage charges for the Assessor vehicle use.

**Ministerial Activities/Road and County Property Inspection**

- Review and approval of accounts payable and payroll.

Reconvened at 3:00 p.m.

Judge Burkemper discussed with the Commission the fees presently being paid by the County in regard to paternity cases. Commissioner Matt Bass made the motion for the County to satisfy any current judgments dated July 15, 2011 or before. Commissioner Jim Mayes seconded the motion. Ayes carried the motion. Commissioner Jim Mayes made the motion that from 11:59 p.m. on July 15, 2011 the County will no longer pay attorney fees pertaining to paternity cases. Commissioner Matt Bass seconded the motion. Ayes carried the motion.

The Tracker Program has been tabled at this time.

Judge Burkemper reviewed the Law Enforcement Restitution Fund statute, board members, and requirements with the Commission. The distribution of funds was discussed with the Treasurer, as she distributes those funds as requested by either the Sheriff, the Prosecuting Attorney or by the Drug Court. Judge Burkemper will contact other LERF boards to see how they operate and review any meeting requirements that may be in place. The current board

members need to be contacted to see if they wish to continue their service on the board and to review proper meeting schedules and procedures. Judge Burkemper will report back to the Commission when he has gathered the information needed to pursue further action.

Reconvene at 4:25 p.m.

- The minutes from July 25 and 26, 2011 have been reviewed. Commissioner Matt Bass made the motion to approve the minutes as presented; Presiding Commissioner Dan Colbert seconded the motion. The ayes carried the motion.

There being no other business before the County Commission at this time, the meeting thereupon was adjourned until Monday, August 1, 2011 at 9:00 a.m.

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Daniel H. Colbert  
Presiding Commissioner

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Jim Mayes  
Associate Commissioner District I

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Matt Bass  
Associate Commissioner District II