Agenda for
9-9-25 meeting

Consent Agenda:

- Approval of Minutes, September 2, 2025
- Appointment Order/Rachel Gann legal secretary $16.06 per hr./P.A.
- Appointment Order/Johnna Declue Deputy Clerk I $14.08 per hr./Collector
- Appointment Order/Stepanie Owens Mapping Tech. $16.58 per hr./Assessor
- Appointment Order/Summer Bess Jail Administrator/Sheriff's Dept.
- Disposal tag # 0881-old printer, tag #2, tag #0378, tag #0381-old chairs/Emergency Management
- Monthly Report/Treasurer
- Sales Tax Report/Treasurer

Tabled Agenda Items:

General Business:

1. **Reject Bid/Metal Roof at Weber Rd.**
2. **Permission to rebid Metal Roof/Weber Rd.**
3. **Award Door Lock System/Corsair Controls, Inc./JDC**
4. **Create new title/Mapping Technician Grade 4/Transfer Stefanie Owens to new position effective 9/8/25 at $16.58 per hr./Assessor**
5. **Move Michelle Morgan to a Grade 4 Deputy Clerk 3 at $16.83 per hr. effective 9/6/25/Collector**
6. **Move Jennifer Friedlander to a Grade 3 Deputy Clerk 2 at $16.42 per hr. effective 9/6/25/Collector**
7. **Permission to apply for Grant/Mo Dept. of health & senior services, Violent Death & overdose surveillance/Coroner**
8. **Add Civilian Supervisor CPL position/Detention Staff $24.10 per hr./Sheriff**
9. **Approve Architectural contract and services for US Bank building modifications**

Consent agenda

Approval of Minutes for regular meeting of Sept. 2, 2025.
Appointment orders: Rachel Gann—Legal Sec. @ 16.06/hour—P.A.
Johnna Declue—Deputy Clerk I @ $14.08/hour—Collector—eff. 9-22-25
Stepanie Owens—Mapping Tech. @ $16.58/hour Assessor
Summer Bess—Jail Admin.—Sheriff's Dept. @ $31.60/hour
Disposals #0881, #2, #0378, and #0381—Emergeny Management
Monthly reports: Treasurer & Sales tax reports Treasurer

No tabled agenda items

This consent agenda was posted at sfcgov.org/commission along with the regular agenda 24 business hours ago.

Reject bid—Metal roof

- WRF

Permission to rebid metal roof

- WRF

Award Door Lock System

- Corsair Controls
- JDC
- Erica Jones

Create new title

Mapping Technician grade 4

Transfer Stefanie Owens to this new position
effective Sept. 8 at $16.58/hour

Assessor

Is there a job description for this new position?
Is this the GIS job?

Valid reasons to CHANGE pay

1. If a new job description shows more work is done by this person.
2. When we award COLA (Cost of Living Allowance) pay.
3. If there is a market-based pay adjustment through CBIZ.

These are the only ways we can (or will) consider adjusting a pay grade.
The elected official must work with HR to upgrade the job description and then present it to the Commission when that official believes a pay grade adjustment is justified.

We will use this information in making our decision.

Move pay grade

- Michelle Morgan
- To Grade 4 Deputy Clerk 3 @ $16.83/hour effective 9/6/25

- Collector

Move pay grade

- Jennifer Friedlander to Grade 3 Deputy Clerk 2 @ $16.42/hour
- Effective 9-6-2025
- Collector

Permission to apply for grant

Violent Death & Overdose Surveillance

$9,800.00 max non-matching

From Mo. Dept. of Health & Senior Services.

Coroner

Add **Civilian** Supervisor CPL position

Detention Staff

@ $24.10/hour

Sheriff

Approve Architectural Services contract

For design of modification work on the US Bank building.

Contract total is for $2,680.

Half ($1,340) is due at start of work.

Mark Jarvis Jarvis Architects, Inc. Farmington, Mo.

Sales tax report

Sales taxes collected 2025 YTD	$ 10,599,774.10
Sales taxes collected 2024 YTD	10,547,184.29
Increase in taxes collected YTD	$52,589.81

For an INCREASE of 0.50%

Prop P (use tax) report

Prop P taxes received in 2025 YTD $2,062,104.47

Prop P taxes received in 2024 YTD 1,897,549.83

Increase in PROP P tax received YTD $164,554.64

For an INCREASE of 8.67%

Other business that may arise

- Correspondence
- Public Comments
- Departmental Reports

Sheriff’s report

R&B report