

**ST. FRANCOIS COUNTY COMMISSION  
MINUTES**

**Tuesday, March 5, 2019**

**CALL TO ORDER:**

The County Commission met in regular session. Those being present were, Presiding Commissioner, Harold Gallaher and Commissioner First District, Gay Wilkinson. Commissioner Second District, Patrick Mullins was absent. Also, present was County Clerk, Kevin Engler and Deputy Clerk, Amanda Henderson from the County Clerk's office

Others present include, Dan Duncan, Jay Graf, Louie Seiberlich, Kerry Glore, Sandy Gallaher, Gary Matheny, Sheriff Dan Bullock, Deputy Kristen Tate, Kim Shrum, Clay Copland, John Gross, Buck Copland, Betty Medley, Mark Marberry, Rick Myers, David Jirik, Jim Howard, Charles Gamble, Vonne Karraker, Jesse Rupp, Ben Bradley, Dorothy Donze, Ronald Hagan

Commission opened with Pledge of Allegiance and Invocation.

**AGENDA:**

Posted agenda attached to minutes.  
(Document also found in Open Meeting Agenda folder.)

**CONSENT AGENDA:**

A motion was made by Commissioner Wilkinson to approve the Consent Agenda. Commissioner Gallaher and Commissioner Wilkinson voted in favor of the motion.

Agenda Items:

1. Meeting Minutes for February 5, 2019 & February 26, 2019
2. Assessor's Certificate of Training
3. Presiding Commission & Associate Commissioner Certificate of Training
4. Treasurer's Monthly Report

**TABLED AGENDA ITEMS:**

1. Bid Approval – IT Department: Computers for Sherriff's Department. One bid received from Office Max.

**TABLED AGENDA ITEMS (February 26, 2019)**

**ELECTION WORKERS, POLLING PLACE SUPERVISORS, AND ELECTION SUPERVISORS PAY INCREASE – COUNTY CLERK**

County Clerk, Kevin Engler requested the Commission to increase the rate of pay for St. Francois County Election Workers, Polling Place Supervisors, Election Supervisors, and Precinct Rent as follows: Election Workers: \$10.00 per hour, Polling Place Supervisors: \$12.00 per hour, Election Supervisors: \$15.00 per hour, and Precinct Rent: \$100.00 per election. Commissioner Wilkinson made a motion to move on the County Clerks recommended pay increases for Election Workers, Supervisors, and Precinct Rent. Commissioner Gallaher seconded the motion. All were in favor and motion passed.

**ROAD AND BRIDGE EQUIPMENT PURCHASE – SKID STEER ON STATE BID**

Highway Administrator, Clay Copeland addressed the Commission about the purchase of a new Skid Steer on State Bid. Mr. Copeland confirmed that the purchase had already been allocated in their budget. Commissioner Wilkinson made a motion to move on the recommendation of the Highway Department Administrator and accept the bid for a new Kubota Skid Steer Loader. Commissioner Gallaher seconded the motion. All were in favor and the motion passed.

**GENERAL BUSINESS:**

**APPOINTMENT EMERGENCY MANAGEMENT DIRECTOR**

Presiding Commissioner, Harold Gallaher endorsed Dan Duncan as his choice for St. Francois County's new Emergency Management Director. The responsibilities accompanying this appointment will be in addition to his current role as St. Francois County's IT Manager. This is a grant funded position resulting in a cost saving for the county of \$1,400 per year. Commissioner Wilkinson made a motion to appoint Dan Duncan as the new Emergency Management Director. Commissioner Gallaher seconded the motion. All were in favor and the motion passed.

**CHANGE OF JOB DESCRIPTION & PAY INCREASE FOR BRIAN BRILEY**

Presiding Commissioner, Harold Gallaher made a motion for an updated job description and pay increase for Brian Briley due to his increased work load and additional responsibilities regarding emergency preparedness, building planning, and building inspections. Commissioner Wilkinson seconded the motion. All were in favor and the motion passed.

**BID APPROVAL – ROAD & BRIDGE, BOX CULVERTS**

Bids were opened on February 26, 2019 for 72 LF 4'X3' Box Culverts. There were three bids received. Two different proposals from McCann Concrete and one from Fred Webber RCP. Highway Administrator, Clay Copeland recommended McCann Concrete due to their competitive bid options. Commissioner Wilkinson made a motion to move on the recommendation of the Highway Department Administrator and accept the bid from McCann Concrete. Commissioner Gallaher seconded the motion. All were in favor and the motion passed.

**BID APPROVAL – ELEVATOR UPGRADE @ COURTHOUSE**

Bids were opened on February 26, 2019 for Elevator Upgrade Services at the County Courthouse. Three bids were received from Advanced Elevator, Allrise Elevator, and Thyssenkrupp. Commissioner Gallaher explained how planning and completion of the project will require several months. The elevator will be out of service for approximately 3-4 weeks in order to properly complete the renovation. Commissioner Wilkinson made a motion to accept the bid from Advanced Elevator at the price of \$79,191.00. Commissioner Gallaher seconded the motion. All were in favor and motion passed.

**BID APPROVAL – IT DEPT., AUDIO VIDEO EQUIPMENT COMMISSION ROOM**

Bids were opened on February 26, 2019 for Audio/Video Equipment for the Commission Meeting Room located in the County Annex Building. One bid was received from BH Protech. IT Manager, Dan Duncan recommended the bid be accepted. Commissioner Wilkinson made a motion accept the bid. All were in favor and the motion passed.



**HIRING NEW EMPLOYEE, TREASURER'S OFFICE**

County Treasurer, Kerry Glore requested approval to hire Sherri Duncan to the position of Deputy Clerk III, at a rate of pay starting at \$12.50 per hour. She has experience in accounting and technology and Mrs. Glore believes she will be a valuable addition to her team and the county.

**NOTIFICATION:**

**LANDFILL CLOSURE COSTS**

Presiding Commissioner, Harold Gallaher explained why the county is obligated to pay the Landfill closure costs and provided the following information:

- Originally estimated at \$333,058 in a contract signed by the County Commission on December 4, 1997.
- The TRANSFER STATION has paid these fees to date but can no longer continue due to lack of funding.
- The County is obligated by this contract to assure payment. The current annual costs are ESTIMATED at \$30,000 to \$35,000.
- The contract was for a 30 year period ending in late 2027. We must now pay for the closure costs until certification is achieved.

**NEXT MEETING:**

The next meeting of the county commission will be held on Tuesday, March 12, 2019 at 10:00 a.m.

**CORRESPONDENCE:**

1. Mo State Auditor Receipt of proof of publication 2018-year end Financial Statement for St. Francois County.
2. Certification of Collector's Bond from the Director of Revenue.

**PUBLIC COMMENTS:**

**Gary Matheny** had a question regarding overtime pay for poll workers.

**Gary Matheny** commented on the funding of the newly appointed Emergency Management Director. Mr. Matheny asked the Commission if this appointment would save the county money.

**Mrs. Vonne Karraker** spoke regarding the county's appointment of an Emergency Management Director. Mrs. Karraker ask the Commission how this position would be funded if/when the grant ran out?

**Dorothy Donze and Ronald Hagen** addressed the Commission and the Road and Bridge regarding road conditions on Mitchell Road.

**DEPARTMENT REPORTS:**


**COUNTY WEBSITE AND VOTER REGISTRATION LIST MAINTENCE PROGRAM.**

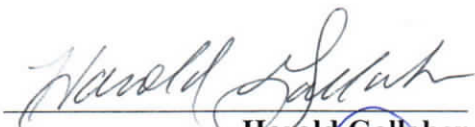
County Clerk, Kevin Engler provided an update on the renovation of our county website and provided details of how the Elections Team is diligently working to keep St. Francois County's Voter Registration current and accurate.

**ADJOURNMENT:**

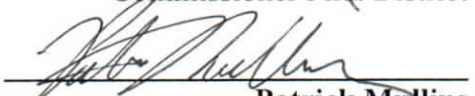
With there being no further business the County Commissioner Wilkinson made a motion to adjourn the meeting. Presiding Commissioner Gallaher seconded. All were in favor and the meeting adjourned.

**ATTEST:**

  
**Amanda Henderson**  
Deputy Clerk  
St. Francois County, Missouri

  
**Harold Gallaher**  
Presiding Commissioner

  
**Gay Wilkinson**  
Commissioner First District

  
**Patrick Mullins**  
Commissioner Second District