

**ST. FRANCOIS COUNTY COMMISSION
MINUTES
AUGUST 27, 2019
TUESDAY**

CALL TO ORDER:

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

Others present: Mark Marberry, Louie Seiberlich, Betty Medley, Kerry Glore, Dan Duncan, Pamela Williams, Jay Graf, Sandy Gallaher, Buck Copeland, Clay Copeland, John Gross, David Jirik, Amber Menjoulet, Jesse Rupp, Dan Ward, Gary Matheny, Cindy Johnson, Charles Gamble, Pam Watkins, Doctor Joe Gilgour from MAC, Kristen Tate, Amanda Henderson, and Sheriff Dan.

Commission opened with Pledge of Allegiance and Invocation.

AGENDA:

Posted agenda attached to minutes.

CONSENT AGENDA:

A motion was made by Commissioner Mullins to amend the regular agenda to add the bid opening for Martin Road overlay. Commissioner Wilkinson seconded the motion. All were in favor and the agenda was amended.

A motion was made by Commissioner Mullins to approve the Consent Agenda, seconded by Commissioner Wilkinson. All commissioners voted in favor of the motion.

Agenda Items:

1. Approval of Minutes, August 20, 2019
2. Appointment Order-Judy Arnold/P.A., Legal Secretary

GENERAL BUSINESS:

APPROVE TAX LEVY RATES

County Clerk, Kevin Engler, discussed the tax levy rates. The current rates will be set as follows:

GENERAL REVENUE	0.0527
ROAD & BRIDGE	0.2439
SENIOR SERVICES	0.0482

Commissioner Wilkinson made a motion to set the tax levy with rates listed above. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

BID OPENING
CRANE SERVICES

Bids were opened for crane services for the Buck Mountain Road Bridge project. There were no bids received for crane services. Commissioner Wilkinson made a motion to let Road & Bridge obtain quotes for crane services. Commissioner Mullins seconded. All were in favor and the motion passed.

BID OPENING
STEEL REINFORCEMENT

Bids were opened for reinforcement steel for the Buck Mountain Road Bridge project. There was one bid received from Nu Way Concrete Forms. After reviewing bid, it was the recommendation of Highway Superintendent, Clay Copeland to accept the bid from Nu Way Concrete Forms. Commissioner Wilkinson made a motion to accept the bid for steel for bridge project. Commissioner Mullins seconded. All were in favor and the motion passed.

AWARD BID
OVERLAY
OLD FREDERICKTOWN

Bids were opened in March for the overlay of Old Fredericktown Road. There is approximately 1.1 mile of road that needs to be overlaid. It is the recommendation of Highway Superintendent that Lead belt Material be awarded the bid. Commissioner Mullins made a motion to award the bid to Lead belt Material. Commissioner Wilkinson seconded the motion. All were in favor and the motion passed.

BID OPENING ROAD
OVERLAY MARTIN ROAD

Bids were opened for Martin Road overlay. There is 2.6 miles of Martin Road that will be overlaid. Two bids were received, Lead belt Materials & Vern Bauman. Bids were taken under advisement.

STEP INCREASE, JOB
CHANGE, PAY INCREASE
FOR STAFF

Recorder of Deeds, Jay Graf, went before the Commission requesting a step increase, job change, pay increase for three of his employees. Mr. Graf is requesting that Becky Coleman be moved from Clerk I to Clerk II with a \$1.00 an hour raise. Mr. Graf is also requesting that Angela Cowley have a job title change from Clerk III to Administrative Assistant I with a pay increase of \$2.25 per hour. Mr. Graf's final request was to move Kim Schrum from Chief Deputy II to Administrative II with a pay increase of \$2.25 per hour. Commissioner Wilkinson made a motion to take this request under advisement. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

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**STEP INCREASE, JOB
CHANGE, PAY INCREASE
FOR STAFF**

County Clerk, Kevin Engler, went before the Commission requesting a step increase, job change, pay increase for three of his employees. Mr. Engler explained the added responsibilities of three of his office staff. He is requesting that Linda Balentine, Rhonda Marler, and Teresa Summerfield be moved from Administrative Assistant I to Administrative Assistant II with an increase of \$2.25 per hour. Current job descriptions for this request have been completed. Commissioner Wilkinson made a motion to take this request under advisement. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

**PROSECUTING ATTORNEY
BUDGET**

SFC Prosecuting Attorney, Melissa Gilliam was to speak to the Commission concerning her budget. Mrs. Gilliam was unable to attend the Commission meeting due to illness so County Clerk, Kevin Engler, spoke on Mrs. Gilliam's behalf. Mrs. Gilliam provided Mr. Engler with some information she was planning to share regarding the number of felony cases and misdemeanors SFC P.A. have filed with 5 attorneys compared to how many cases Jefferson County have filed with 15 attorneys. Traffic tickets violations for the P.A.'s office have doubled since FFC (Fund Collection Center) closed and tickets can no longer be paid online. Mrs. Gilliam intends to address the Commission in the near future over budget concerns.

**TAX SALE INVALIDATION
COLLECTOR**

A mapping error was made in 1981 regarding a parcel of property that was sold for back taxes. The error was found when a title search was done. Collector, Pamela Williams, explained taxes and interest can be refunded but certain fees like title search can not be refunded. Commissioner Mullins made a motion to invalidate property. Commissioner Wilkinson seconded the motion. All were in favor and the motion passed.

**DEED FOR ABANDONED
ROAD**

Mr. James A. Miller Jr. came before the Commission requesting a deed for a section of an abandoned road that adjoins his property. The Commission explained the process on how to proceed with this request. Mr. Miller will come before the Commission on the first day of the new term on October 7, 2019 and make the request again. The request has to run for one full term so a decision will be made on January 6, 2020.

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CDBG MAC & SFC
RESOLUTIONS

St. Francois County has entered into agreement with Mineral Area College for a Community Development Block Grant. St. Francois County Auditor's office will act as a pass through between SFC and MAC. Commissioner Wilkinson made a motion to accept the Fair Housing Resolution. Commissioner Mullins seconded the motion. All were in favor and the motion passed. Commissioner Wilkinson made a motion to accept the Excessive Force Prohibition Resolution. Commissioner Mullins seconded the motion. All were in favor and the motion passed. Commissioner Wilkinson made a motion to accept the Intent to Seek Funding Resolution. Commissioner Mullins seconded the motion. All were in favor and the motion passed. Pam Watkins from Mineral Area College was present to get Commission and County Clerk signatures and have signatures notarized.

STEP INCREASE, JOB
CHANGE, PAY INCREASE
FOR STAFF

Assessor, Dan Ward, went before the Commission requesting a step increase, job change, pay increase for four of his employees. He is requesting that Brandon Hale's job title be changed and a pay increase from \$13.50 to \$16.00 effective immediately. Commissioner Wilkinson made a motion to accept this recommendation. Commissioner Mullins seconded the motion. All were in favor and the motion passed. Mr. Ward also requested that Vicki Keller, Danielle Peniston, and Lisa Swoboda also have title changes and pay increases. Commissioner Wilkinson made a motion to take this request under advisement. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

PART TIME PERSONAL
PROPERTY CLERK

Assessor, Dan Ward, discussed with the Commission hiring a part time Personal Property Clerk. Mr. Ward explained the person he is wanting to hire has worked previously for the office and is familiar with procedures. This position will take effect in 2020.

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NEXT MEETING:

The next meeting of the County Commission will be held on Tuesday, September 3, 2019 at 10:00 a.m.

CORRESPONDENCE:

None.

PUBLIC COMMENTS:

None.

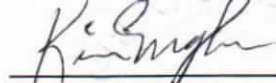
DEPARTMENT REPORTS:

With the discussion regarding raises for the employees and the Commission taking the request under advisement, County Auditor, Louie Seiberlich, reminded the Commission that over two years ago the Commission requested each office have job descriptions of positions within the office. Currently only three offices have conformed with request and submitted job descriptions to the County Clerk's office.

ADJOURNMENT:

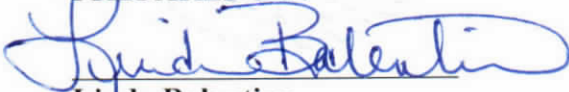
With there being no further business the County Commissioner Wilkinson made a motion to adjourn the meeting. Commissioner Mullins seconded. All were in favor and the meeting adjourned.

ATTEST:



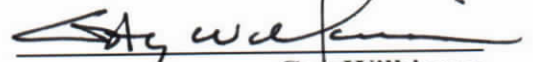
Kevin Engler
County Clerk
St. Francois County, Missouri

PREPARED BY:




Linda Balentine
Deputy Clerk
St. Francois County, Missouri

Harold Gallaher
Presiding Commissioner



Gay Wilkinson
Commissioner First District



Patrick Mullins
Commissioner Second District