

**ST. FRANCOIS COUNTY COMMISSION
MINUTES
OCTOBER 22, 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, Chief Deputy H/R, Corey Schrum, and Deputy Clerk, Linda Balentine from the County Clerk's office

Others present: Mark Marberry, Louie Seiberlich, Betty Medley, Clay Copeland, Buck Copeland, Dan Duncan, Mike Wisdom, Jesse Rupp, Alan Kim Rawson, Dana Jenkins, Gary Matheny, Jim Coplin, Barb King, Mindy Wooldridge, Amber Menjoulet, David Jirik, Dan Ward, Sandy Gallaher, Sheriff Dan Bullock, and Deputy Kristen Tate.

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 Mullins to approve the Consent Agenda, seconded by Commissioner Wilkinson. All commissioners voted in favor of the motion.
Consent Agenda Items:

1. Approval of Minutes, October 7, 2019
2. Monthly Report-Collector
3. Monthly Report-Auditor
4. Monthly Report-Public Administrator
5. County Employees' Retirement Fund (CERF) Annual Contribution
6. Destruction of old records-Collector's Office
7. Appointment Order/Assistant Prosecuting Attorney, Mac Callanan
8. Hire Deputy Clerk 1/Assessor, Heather DeClue

TABLED AGENDA ITEMS:

**SALARY SCHEDULE/JOB
TITLE CHANGES**

Human Resource Director, Corey Schrum, addressed the Commission on October 7, 2019 regarding increasing the beginning wages and the pay adjustment for current employees. The Auditor ask the Commission to table the request until further review. Ms. Schrum met with the Commissioners and the Auditor since October 7.

SALARY SCHEDULE CON'T.

Ms. Schrum presented the Commission with figures on increasing the starting wages to \$12.00 per hour. Commissioner Mullins made a motion to raise the starting wages to \$12.00 per hour to be more competitive in our area. Commissioner Wilkinson seconded the motion. All were in favor and the motion passed. Ms. Schrum proceeded to request that the pay increase for current employees be adjusted this year from receiving a \$.25 per hour raise to a \$.50 per hour raise to offset the beginning wage increase for new employees. Commissioner Wilkinson made a motion to adjust the current employees raise to \$.50 beginning January 1, 2020. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

GENERAL BUSINESS:

2020 HOLIDAY SCHEDULE

The 2020 Holiday Schedule was presented to the Commission by County Clerk, Kevin Engler. Commissioner Mullins made a motion to accept the Holiday Schedule. Commissioner Wilkinson seconded the motion. All were in favor and the motion passed.

**BID OPENING 24TH FAMILY
TREATMENT COURT/
BID OUTPATIENT**

24th Judicial Family Treatment Court requested to bid outpatient services for substance abuse treatment. There were two bids received; Presbyterian Children's Homes & Services, and Great Mines Health Center. The bids will be taken under advisement until further review.

**REQUEST TO BID
4 COMMERCIAL GARAGE
DOORS/ RD & BRIDGE**

Highway Supervisor, Clay Copeland, requested to bid Four (4) Commercial, insulated, automatic garage doors for the Road & Bridge Department. Mr. Copeland spoke regarding when Road & Bridge moved to the new facility there were certain renovations that would need to be done in the future. Road & Bridge has money in the budget to cover the cost of renovations. This project will make the flow of traffic into the barn much easier and quicker for the road & bridge crews. Commissioner Wilkinson made a motion to bid four (4) Commercial Garage Doors for Road & Bridge. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

**HIRING TWO (2) SEASONAL
EMPLOYEES/COLLECTOR**

Collector, Pam Williams, requested to hire two (2) seasonal employees. Ms. Williams explained that during tax season additional staff is needed. No benefits will be paid to these employees. Commissioner Mullins made a motion to hire two seasonal employees in the Collector's office during tax season. Commissioner Wilkinson seconded the motion. All were in favor and the motion passed.

**HUMAN RESOURCE
DIRECTOR SALARY**

County Clerk, Kevin Engler, addressed the Commission regarding the salary of the Human Resource Director. Mr. Engler explained he was approached by the Commission to consider when filling the role of Chief Deputy in his office that he would also look at making the position a Human Resource/Chief Deputy position. Ms. Schrum came to the County Clerk's office with HR experience and dual Bachelor's degrees. County Clerk, Kevin Engler, is requesting that Ms. Schrum's rate of pay starting January 1, 2020 be \$24.00 per hour. Commissioner Wilkinson made a motion to set the pay for Ms. Schrum at \$24.00 per hour beginning January 1, 2020. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

**FINAL ASSESSED
VALUATIONS**

County Clerk, Kevin Engler, presented the Commission with the Final 2019 Assessed Valuations for the County. A comparison was done from the final assessed valuation of 2018 showing an overall increase of 6.77%.

E-PAY TAXES/COLLECTOR

Collector, Pam Williams, requested extending a contract for the E-pay system. Ms. Williams explained how there are two different vendors, but that both are needed because of various duties of each. Commissioner Wilkinson made a motion to use both vendors for the E-pay system. Commissioner Mullins seconded the motion. All were in favor and the motion passed.

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NEXT MEETING:

The next meeting of the county commission will be held on Tuesday, October 29, 2019 at 10:00a.m.

CORRESPONDENCE:

None.

PUBLIC COMMENTS:

None.


DEPARTMENT REPORTS:

- There will be no Commission Meeting on Tuesday, November 19, 2019 the Commission will be at the annual Missouri Association of Counties Meeting.
- Salary Commission Meeting following the regular Commission meeting this morning.

ADJOURNMENT:

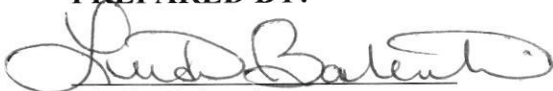
With there being no further business the County Commissioner Wilkinson made a motion to adjourn the meeting. Commissioner Mullins seconded. All were in favor and the meeting adjourned.

ATTEST:

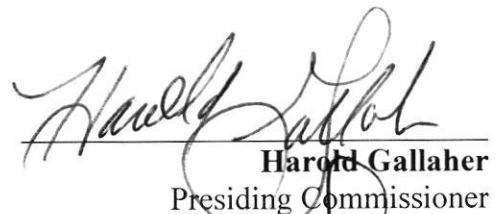


Kevin Engler
County Clerk
St. Francois County, Missouri

PREPARED BY:



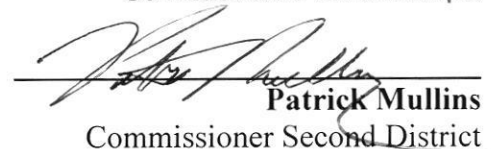
Linda Balentine
Deputy Clerk
St. Francois County, Missouri



Harold Gallaher
Presiding Commissioner



Gay Wilkinson
Commissioner First District



Patrick Mullins
Commissioner Second District