

# Cape Girardeau County Commission Minutes

## CAPE GIRARDEAU COUNTY COMMISSION, MINUTES OF MONDAY, FEBRUARY 1, 2010, FIRST DAY OF FEBRUARY TERM

Commission met pursuant to adjournment. Present were Presiding Commissioner Gerald Jones; First District Commissioner Paul Koeper; Second District Commissioner Jay Purcell; Robb McClary, Assistant to Commission and Deputy Clerk of the Commission Donna Oldham.

### **Prior Minutes**

Presiding Commissioner Gerald Jones asked if there were any corrections to the minutes of the previous meeting. There being none, the minutes were approved as presented.

### **Polk City Directories**

Received Purchase Agreement from Polk City Directories on (4) books in the amount of \$310.00 each. A motion was made by Commissioner Koeper and seconded by Commissioner Purcell to approve purchase of (4) Polk City Directories, with one to be distributed to each of the following buildings: Administrative Building, Jackson Courthouse, Common Pleas Courthouse and Common Pleas Annex. Motion passed unanimously (Jones-Aye, Koeper-Aye, Purcell-Aye). Correspondence filed.

### **Indigent Burial Approved**

Request was received from Ford & Sons Funeral Home for the Indigent Burial of Herbert Stanley Alter. A motion was made by Commissioner Koeper and seconded by Commissioner Purcell to approve Indigent Burial for Mr. Alter, contingent upon receiving letter from the Division of Family Services. Motion passed unanimously (Jones-Aye, Koeper-Aye, Purcell-Aye). Letter was later received, therefore the payment of \$600 would be authorized to Ford & Sons Funeral Home for this indigent burial. Correspondence filed.

### **Land Tax Sale Oversurplus**

Purchase order approved to Stacy Ann Reynolds in the amount of \$2,435.14 for 2009 land tax sale oversurplus. Copy filed.

### **Sheriff's Recap and Monthly Status Report**

Sheriff's Recap and Monthly Status Report for December 2009. Filed.

### **Payroll Change Form - Stan Murray**

Payroll Change Form on Stan Murray, Asst. Contract Administrator. Changing to salary to make computer payroll split for each department. No actual pay adjustment at this time. (40% Assessor - \$770.66 and 60% Roads - \$1,456.00), effective January 1, 2010. Filed.

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## **Payroll Change Form - Gregory Gholson**

Payroll Change Form on Gregory Gholson, Part Time Seasonal, Termination, effective 1/1/10. Filed.

## **Purchase Orders Approved**

A motion was made by Commissioner Koeper and seconded by Commissioner Purcell to approve purchase orders, as presented by the County Auditor's Office. Motion passed unanimously (Jones-Aye, Koeper-Aye, Purcell-Aye).

## **Mental Health Board Appointments**

Letters to recently reappointed members of the Mental Health Board, clarifying the terms of the members as follow: Terms expiring 12/31/2011 are Val Tuschoff and Mary Robertson. Terms expiring 12/31/2012 are Tim Rademaker, Bonnie Chaudoir, Don Pugh and Patricia Book. Copies filed.

## **Temporary Use of Repeater Radio System**

Letter to the City of Cape Girardeau Fire Department notifying that Cape Girardeau County is willing to grant to them the temporary use of the County Administration Repeater Radio System for temporary fire department dispatching and operational use. The granting of permission to use this radio system of Cape Girardeau County's is limited to the calendar year of 2010. Letter filed.

## **Homelessness Grant Payments**

Purchase orders approved for Homelessness Prevention Grant as follows: Community Caring Council - advancement for HPRP grant to pay vendors in the amount of \$15,000 and Southeast Missouri Regional Planning for administration costs of grant for Nov-Dec, 2009 in the amount of \$467.27. Copies filed.

## **Community Trade Adjustment Assistance Program**

Letter received from the United States Department of Commerce notifying that the Economic Development Administration has determined that Cape Girardeau County is eligible to apply for grant assistance under EDA's new Community Trade Adjustment Assistance Program. Letter filed.

## **Press Release From County Commissioners Association of Missouri**

Press Release from the County Commissioners Association of Missouri notifying that the County Commissioners are meeting at the State Capitol on February 4th citing that the "Restore the Partnership" campaign with the State of Missouri appears to be a one-sided affair promoted by the counties. Copy filed.

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## Letter from Cape Special Road District Regarding Speed Limits

Letter from Cape Special Road District regarding speed limits on the roads within Cape Special Road District. Letter addresses an enforceable speed limit for Bloomfield Road and consideration of speed limits on all roads in Cape Girardeau County. Copy filed.

## Snow Removal

Scott Bechtold, Highway Administrator, appeared before the County Commission to give a report on the snow removal from the recent storm. Mr. Bechtold said that the snow removal cost approximately \$8,600 plus compensatory time earned by salaried employees.

## Salary Discussions

Morley Swingle, Prosecuting Attorney; David Ludwig, County Auditor; and Virgie Koepfel; Deputy County Auditor, appeared before the County Commission, at which time various issues were discussed as follows: 1) Salary Committee Report, dated September 28, 2009, 2) Clarification of salary adjustments in the 2010 budget, 3) Future Salary Increase Procedures and 4) Salaries posted on the county website. After discussions, a motion was made by Commissioner Koeper that he sit on the salary committee and that the committee develop a protocol for an evaluation process that may include items such as longevity, work ethics, competition in the open market, continuing education credits and other requirements set forth by each department. The protocol would be submitted back to the county commission for approval. The motion is also to clarify the 2010 budget regarding salary adjustments that were effective January 1, 2010 and that there is no need for monetary adjustments to the 2010 budget. Further, all county employees salaries are to be posted on the county's website and that the salary committee report is now accepted into the minutes of this meeting as a pass through. Finally, the motion includes that salary schedules shall be included in future budgets. Commissioner Purcell seconded the motion but stated for the record that he is not voting for the salary increases that are outlined in the salary committee report. Presiding Commissioner Jones stated that these procedures should be included in the Employee Handbook. The motion passed unanimously (Jones-Aye, Koeper-Aye, Purcell-Aye). David Ludwig, County Auditor, presented, in writing, the salary increase procedures/protocol, for review by the Commission. Copy filed. Memo, titled "Proposed Salary Changes", dated September 28, 2009, filed.

## Adjourn

Presiding Commissioner Gerald Jones asked if there was any further business to come before the Commission. There being none, the County Commission adjourned.

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## Signatures

Gerald W. Jones, Presiding Commissioner

Paul E. Koeper, First District Commissioner

Jay C. Purcell, Second District Commissioner

Attest:

Robb McClary, Asst. to County Commission

Donna Oldham, Deputy Clerk of the Commission