

Agenda for Jan. 13 meeting

Consent Agenda:

- Approval of Minutes, January 5, 2026
- Approval of Special Meeting Minutes, January 6, 2026
- Disposal fax machine tag #0987, HP Laptop tag #0878, & HP Laptop tag #0843/IT
- Disposal SDC Power Supply tag #227, Cintas fire alarm panel tag #1126, Chairs tag #1137 & tag #1138/JDC
- Transfer Alera Desk Riser tag #133 from County Clerk to Assessor
- Monthly Report/Semi Annual/Annual Report/Treasurer
- Sales Tax Report/Treasurer
- Monthly Report/Recorder of Deeds

Tabled Agenda Items:

- Approve Ordinance 12-806 a development agreement by and between the St. Francois County, City of Farmington & Simoncre QOL III LLC

General Business:

1. **Permission to fill vacant position in Assessor's office/Assessor**
2. **Approve Uniform bid/Clean Uniform/Various Offices**
3. **Real Estate Taxes 2020-2025 turned over to Trustee/Collector**
4. **Request to bid out Annual Bid supplies for County Offices/County Clerk**
5. **Request to use allocated ARPA funds Owl Creek Park/Tractor attachment**
6. **Request to fill Supervisory position/Rd & Bridge**
7. **Remittance of operational cost for 24th Judicial Circuit/Circuit Judges \$22,794.84**
8. **Remittance of operational cost for 24th Judicial Circuit/Circuit Marshall \$31,252.61**
9. **Remittance of operational cost for 24th Judicial Circuit/Circuit Ct. Reporter \$6,937.56**
10. **Request to hire part time IT Director/Christopher Owens**
11. **Request to bid/replacing sink/toilet security fixtures/JDC**
12. **Approval to reinstate and fill County Detention Aide position/JDC**
13. **Approval of SFC JDC Food Service Procurement Plan/JDC**
14. **Approval of Generator Service Contract with Southeast Services/JDC**
15. **Request to bid for Election Supplies for General Municipal Election/County Clerk**

Consent agenda

Approval of Minutes for regular first term meeting of Jan. 6, 2026

Approval of minutes of SPECIAL meeting of January 7, 2026

Disposal of old items #0987, # 0878, #0843 IT Dept.

Monthly report—semi annual report—annual report Treasurer

Sales tax report—Treasurer

Recorder of Deeds Monthly report

Transfer Alera desk riser #133 from County Clerk to Assessor

Disposal SDC power supply #227, Cintas panel #1126, chairs #1137 & 1138--JDC

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

1 tabled agenda item

Tabled agenda item

- Review of agreement with City of Farmington regarding FARMINGTON CROSSING development.
- Our attorney is not yet ready with his rework. We will continue with this being under ADVISEMENT.

Permission to fill vacant position

- Assessor's office

Is this in your budget?

Approve uniform bid

- Various offices

Real Estate taxes 2020-2025

- Turn over to trustee—remove from tax tolls.
- Collector

These are properties that did not sell in the 3rd tax sale. The total is \$2,555.43

Request to bid

- Annual supplies
- County clerk

TO: ALL COUNTY OFFICEHOLDERS
RE: ANNUAL BID

According to §50.760, the Commissioners are requesting a list of all known supplies, including printing, that your office will be purchasing. Your list should include quantity, size, model number or any other identifying information. Please have this information to our office by February 6, 2026. Opening of the bids will be Tuesday, March 10th.

The Commissioners are encouraging you to follow state statues and save the taxpayers of St. Francois County money if possible.

Request to use allocated funds

- ARPA funds to be used for Owl Creek Park
- \$3,677.56 Three-point tractor brush cutting attachment

Request to fill position



JOB OPENING

Job Title: Road & Bridge Supervisor
Reports to: Highway Administrator
Salary Schedule: Grade 10

Type: Full-Time NON-Union
FLSA Status: Exempt
Salary Range: \$55,972-\$68,140

Assistant supervisor for
R&B

To assist Brian Long

Posted: 01/13/26 – 01/22/26

The selection process for this position shall include a 30-45 working-day trial period. The Highway Administrator reserves the right to assign supervisory duties to one or more qualified internal applicants for evaluation purposes. Each internal applicant selected for consideration may serve an individual trial period of 30-45 working days.

During the trial period, the employee will perform the essential supervisory functions of the position and will be evaluated based on job performance, leadership skills, and overall suitability for the role. Assignment to and completion of the trial period does not guarantee permanent appointment to the position.

Employees assigned to the trial period will receive Lead Man pay, which consists of an additional \$2.00 per hour above their regular hourly rate for hours worked during the trial period.

The employee appointed to the position who elects not to continue in the role may, within the 90-day probationary period, return to their prior union position, subject to operational needs and position availability.

Final selection will be made at the discretion of the Highway Administrator based on performance during the trial period.

Remittance of operational cost

- 24th District Circuit Court Judges \$22,794.84
- 24th District Judicial Circuit Court Marshall \$31,252.61
- 24th District Judicial Circuit Court Reporter \$6,937.56

Request to hire PT I T Director

- Christopher Owens
- About 24 hours/ week
\$42.38/hour (without benefits)
- Approx annualized pay would be \$40,261 (again without benefits)

Request to bid

- Replacement of sink & toilet with security fixtures JDC

Request to approve County Detention Aide

- Reinstate and fill position JDC

Is this budgeted?

How many total employees will this make?

Payrate?

Approval of food service plan

JDC food service procurement plan

Needed for grant (National school lunch program)

St. Francois County Juvenile Detention Center

Section I – General Procurement Procedures

- a. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities for use in the Child Nutrition Program.
- b. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
 - i. Be necessary and reasonable for proper and efficient administration of the program.
 - ii. Be allocable to federal awards applicable to the administration of the program.
 - iii. Be authorized and not prohibited under state and local law.
 - iv. Unnecessary or duplicative items will be prohibited.
- c. All staff conducting purchasing will be trained on the procurement procedures.
- d. All purchasing records must be maintained no less than the current year plus three additional years. These records will include, but are not limited to the following: invoices, request for quotes, specifications, Buy American requirements, quotes, RFP solicitations, advertisements, bid/RFP/quote analyses, contractor selection or rejection, and contracts including prices.
- e. **Minority and Women's Businesses**

Approval of generator service contract

- Southeast services JDC
- One year contract at \$700.00 per year.

Request to bid

- Election supplies
- Municipal Election
- County Clerk

Holiday closing

- Martin Luther King Day Monday January 19th.
- St. Francois County offices will be closed.

Agenda items must be in by
Friday, January 13th at 10am.



Other business that may arise

- Correspondence
- Public Comments
- Departmental Reports

Ray Marler

1938-2025

Rest in Peace



Sales tax report

Sales taxes collected 2026 YTD \$1,192,183.61

Sales taxes collected 2026 YTD 1,200,437.03

Decrease in taxes collected YTD \$-8,253.42

For a Decrease of -0.69%

This report lags by about 2 months. We are told the later tax incomes will be MUCH better!

Prop P (use tax) report

Prop P taxes received in 2025 YTD	\$238,728.93
Prop P taxes received in <u>2024 YTD</u>	<u>217,995.43</u>
Increase in PROP P tax received YTD	\$20,733.50

For an INCREASE of **9.51%**

Next planned meeting

- Tuesday January 20, 2026 in this room at 10 am
- Public is welcome

- Correspondence
- Public Comment
- Departmental reports

Sheriff's report

Commissioners Meeting Activity Report

01-13-2026

Weekly Calls for Service: 323 (+160 over last week)

Yearly Calls for Service: 486

Weekly Average Inmate Population: 122 (+11 over last week)

Male: 99

Female: 23



Road & Bridge report

