

Crawford County Commission met pursuant to adjournment with these members present: Steve Black, Presiding Commissioner; Rob Cummings, Commissioner District 1; Jared Boast, Commissioner District 2; De Dee Hamilton, Representing County Clerk; and the following proceedings were had to viz;

Attendees at the beginning of the meeting included Karen Sikes, Kim Cook, Mark Pfeiffer, Darin Layman, Kellie Vestal, Mary Cummings, Franky Todd and Cindy Redburn.

9:02 a.m.: The meeting opened with prayer from Andy Koenig.

9:05 a.m.: Rob Cummings made a motion to accept the Agenda for May 16, 2023; Jared Boast provided a second. All in favor; motion carried.

Rob Cummings made a motion to accept the Commission Meeting Minutes from May 9, 2023; Jared Boast seconded the motion. All in favor; motion carried.

9: 07 a.m.: The commission opened mail, etc. Amy England entered the meeting.

Steve Black advised that he had received a letter from MRPC regarding ARPA funds to be obligated by December 31, 2024, and spent by December 31, 2026. Jared Boast wanted the obligation to be confirmed by any entities by September 15, 2023, and a letter to be received by September 22, 2023, confirming same. This will allow any unused funds to be reallocated to other entities so they have the option to use the funds. Jared Boast made a motion to change the dates on the MRPC ARPA fund dates to the above-mentioned September dates. Rob Cummings provided a second. All in favor; motion carried.

9:10 a.m.: Karen Sikes provided the Treasurer's report.

9:15 a.m.: Darren Dake entered the meeting.

No reports from any other county officials.

9:15 a.m.: Cindy Redburn commented that she appreciated the agenda and minutes being available online. Steve Black said he would keep up with that until something could change.

9:16 a.m.: Jared Boast wanted an update on the status of the coroner's building from Darren Dake. Darren Dake advised that the painters would be there tomorrow and other work was being done; he anticipated being in the offices by mid-June. Darren Dake said there was no timeline on the back part yet, he had been talking to Corky Stack about that. Discussion was held whether the Road 2 crew would pull out bushes around the building or have someone else do that. Jared Boast said he wanted to leave his road crews on roadwork, so someone else should do it. Darren Dake said the furniture in the building was purchased with the building, saving the county \$10,000-\$12,000. He said he might have to purchase a copier.

9:20 a.m.: Paul Satterfield entered the meeting.

Conversation continued regarding the need for the Chief Deputy Coroner to be replaced. Darren Dake said since the Emergency Management Director was also going to be in the

building, the thought was to combine the two positions for a 40 hour week. Discussion was held regarding budgeting for the position; that previously the EMD received a retainer of \$5,000, with an additional \$5,000 being paid if there was an emergency declared. The additional \$5,000 was paid whether there was one emergency situation or ten. Mark Pfeiffer inquired as to whether an EMD had already been hired? Darren Dake said yes. Mark Pfeiffer asked who hired the person before? Jared Boast responded that the commission had appointed that person 12 years before. Mark Pfeiffer asked what the qualifications were for the person. Steve Black asked about posting the position. Darren Dake said they could do that, but they already have the Chief Deputy Coroner to do it; that the position was being created now and it is more than what the EMD had done in the past. He added that the Chief Deputy hired has other qualifications already and a dedicated EMD position only would require a much higher salary. Jared Boast thought the EMD responsibilities should be pinned down and the position should be posted to see if anyone else was interested in the position. Darren Dake agreed and said he would do that in the next couple of weeks.

9:45 a.m.: Steve Black moved to old business and discussion was held regarding the need for an Administrative Assistant for the County Commission. Steve Black had contacted other counties for a job description for the position. Steve Black said his opinion was that the public thinks this is a good idea, and not a waste of money. Steve Black asked Rob Cummings and Jared Boast if the commission was going to do this, or not? He added that the County Clerk was doing more than he should have. Steve Black wanted to post for the position to be filled by July 1st, and for them to work under the direction of the commission, and with all other county officials. Jared Boast commented that there were two different positions to be considered here; an administrative assistant to the commission and a county administrator for all other county obligations. He wondered about the job description and obligation for each position, as well as how much the salary would be. Steve Black said he was only proposing an administrative assistant. Discussion was held regarding amending the budget to accommodate a new position with the Commission's budget already being set. Karen Sikes commented that there was an allowance in General Revenue for contract labor. Steve Black wondered whether general revenue could be amended and moved. Jared Boast said they needed clarification for funding. Steve Black read a job description he had received from Taney County for an administrative assistant. Cindy Redburn commented that that was what the County Clerk's office employees do. Steve Black asked for De Dee Hamilton's opinion. De Dee Hamilton advised the commission that she was willing to do the minutes as long as she needed to do them, as long as Steve Black would put them on the website, and the agenda. She said there is a very efficient system in the county clerk's office; that we need to work together, have things settle down and work together as we have in the past. She said the county clerk's office has always been the hub of the county and mentioned all the things that the office already handles that Steve Black had read in the job description. She added that there needed to be better communication between the county clerk and the three commissioners; she said to talk to our county clerk, let things settle. Rob Cummings opinion from the public was, why hire someone for this position when the county already has someone to do the job. Steve Black said an administrative assistant would communicate with the commission for whatever the commission requires and he thought that could take a lot of pressure off the County Clerk. Darren Dake said

John Martin had a lot going on and did a good job, but he could use some help. Jared Boast said a job description needed to be put together. Rob Cummings wondered how much that person would work with the road districts. Cindy Redburn said a job description that fits Crawford County needed to be put together; when are they going to do it, they had been talking about it for some time now. Jared Boast said the commission would do it when they get it figured out. Cindy Redburn pursued the question and Rob Cummings and Jared Boast said they would get it done when they get it all figured out. Steve Black said he would bring it back to the meeting next week. Mark Pfeiffer said since this was a budget issue, John Martin should be involved regarding the position. He said communication should be held with the County Clerk regarding what should be included in the job description.

10:25 a.m.: Steve Black advised about the status of the Freeman building. He said Matt DeParle gave an amount of \$2500 to gut the building, and this was far under the budgeted amount, so Steve Black told him to go ahead with it. Steve Black added that the remodel would be bid out.

10:30 a.m.: Steve Black stated there was nothing under new business.

The commission reviewed and signed bills.

10:40 a.m.: De Dee Hamilton agreed to take the county commission meeting minutes next week, Tuesday, May 23rd.

10:55 a.m.: Steve Black asked for a motion to adjourn the May 16, 2023, Crawford County Commission meeting. Rob Cummings made the motion; Jared Boast seconded the motion. All in favor; motion carried.

The Commission adjourned to meet May 23, 2023, at 9:00 a.m.

Steve Black, Presiding Commissioner