

**ADAIR COUNTY COMMISSION MINUTES
TUESDAY, MARCH 26, 2013
21ST DAY JANUARY ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on March 26, 2013 in the Courthouse at Kirksville. All Commissioners were present.

At 10:30 a.m., the elected official's monthly meeting was held in the Commissioner's Suite of the Courthouse. Attending the meeting were Adair County Presiding Commissioner, Stanley Pickens; Adair County 1st District Commissioner, Carson Adams; Adair County 2nd District Commissioner, Mark Thompson; Adair County Clerk, Sandra Collop; Adair County Collector, David Erwin; Adair County Treasurer, Lori Smith; and Adair County Assessor, Donnie Waybill; Absent were Adair County Coroner, Brian Noe; Adair County Public Administrator, Rhonda Noe; Adair County Recorder, Pat Shoush; Adair County Sheriff, Robert Hardwick; and Adair County Prosecuting Attorney, Matt Wilson. Also present was Mary McIntosh of the Missouri State Archives Local Records Division for the State of Missouri.

Commissioner Thompson welcomed Mrs. Smith back from her absence due to surgery. Mrs. Smith stated that she was behind with her work and was trying to get caught up.

Mr. Erwin reported that the Collector's tax books were closed on February 28, 2013. The percentage collected was similar to last year's taxes of 95% real estate and 90-91% personal property. Next month is the annual County Collector's training and Mr. Erwin will be a presenter for the newly elected County Collectors.

Commissioner Adams discussed protocols that should be reviewed when tornado weather occurs during working hours; and a designated meeting place for employees in case of a fire. He continued by stating that it was necessary to obtain an area to store County records as they would soon be removed from the attic of the Courthouse. The attic is scheduled for structural repairs during the summer of 2013. The records will not be returned to the attic so an alternative storage location was trying to be determined. The County had not received a grant for which they had applied to construct a building to house the records. The Commission, however, decided to proceed with the construction of a 52 X 30 building for storage purposes. It will contain a walk-in door, insulated garage door, no windows, be climate controlled, have a security system, and have designated areas will be divided by chain link fencing. The Commission has contacted the Missouri Vocational Enterprises for information regarding metal shelving to store County records in the building.

Mrs. McIntosh then explained the importance of using metal shelving for record storage versus wooden shelving. She stated that wooden shelving soaks up water and also emits a gas that will destroy records. She was in favor of having the building climate controlled as extreme temperature changes hurried the breakdown of paper. Mrs. McIntosh also suggested the need for a set of written guidelines to be followed by all parties when storing records. This would instruct future elected officials of their responsibilities in regards to adhering to their obligation as a "tenant".

Mr. Waybill stated he wanted additional money for the geographical information system (GIS) he was attempting to establish in Adair County. He welcomed everyone to a presentation from Midland GIS describing features that could enhance Adair County's current GIS system. The presentation is scheduled for May 21, 2013 at 1:00 p.m. at the Annex building.

ATTEST:

Sandra Collop
County Clerk

Stanley Pickens
Presiding Commissioner