

TERM OF COMMISSION: July Session of the May Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Brian Wright

The Presiding Commissioner called the meeting to order at 1:30pm.

Subject: Second Reading to a Award Bid for Copiers and Fax Machines

Melinda Bobbitt, Purchasing Department Director was present on behalf of this item.

Melinda Bobbitt stated that the bid 11-18APR01 was for two copiers and two fax machines to various County departments. She stated that the total contract value for Hirlinger’s Business Products was \$6,963.45 and the total contract value to IKON Office Solutions was \$9,722.00.

Commissioner Elkin moved to award bid #11-18APR01 for Photocopiers and Fax Machines, with disposal requests, as outlined in the attached recommendation from the Purchasing Department, and authorizes a budget revision as follows:

ACCOUNT	Transfer From (Decreasing)	Transfer To (Increasing)
1263-86300 (Paternity Testing)	\$150.00	
1263-92000 (Replacement Office Equipment)		\$150.00

Said revision is to cover expenses associated with acquiring a photocopier for Family Support.

It is further ordered that the Presiding Commissioner be hereby authorized to sign the Agreements and Disposal Requests Forms.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 308-2001**

Subject: Second Reading & Approval of a Utility Relocation Agreement for the Dee Woods Road Project

Commissioner Miller stated that the agreement would allow the County to begin work on the Dee Woods project, by relocating the utility poles at the project site.

Commissioner Miller moved to approve the Utility Relocation Agreement for the Dee Woods Road Project, in the amount of \$61, 936.31. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 309-2001**

Subject: Second Reading & Approval of a Budget Revision for COLD/Imaging Licenses

Commissioner Miller stated that the budget revision would allow the assessor’s office to have licenses for all the workstations in the office. She stated that currently only the appraisers’ workstations have these types of licenses. She noted that the item should allow the assessor’s office to be more efficient.

Commissioner Miller moved to authorize a budget revision as follows:

ACCOUNT	AMOUNT (Increasing)	AMOUNT (Decreasing)
2010-91302 (Computer Software)	\$1,500.00	
2010-71101 (Professional Services)		\$1,500.00

Said budget revision is for COLD/Imaging Licenses.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 310-2001**

Subject: Second Reading & Approval of Roadway Dedication and Development Agreement for Brown School Road and Oakland Gravel Road Improvements

Commissioner Miller stated that the County had been in disagreement with the City of Columbia, regarding an item in the contract. She stated that the agreement satisfies all of the County’s concerns.

Commissioner Miller moved to approve the Roadway Dedication and Development Agreement

between Boone County and the City of Columbia for Brown School Road and Oakland Gravel Road. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 311-2001**

Subject: Second Reading & Approval of License Agreements for Digitized Tax Maps Files (City of Ashland & The Columbia Tribune)

Commissioner Miller stated that with the GIS system, whenever the County gives the digitized maps to an “outside entity”, it requires a license-share agreement. She stated that the agreement relieves the County of any liability regarding numerous issues.

Commissioner Miller moved to approve the License Agreements for the City of Ashland and The Columbia Tribune. Said agreements are for the use of digitized tax map files of Boone County. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreements.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 313-2001**

Subject: Second Reading & Approval of the Contract for the Sale of the Boone Retirement Center

Commissioner Elkin stated that the contract covers all the County’s concerns, under the original proposal. He stated that the sale price of the Retirement Center was \$950,000. He noted that the contract included a non-competing clause for a term of fifteen years. He noted various other item included in the contract.

Commissioner Elkin moved to approve the Contract for the Sale of Real Estate between Boone County and the Board of Trustees of Boone County Hospital. Said contract is for the sale of the Boone Retirement Center. It is further ordered that the County Commission be hereby authorized to sign the contract at 1:27pm.

Commissioner Miller seconded the motion.

In discussion, Commissioner Stamper stated that the contract will allow the County Commission

and the Hospital Trustees to execute their plans for capital improvements on the hospital tract of land. He stated that the item would also allow the County to re-invest the proceeds from this sale in the future of the City/County Department of Public Health facility. He noted that the item was a “win-win” scenario for both parties.

Commissioner Miller noted that the contract stipulates that the Trustees would take ownership of the property after the current Retirement Center is vacated.

Motion passed 3-0. **Order 312-2001**

Subject: First Reading of a Change in the Minimum Qualifications for a Technical Support Officer (Control Room Officer) at the Sheriff’s Department

Betty Dickneite, Human Resources Director, was present on behalf of this item.

Commissioner Stamper stated that Ted Boehm, Boone County Sheriff, had issued a request to change the requirement of qualifications for this position. He stated that the County convened a Personnel Classification Committee meeting on Tuesday, following the closed session. He noted that Ms. Dickneite was bringing forward the recommendation of the Personnel Classification Committee.

Betty Dickneite presented documentation, listing the changes in the language (recommended by Sheriff Boehm) for the qualifications for a Technical Support Officer/ Control Room Officer. She stated that the Sheriff’s Department proposed that the qualifications should only require a high school diploma (or equivalent), and the dropping of a four-year experience requirement that listed on the current job posting. She noted that the position previously required a minimum of four years of clerical or related experience.

Ms. Dickneite stated that the Sheriff’s Department is having difficulty finding enough applicants for these positions. She noted that the Department wants to increase its applicant pool, believing that this action will provide the necessary results. She further noted that the other significant change to the posting for the position is changing the qualifications from “a minimum typing requirement of 35 words per minute”, to requiring that a typing test be only be “on file with human resources”.

Commissioner Stamper stated that Sheriff Boehm would also like the item to take effect immediately. He stated that there is a candidate-pending for this position, adding that the candidate does not meet the current minimum qualifications.

Commissioner Miller asked how many Technical Support Officer positions were currently open.

Betty Dickneite stated that there were five to seven Technical Support Officer position currently open at the Sheriff’s Department.

Commissioner Stamper stated that the item was meaningful, in regards to the consultant's report to the Commission for Human Resources, noting that this action will start to schedule the transition of the County from a "Qualifications-based" classification system to a "task-oriented" classification system. He stated that the Committee had a discussion regarding typing tests for data-entry positions versus correspondence.

Commissioner Miller stated that the discussion raised an important issue, considering the use of computers by the County.

Noting consensus from the Commission, Commission Stamper waived the reading policy in regards to this matter.

Commissioner Stamper moved to receive and accept the recommendation of the Classification Advisory Subcommittee, adjusting the minimum qualifications for the Technical Support Officer (Control Room Officer) position with the Sheriff's Department, as outlined in the attached documentation.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 314-2001**

Subject: First Reading of a Budget Amendment for Change Order #2- Reality House Regarding & Paving Project

David Mink, Public Works Director, was present on behalf of this item.

Commissioner Miller stated that the Juvenile Justice Center (JJC) had \$1,621.54 remaining in its budget, which this Change Order will partially use. She stated that Mr. Mink had been working with the contractor for the project (C.L. Richardson), adding that the Change Order for \$675.00 will allow the County to seal all the existing asphalt at the same time. She noted that the parking lot should therefore be in good condition at the same time. She further noted that it was a good idea to have the work done while the contractor is already at Reality House, adding that the County will never get a price of \$675.00 again.

Commissioner Miller stated that using authority granted to her by the Commission, she signed the Change Order. She stated that the funds, however, were not budgeted, therefore necessitating a budget amendment.

Commissioner Elkin asked if the Change Order would allow the contractor to seal the existing hard-surfaced at Reality House.

David Mink responded affirmatively, noting that there is a small amount of work that County agreed to, regarding landscaping. He stated that he was unsure if the additional item should also be included with this item. He noted that the work would be under \$500.

Commissioner Miller stated that the Commission did not have the required paperwork from the contractor to move forward on the item.

Mr. Mink stated that the item would require a separate contract.

Commissioner Miller asked if the Commission could also recognize a small order that would be coming forward (for the balance of the JJC funds) to complete the Landscaping work, which Mr. Mink discussed, noting that she did not have any paperwork for the item.

Commissioner Stamper asked if the item would also be a budget amendment.

Commissioner Miller responded affirmatively.

Commissioner Stamper stated that the second item should also be read into the record for inclusion in today's reading. He asked if Commissioner Miller wanted to hold the budget amendment until both items could be presented together.

Commissioner Miller stated that she did not want to wait for the other item. She noted that she would bring the paperwork forward at the next Commission meeting.

Commissioner Stamper stated that the item had been first read into the public record and requested that it be returned to a Commission meeting, following the required 10-day waiting period for budget amendments.

There was no public comment.

Subject: Commissioner Reports

Commissioner Stamper

Roger B. Wilson County Government Center Dedication Committee Meeting report

Commissioner Stamper stated that the building Dedication Committee has been meeting monthly, noting that the last meeting occurred on June 26, 2001. He stated that the dedication for the Government Center is tentatively scheduled for September 6, 2001 (the first Twilight Festival in September). He noted that the Committee has commissioned a bust of Governor Wilson, adding that the bust services will be provided by a local artist (Sabra Meyer). He further noted that the Committee is proposing to mount the bust on a five feet tall piece of Granite, directly below the County logo, outside the building.

Commissioner Stamper stated that the Committee is currently raising funds to pay for the

building and furnishing of this item. He stated that former United States Senator Thomas Eagleton has agreed to be the keynote speaker at the dedication ceremony. He noted that he would circulate the minutes from the last meeting to the other Commissioners for review and approval.

Personnel Advisory Committee Meeting report

Commissioner Stamper stated that the Personnel Advisory Committee met last week. He stated that the Committee reviewed a survey, noting that he would circulate the results of the survey for the other Commissioners to review. He noted that the survey results were divided. He further noted that there seemed to be a consensus regarding the mission statement to include the following:

*The development and recommendation for personnel policies for adoption by the County Commission, and
Develop administrative policies and procedures, pertaining to employee hiring, compensation, job classification, promotion, appraisal, etcetera; with a recommendation for adoption by the County Commission.*

Commissioner Stamper stated that other issues, such as “who should be voting members on the Committee”, had more varied results. He stated that a subcommittee comprised of Betty Dickneite, Bettie Johnson (Boone County Recorder of Deeds), and June Pitchford (Boone County Auditor) would be working on putting the results of the survey into a mission statement and policy format. He noted that the subcommittee would return the project back at the next meeting.

City of Columbia Voluntary Annexation report

Commissioner Stamper stated that due to filing error, the item was reported at the last Commission meeting.

Commissioner Miller

Commissioner Miller did not give report today.

Commissioner Elkin

Civil War Memorial Update

Commissioner Elkin stated that he spoke with Bobby Bedsworth two weeks ago. He stated that the Civil War Memorial should be in place by mid-September. He noted that the memorial is of substantial size.

Commissioner Stamper stated that the Commission might want to have Facilities Maintenance meet with representatives of the memorial, regarding final location. He stated that this action might be considered to avoid the memorial having trouble with the root system of a nearby tree.

Mr. Mink stated that his department has not received any direction from either party involved regarding the memorial.

Commissioner Stamper stated that Commissioner Miller, as liaison Commissioner for this item, should try coordinating a discussion with representatives of the memorial, regarding this issue.

There was no public comment.

The meeting adjourned at 1:50pm.

Attest:

Wendy S. Noren
Clerk of the County Commission

Don Stamper
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner