

TERM OF COMMISSION: January Session of the January Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: Presiding Commission Daniel Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Director Resource Management Stan Shawver
Director Purchasing Melinda Bobbitt
Director Human Resources Jenna Redel-Reed
Director Information Technology Aron Gish
Treasurer Nicole Galloway
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:30 p.m.

Purchasing

1. First reading; Cooperative Contract 1715 – Photocopier and maintenance for Clerk and Auditor and trade-in of three copiers

Melinda Bobbitt read the following memo:

The Purchasing office requests permission to utilize the Western States Contracting Alliance (WSCA) cooperative contract 1715 with Data Comm of Columbia, Missouri to purchase photocopiers with maintenance as follows:

Boone County Clerk

Canon iR Advance 6265 black and white Network Printer / Digital copier / Network Scanner

Cost: \$10,143 each

Qty: 2 each

Maintenance per Copier: 300,000 black & white prints annually for \$1,350 with overage at \$0.0045/page. Maintenance may increase 5% per year.

To be paid from departments/accounts 1132 / 1131 / 60050 / 92000. Equipment budget: \$16,000/each

Boone County Auditor

Canon iR C5240 Digital Color Copier / Network Color Printer / Network Color Scanner / Fax

Cost: \$8,180.00

Qty: 1 each

Maintenance: 40,000 black & white prints annually for \$420 with overage at \$0.006/page. Color prints billed at \$0.055/page/month. Maintenance may increase 5% per year.

To be paid from department/accounts 1110 / 60050 / 92000. Equipment budget: \$9,000.00

Purchasing is seeking permission to trade in with zero value the following copiers:

Fixed Asset Tag: 17474 – Canon IR 2270 Copier (Auditor)

Fixed Asset Tag: 14166 – Canon Image Runner 5000 (Clerk)

Fixed Asset Tag: 16232 – Canon Image Runner 6570 (Clerk)

IT will check the equipment and remove the storage device if one exists prior to equipment being removed from County.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

2. First reading; Informal Quote Contract 55-31DEC14 – Professional Services for Geo-Technical Report – 911 Self Support Radio Tower

Melinda Bobbitt read the following memo:

Dave Dunford, on behalf of Boone County as our Radio Consultant, received three informal quotes for the Geo-Technical Report work for the new tower at the 911 tower facility site (west of the Boone County Sheriff's Department).

Recommendation for offering the low quote is Crockett Geotechnical – Testing Lab, LLC for \$2,200 and will be paid from 410X – various accounts. The overall approved project budget for constructing the new radio tower at the 911 facility site is \$180,000. This tower project is a mini capital project within a larger capital project. The overall project budget included an estimate of \$2,900 for the Geo-Technical Report.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Resource Management

3. 1st & 2nd reading; Rescind Commission Order 607-2014 regarding the Hane Subdivision Plat 2 and reconsider Hane Subdivision Plat 2, S22-T49N-R13W; A-R; E. Irene Hane Family Trust, Owner; Curtis E. Basinger, surveyor; as presented.

Stan Shawver said on December 30th, the Commission considered an appeal of a subdivision plat which seemed to be in conflict with the Subdivision Regulations. At the appeal

discussion, the surveyor provided the Commission with five exhibits to show the inconsistencies in the application of the subdivision regulations, specifically how minimum setbacks are measured.

Upon re-examining these examples, per Commission direction, several were from pre 1995 regulations and the pre 1995 regulations had no definition of a building line or setback line, nor did the zoning regulations.

One example was in the Haystack Acres Subdivision, platted in June 1995. The current subdivision regulations took effect June 18, 1995. The P & Z meeting occurred on June 20, 1995. A final plat that was on the June agenda would have been reviewed and approved under the previous regulations.

Example # 4 was in the Brookfield Estates subdivision under the current subdivision regulations. It was a cul-de-sac showing two lots exceeding the required 50' building line.

Example #5 is in Settlers Ridge Plat 1A. Mr. Basinger had indicated three different setbacks which is correct. Settlers Ridge is a planned development and Section 6 of the Zoning Regulations allows for these planned developments. In these planned developments, there is a requirement for a perimeter setback. Settlers Ridge is also adjacent to State Hwy. HH which requires a 50' setback. And then, within a planned development, the developer can determine any setback. There are three different setbacks displayed on the plat. 25' around the perimeter, 50' adjacent to HH and the developer provided a 20' setback adjacent to the road.

In looking at our files, which there are over 2,000 plats on file, we randomly pulled files, looking specifically for other instances where the setback was different than that of the minimum requirement. Twenty subdivision plats were pulled, representing about 1%. Of the twenty pulled, eight had inconsistent setbacks with four of those on cul-de-sacs. Several were pre 1976 and the most recent one pulled was from 2001 and that had a setback of 235' and

adjacent to a road. There was also a flood plain and the 235' setback was probably done so there was no building on the flood plain.

Thinking in terms of strict construction rules, generally, ambiguity in government regulations is determined to go to the property owner. There appears to be some ambiguity in the regulations, so based on the examples from Mr. Basinger and our research, we ask the Commission to rescind the previous order, number 607-2014, and approve Hane Subdivision Plat 2 as submitted with receipt and acceptance of the plat and have the Presiding Commissioner sign the plat.

Commissioner Thompson said she appreciates the additional research done to help clarify what has happened.

Commissioner Miller asked Mr. Shawver to work with County Counsel to draft an order saying that from this day going forward, this is how we will evaluate setback and building lines until such time as our ordinances are changed so there is no confusion until this is done.

Commissioner Thompson said that will insure that no one else comes forward given the ambiguity in the ordinance.

There were no further comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby rescind Commissioner Order 607-2014. Further, the Commission does approve as presented, receive and accept the following subdivision plat and authorize the Presiding Commissioner to sign it:

- Hane Subdivision Plat 2, S22-T49N-R13W; E. Irene Hane Family Trust, Owner; Curtis E. Basinger, surveyor.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #4-2015**

4. Second reading; Approval of General Consultant Services Agreements for 2015 (1st read (1-5-15))

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached General Consultant Services Agreements for Malicoat-Winslow Engineers, P.C., Engineering Surveys and Services, LLC, A Civil Group, Crockett Geotechnical – Testing Lab, CM Engineering, Inc., Ross & Baruzzini and Shafer, Kline & Warren.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Consultant Services Agreements.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #5-2015**

Information Technology

5. 1st & 2nd reading; Approval of Administrative Authority to Purchase PC's for FY2015

Aron Gish said this is an annual request to the Commission. The purpose of the request is to seek administrative authority for the Information Technology Department to purchase personal computers, laptop computers, computer peripherals and printers from cooperative contracts already in place. This authority is renewed annually and the existing one expired

on December 31, 2014. The cooperative contracts include the State's WWT (World Wide Technology, Inc.), NACo (National Association of Counties) and WSCA (Western States Contracting Alliance). All have been competitively bid and are open. This type of purchase has been done for the past 14 years.

In addition, we are requesting administrative authority to use Unanticipated Emergency Hardware funds which are funds from department 1170. These funds will be used to replace existing assets which fail or are not cost effective to repair. This authority would only cover personal computers, laptop computers, computer peripherals and printers with a replacement cost below \$1,300. This would allow for less downtime for our users and reduce the number of spare items needed to be kept as backup equipment.

Commissioner Miller asked if it is required to spell out in the Commission Order that I/T has administrative authority for the Unanticipated Emergency Hardware funds. It is in the memo, but should this be included in the order. All Class 9 funds always come to the Commission for authority if it is not specifically budgeted. This is a request that states anytime something breaks down in the middle of the year, instead of coming to the Commission for every instance, the I/T Department has the authority to use these funds without doing that.

Mr. Gish said the 1st piece of the request is to purchase budgeted items. The 2nd piece of the request is for those items not budgeted, but fail during FY2015.

Commissioner Miller said that the order needs to include this information so it is clear to the Auditor that I/T has the authority to do both.

There were no further questions or comments.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize administrative authority to the Information Technology Department to

purchase personal computers, laptop computers, computer peripherals and printers from cooperative contracts for the fiscal year 2015 and also authorize the use of Unanticipated Emergency Hardware funding from account 1170-92301 to replace existing assets which fail and are not cost effective to repair up to and including \$1,300.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #6-2015**

Human Resources

6. 1st & 2nd reading; Job Classification Committee recommendation – Create Classification 6003 Assistant County Counselor II and modify Classification 6002 to Assistant County Counselor I

Jenna Redel-Reed said this is a request from the Job Classification Committee to create a new classification for Assistant County Counselor II. Currently, the County has an Assistant County Counselor, range 47. That person works in conjunction with both the Collector and the County Counselor. That person's area of practice is primarily in collections. This area is very focused, a singular area, a more junior attorney could perform this practice.

The position being proposed is a higher level position, pay range 51. This will be a Deputy to the current County Counselor and will practice over a wider area of the law and do more complex work and drafting. The difference in the pay ranges of the two, at pay range 47, the starting pay will be \$51,000 per year and the pay range 51 will be about \$57,000 per year. Jefferson City just posted an Associate City Counselor position that starts at \$56,000 per year and goes up to \$85,000 per year, so we are right in the wheelhouse with this request.

To make this happen, it requires both the creation of the new class code, Assistant County

Counselor II and a change in the title of our current Assistant County Counselor to Assistant County Counselor I.

There were no comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby accept the Job Classification Committee recommendations as follows:

- Establish an **Assistant County Counselor II** classification (class code 6003) on pay range 51, classified as FLSA exempt
- Modification to title of classification 6002, **Assistant County Counselor to Assistant County Counselor I**

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #7-2015**

7. 1st & 2nd reading; Modify title of Classification 7001, Assistant to the Court Administrator to Deputy Court Administrator

Jenna Redel-Reed said this request is different from our normal process because this is coming from the Court and not the County in general. Kathy Lloyd recently left and Mary Epping who was the Assistant to the Court Administrator, is now the Court Administrator, replacing Kathy.

Mary Epping put a request into the 13th Judicial Circuit en banc asking that they approve a change in the title of the position. She feels it will be harder to recruit because the position, as written, sounds like a secretary of the Court Administrator. She is looking for a true

Deputy or Assistant. This request will not change the pay range, just the title. The court approved the request and Human Resources is bringing this to the Commission for approval.

There were no comments or questions.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby accept the 13th Judicial Circuit Court en banc and the Court Administrator recommendation to modify the title of classification 7001, **Assistant to the Court Administrator to Deputy Court Administrator.**

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #8-2015**

Treasurer

8. First reading; Approval of Sale Resolution: 911 Center Bonds, Special Obligation Series 2015

Nicole Galloway said there is no paperwork for Commission to review at this time. This is a first reading to get the Commission briefed on the process that will occur over the next several weeks and formally inform the Commission on what will be coming. Next week, on the 15th, I will be here with our Financial Advisor and Bond Counsel, where at that time, we will ask the Commission to approve the resolution to go ahead and sell bonds. That is one piece of the process which includes Notice of Sale and a Preliminary Official Statement. Those documents are in final draft status. The Presiding Commissioner is the signer of those documents, so, per policy, the Presiding Commissioner will have those drafts tomorrow for review before signing them next week.

With the Notice of Sale, we will do a competitive bid for our bonds on January 22. That morning, we will open up the bidding and bidders will electronically place bids for our bonds and whatever the best Cost of Issuance will be, that is the one we will go with. That afternoon, we will come to the Commission with the results and ask for approval on the Sale of Bonds which will be a 1st and 2nd reading.

Next week, we will be formally presenting our ratings from Moodys. June and I had a conversation with them several weeks ago, so we should have that information available on the 15th as well. Our Financial Advisor will explain in detail the sale and also be available to answer any questions the Commission may have on the sale of the bonds.

Within the Notice of Sale, after approval, it is available to underwriters to review. The Notice of Sale introduces them to the County with preliminary information on the 3/8 cent sales tax and what the bond proceeds will be used for, how they will be repaid and the strong financial position of the County. The bonds will be about \$14 million at this point, but still not finalized.

Commissioner Miller said that should be finalized by tomorrow.

Ms. Galloway said that is correct and doesn't expect any large changes, which at this point, does not make a difference. The payback is over 20 years. The payment distribution will be even, about \$1 million a year to go to interest and principal, so we will have an expected expenditure. They will be callable, anytime between eight and ten years. With that timeframe, there is no extra charge for them to be callable, which is the right of continuous call.

The Auditor and County Counselor have reviewed their respective sections for next weeks approval so when the Presiding Commission reviews the documents, they should be ready for signature.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Commission

9. 1st & 2nd reading; Organizational Use of the Government Center Chambers by People's Visioning for January 11, 2015

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Chambers by People's Visioning for January 11, 2015 from 12:00 p.m. to 5:30 p.m.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #9-2015**

10. 1st & 2nd reading; Organizational Use of the Centralia Clinic by Missouri Militia

Commissioner Miller noted that the dates requested are against the policy established for reserving County conference rooms. These facilities can only be reserved for 90 day in advance of use.

Commissioner Thompson said she has had a discussion with Michele Hall and it appears that this has been handled in this manner in the past with the Centralia Clinic. There are four groups that use the facility and there has only been one conflict which was worked out to everyone's satisfaction.

Commissioner Miller said it probably is not a big issue there as it could be here.

Commissioner Thompson agreed that the facilities by the Government Center are in demand much more than the Clinic so the advanced date reservations should not be a problem.

Commissioner Miller concurred with Commissioner Thompson.

There were no further comments or questions.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Centralia Clinic by the Missouri Militia, 1st Battalion, 7th Brigade from 6:00 p.m. to 8:00 p.m. for the following dates:

January 12, 2015

February 16, 2015

March 16, 2015

April 13, 2015

May 11, 2015

June 15, 2015

July 13, 2015

August 10, 2015

September 14, 2015

October 12, 2015

November 16, 2015

December 14, 2015

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #10-2015**

11. 1st & 2nd reading; Approve Closed Session authorized per RSMo Sec 610.021 (12) at 10:45AM on January 9, 2015

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Friday, January 9, 2015, at 10:45 a.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(12), Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #11-2015**

12. Public Comment

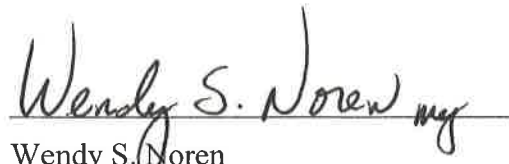
None

13. Commissioner Reports

None

The meeting adjourned at 2:07 p.m.

Attest:

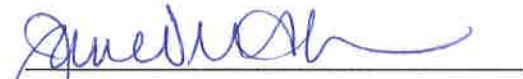

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

