

TERM OF COMMISSION: January Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District II Commissioner Skip Elkin
County Counsel John Patton
Deputy County Clerk Melanie Stapleton

The meeting was called to order by the Presiding Commissioner at 1:33pm.

Subject: Hire a Victim Assistant at a rate of pay above the base of the range in the Prosecuting Attorney's Office

Kevin Crane, Prosecuting Attorney and Bonnie Adkins, Office Administrator were present on behalf of this agenda item.

Kevin Crane presented the following information on behalf of the request.

There is currently an opening in the Prosecutor's Office for a Victim Assistant. The previous employee left without notice and we are anxious to fill this position. It is a key position that deals with victims of property crimes. Cassandra Rogers currently works in our Child Support Division. She started with this office as a legal secretary in November 1999 and transferred to the Child Support in April 2002. Cassandra is an excellent employee and imminently qualified for this job. We are very interested in having her accept the Victim Assistant position. Her Child Support position is a range 16 and the Victim Assistant position is a range 14. Cassandra will accept the position at her current salary. In my opinion this move should not be considered a step down. The position was budgeted for \$25,292.80 and Cassandra's current salary is \$23,462.40, therefore it is not a budgetary issue.

I respectfully request your approval to hire Cassandra Rogers at her current salary \$23,462.40

Thank you for your consideration of this matter.

Kevin Crane noted that the hire of this employee at the requested range would represent a salary that is approximately 10.5% above the base of the range.

Kevin Crane stated that the Prosecutor's Office needed to hire someone as quickly as possible for this position, because this is an area that deals with victim restitution.

Commissioner Stamper moved to authorize the Prosecuting Attorney's Office to fill the position known as Victim Assistant with an existing employee at the same rate of pay as is being paid for the employee's previous position an amount not to exceed \$23,462.40. It is also noted that this hire is approximately 10% above the base of the range.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 12-2001**

Subject: Public Works Department

John Watkins, Project Development Manager was present on behalf of the next two agenda items.

A. Change Order No. 1 for Benson Road with Shafer, Kline & Warren

Commissioner Stamper moved to approve Change Order No. 1 of the Benson Road Design Project with Shafer, Kline & Warren, Inc. in the contract amount of \$5,300 and authorize the Presiding Commissioner to sign the change order.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 13-2001**

B. Acceptance of Roadway Maintenance Certificate for the Cedar Gate NID

John Watkins stated that this certificate includes acceptance of roads and two permanent drainage easements for the Cedar Gate NID.

Commissioner Elkin moved to approve and authorize the Presiding Commissioner to sign the Roadway Maintenance Acceptance Certificate for the Cedar Gate Neighborhood Improvement District-Birch Street, Branch Street, and Redwood Street.

Commissioner Stamper seconded the motion.

Discussion: Commissioner Elkin asked if it was normal procedure to accept road after one year or to accept roads as they are completed.

John Watkins stated that the roads are accepted for maintenance once they are completed. HE noted that the County has a one-year warranty with the contractor.

The motion passed 2-0. **Order 14-2001**

Subject: Public Works Department/Design and Construction

David Nichols, Project Engineer was present on behalf of the following two agenda items.

A. Approval of General Consultant Services Agreement with Engineering Surveys & Services

David Nichols stated that this agreement authorizes the consultant to perform services for the County. He stated that this agreement is renewed annually. He stated that similar agreements with other consultants would be forthcoming.

Commissioner Elkin moved to approve the General Consultant Services Agreement between Boone County and Engineering Surveys and Services for year 2001 and authorize the Presiding Commissioner to sign the agreement.

Commissioner Stamper seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 15-2001**

B. Approval of Proposal for Consultant Services with Engineering Surveys & Services

David Nichols stated that this agreement is needed in order to provide bank stabilization services and erosion control measures on nine, Boone County bridge sites. He stated that this is the 50/50 match project with the Missouri Department of Natural Resources. He noted that the contract also qualifies for the 50/50 match. He stated that the contractor would like to begin work on the project next week.

Commissioner Stamper moved to approve the Proposal for Consultant Services with Engineering Surveys

and Services for Bank Stabilization and Erosion Control Measures on Boone County Bridge Sites for an amount not to exceed \$15,000 and authorize the Presiding Commissioner to sign the agreement.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 16-2001**

Subject: Information Technology Department

Bob Ormiston, Information Technology Director was present on behalf of the following agenda items.

A. Hire a Programmer I at a rate of pay above the base of the range

Bob Ormiston stated that Betty Dickneite, Human Resources Director provided a memorandum in support of the hire. He also noted that the Auditor's Office provided a certification of the availability of funds.

Commissioner Stamper stated that the County Commission met with Bob Ormiston in a work session yesterday to discuss this matter.

Commissioner Stamper moved to authorize the hiring of a Programmer I at the rate of pay of \$16.85/hr, an amount which is above the base of a range 22 position.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 17-2001**

B. Request Extension of Approval to Purchase Computers from the State or National Contract

C. Request Approve to Purchase Peripherals (printers) from the State or National Contract

Bob Ormiston presented the following information for the request:

It is my understanding that the permission granted on June 3, 1999 to purchase laptop and personal computers from the State, National or WISKA Cooperative Contracts, whichever is lowest and best, has expired effective December 31, 2000.

The current procedure in Presiding Commissioner purchases is to obtain price quotes from the State cooperative contract, the NACo cooperative contract, the WISK cooperative contract, and one from the private sector. From my past experience with this project as well as reviewing the documentation for purchases in 1999/2000, I feel that proof of competitive pricing is in order.

Service and reliability is also an issue when purchasing this type of commodity. The contract holder for these cooperative contracts are reputable companies. Over the past year, I have experienced companies that would not uphold the contract or attempt to substitute a product other than what was bid. This translates to more time spent on our behalf to correct these problems thus expending the savings achieved from the bid process.

I further recommend continuing our practice of purchasing Personal and Laptop Computers from cooperative contracts.

Bob Ormiston stated that he is requesting an extension of the authority that was granted on June 3, 1999.

Commissioner Stamper moved to authorize the Information Technology Department and County Government to operate off of the State, NACo or WISKA Cooperative contracts, whichever is lowest and best for the purchase of laptop computers, personal computers, and peripherals (printers). Said authorization will be effective from today's date until December 31, 2001.

Commissioner Elkin seconded the motion.

Discussion: Commissioner Stamper stated that he was reassured by Bob Ormiston that local vendors are not beating the prices offered through cooperative contracts. He stated that in most cases the County works with local firms. He stated that the County Commission would continue to monitor this to ensure that the prices offered by the cooperative contracts are in fact below what is available from a local vendor.

The motion passed 2-0. **Order 17A-2001**

Subject: Policy Revision for Shift Differential, Section 3.10 of the Personnel Policy Manual as recommended by the Personnel Advisory Committee

Betty Dickneite stated that this proposed revision is to expand the shift differential to include holidays and weekends. She stated that this would primarily affect the staff at the Sheriff's Department. She stated that the estimated cost of the revision will be about \$13,000 for the coming year. She stated that the Personnel Policy Committee is hopeful that this revision will be helpful in recruiting and retaining staff.

Commissioner Stamper stated that the County Commission met with Betty Dickneite in a work session this morning and asked that this item be placed on the Commission agenda. He stated that this issue was actively debated in the Personnel Advisory Committee.

Commissioner Stamper moved to adopt the revised policy on Shift Differential, Section 3.10 of the Personnel Policy Manual as outlined in the attached document. Said revision will be retroactive to January 1, 2001.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 18-2001**

Subject: Adoption of 2001 County Commission Assignments

Commissioner Stamper moved to adopt the 2001 County Commission Assignments as listed in the attached documents.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 19-2001**

Subject: Authorize Men as Parents to use the Commission Chambers on January 12, 2001

Commissioner Stamper moved to authorize Men As Parents to use the County Commission Chambers to hold their monthly planning meeting on January 12, 2001 from 9:00pm-10:30pm.

Commissioner Elkin seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 20-2001**

Subject: Presentation on Space Study for the Boone County Courthouse

Commissioner Stamper stated that the County was presented with the Circuit Court Masterplan Space Study by Peckham & Wright. He stated that sometime ago, the County engaged Peckham & Wright Architecture to complete a space study of the administrative and judicial offices of Boone County. He stated that the objective and purpose of the study is a two-phased. long range space needs evaluation and recommendation on the Courthouse and the administrative building.

Commissioner Stamper stated that the first phase is a space needs study report with an estimated projection

of Bone County Circuit Courthouse. He stated that the document addresses the near (1-3 years), mid (4-6 years), and long-term (7-10 years) needs. He stated that the document strives to develop preliminary workspace standards defining allowable ranges of assigned workspace and in terms of square footage. He stated that the documents also strives to determine a schedule of anticipated growth including provisions for future expansion and flexibility.

Commissioner Stamper stated that the second phase is a schematic evaluation for providing additional workspace for relocation of space needs, construction of workspace, and/or renovation of existing space. He stated that this will include estimates for probable construction costs for the various alternatives that exist.

Commissioner Stamper stated that Peckham & Wright's findings identify a space crisis in the Courthouse today. He noted that the Courthouse is at zero-growth. He stated that the certain spaces in the Courthouse are being used in ways that it was never intended to be used. He gave the example of the law library being converted to cubicle space for offices. He stated that while there is not room for physical growth at the Courthouse, there is a growing case load and activity level.

Commissioner Stamper stated that Peckham and Wright did a great job of identifying the employee functions, ergonomic design of the area, movement of traffic, and consumer contacts, that culminated in a 31 page report providing details on every office in the Courthouse. Commissioner Stamper listed the various space needs for different offices in the Courthouse over the next ten years.

Commissioner Stamper stated that the short term needs of the Courthouse are about 3,000-4,000 additional sq ft. He stated however in the long-term, the Courthouse would need to expand from a 77,000 sq ft building to a 106,000 sq ft building.

Commissioner Stamper stated that the projected costs of the expansion is about \$6.2 million, which would include the construction of two, additional floors.

Commissioner Stamper stated that the two-five year needs at the Courthouse are not as critical as the ten year needs. He stated that it should be noted that the Courthouse does not have room for growth.

Commissioner Stamper submitted the report for the public record as part of the County's deliberation on the law enforcement tax. He stated that the document would be available for viewing in the County Commission office.

Commissioner Stamper stated that the report proposes a minor amount of remodeling to the existing structures and facilities and the acquisition or construction of an off-site space for the administrative functions of the Courthouse.

Commissioner Stamper stated that on the Sheriff's Department Staffing Study will be submitted on January 16th in the County Commission meeting. He stated that on January 17th, the County Commission will have a review of the work that has been completed on the Jail Task Force recommendations. He stated that on January 18th, the County Commission would hold a public hearing concerning its intention. He stated that there would be a series of work sessions to come to consensus and closure to some of the issues.

Commissioner Stamper stated that it is the County Commission's intent to vote on a ballot issue on January 23rd (for the April election) for capital improvements and additional law enforcement and Boone County Jail capacity. He stated that he believed that the necessary information and detail would be in hand to make a decision on January 23rd.

Commissioner Elkin stated that Peckham & Wright Architecture did an outstanding job. He stated that the report contained a great amount of detail. He commended Peckham & Wright on the document.

Subject: Columbia Availability Analysis

Commissioner Stamper stated that this a detailed report conducted for REDI, Inc. by the Docking Institute of Public Affairs. He stated that he would make the report available to all elected officials and the city of Columbia Mayor's office.

Commissioner Reports

Commissioner Stamper

Commissioner Stamper stated that the County Commission has received a request from Bettie Johnson, Recorder of Deeds to temporarily place a plotter/scanner in Rm 139 (Government Center). He stated that the machine is used by the GIS Department, Assessor's Office, and the Recorder of Deeds Office. He stated this item would be discussed again in the County Commission meeting on Tuesday, January 16, 2001.

Commissioner Miller

Commissioner Miller was absent.

Commissioner Elkin

Commissioner Elkin did not give reports.

There was no public comment.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner