



**COLE COUNTY COMMISSION MINUTES
Agenda for the Commission of Cole County
For Tuesday, March 27, 2018**

(Commission is in session as posted beginning at 9:00 am, unless otherwise noted. The Commission will handle administrative matters between the hours of 8:00 am and 4:30 pm daily)

1. CALL TO ORDER

CALL TO ORDER:

The Cole County Commission met with Presiding Commissioner Sam Bushman, Eastern District Commissioner Jeff Hoelscher, Western District Commissioner Kris Schepelerle, Facilities Director Greg Camp, Auditor Kristen Berhorst, Deputy Auditor Danielle Patterson, Public Works Shannon Kliethermes, Sheriff's Department Mike Sneller, Public Works Director Larry Benz, County Engineer Eric Landwehr, Finance Debbie Malzner, News Tribune Jeff Haldiman, Sheriff John Wheeler, Captain Aaron Bolinger, Purchasing Agent Jennifer Prenger, Collector Larry Vincent, Counselor Jill LaHue, Deputy Clerk Lynne Reinkemeyer, present.

2. MINUTES & REPORTS RECEIVED AND FILED

3. COMMISSIONER COMMITTEE LIAISON REPORTS

4. ANNOUNCEMENTS OF OTHER UPCOMING MEETINGS AND EVENTS

5. APPOINTMENTS BY COMMISSION

MOTION:

Commissioner Schepelerle made a motion to **reappoint Calvin Broughton, Jeremy Tappel and Cathy Hennessy to the Cole County Planning Commission (4 Year Terms)**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Schepelerle (Yes).

6. COMMISSION COMMENTS

7. BIDS & CONTRACTS

MOTION:

Commissioner Schepelerle made a motion to **approve and sign Contract No. 2018-CP06: HVAC Services with Air Systems, LLC in the amount of \$64,480.00 (New Department of Health Building) through Boone County Cooperative Procurement**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Schepelerle (Yes).

MOTION:

Commissioner Schepelerle made a **motion to award Bid No. 2018-22: Exercise Equipment (Law Enforcement Center) to Legend Fitness in the amount of \$8,331.16**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Schepelerle (Yes).

MOTION:

Commissioner Schepelerle made a **motion to award and sign the Construction Contract for Bid No. 2018-19: Tuck-Pointing, Pressure Washing & Sealing to Mid-Continental Restoration Company, Inc., in the amount of \$177,030.00 (Carnegie Building and Cole County Law Enforcement Center)**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Schepelerle (Yes).

DISCUSSION:

Discussion was held regarding **Bid No. 2018-CP07: Health Department Lighting and Electrical**. The Commissioners agreed to move forward with the Cooperative Procurement for this project. The estimated cost for the electrical work (labor only with either Stokes Electric or Meyer Electric) and lighting/fixtures (Graybar) is \$21,407.00.

DISCUSSION:

Discussion was held regarding **Bid No. 2018-27: Interior Painting at the Health Department**. Purchasing Agent Prenger will bid out the painting for the common areas, hallways, etc. asking bidders to provide the unit cost for wall painting (example: 100 square foot (10X10 wall). A comment was made that the County may supply the paint for individual offices and the employees may paint their own office.

8. UNFINISHED BUSINESS

DISCUSSION:

Discussion was held regarding the **parking issue around the Carnegie Building during the roof/sealing project**. Finance Malzner stated eighteen (18) parking spaces will be effected during this time. The roofing project is to begin April 16, 2018. Options for parking during this time included renting spaces from the City of Jefferson or from the Sheriff's Department. These options will be looked into.

9. NEW BUSINESS

MOTION:

Commissioner Scheperle made a motion to **approve the Accounts Payable Review pending final review**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

DISCUSSION:

Discussion was held regarding **Policy/Procedure Technology Software for the Sheriff's Department**. Sheriff Wheeler stated the Department had a software years ago for this, but was dropped because of the cost and manpower. Sheriff has been in contact with a company who has a software program that will directly send email(s) to the employees to read the policy/procedures and sign off they have read the material. In addition, periodic review of policies/procedures will be emailed to employees again for their review and signature. The Sheriff's Department has 132 employees at this time. Sheriff said the initial set up fee would be \$7,200.00 and \$1,723.00 a year for maintenance based on the 132 employees (Sheriff indicated he may be able to get the cost under \$5,000.00 and an RFP (Request for Proposal) would not be needed. Discussion also involved the entire County (385 employees including part-time) use this program. Sheriff Wheeler will check into the Corporate Level cost if the County decided to use this program. EMS uses a company named Verico for some policy/procedures. Wheeler will contact EMS Director Johnston about Verico and the company he has been in contact with. No action taken today.

MOTION:

Commissioner Scheperle made a motion to **approve and accept the Collector's Annual Settlement (for Year Ended 02/28/18)**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commission Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

DISCUSSION:

Discussion was held regarding a County wide Phone Audit for any county communications bills/charges for taxes, surcharges, etc. the County may have been billed erroneously. A phone audit has previously been done with the Assessor's Office (Espy Services performed this audit - no charge to the County to perform the audit but Espy received 50% on the dollar amount of overcharges found in a 12 month period - the County received the other 50%). Finance Malzner stated she has been contacted by Spyglass, who also performs these phone audits at no cost the County, but receives 100% on the dollar amount of overcharges found in a 12 month period. Malzner will be in contact with IT Director Brian Ridenhour on this phone audit.

MOTION:

Commissioner Scheperle made a motion to **approve and sign a Service Agreement with Espy Services (12 month period) For Phone Audit**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

MOTION:

Commissioner Scheperle made a motion to approve and sign the **Court Order recommended by the Traffic and Safety Advisory Board resulting from a Traffic Control Study; A Stop Control (Stop Sign) be placed at the intersection of Thorngrass Drive at Henwick Lane**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

MOTION:

Commissioner Scheperle made a motion to approve and sign the **Court Order recommended by the Traffic and**

Safety Advisory Board resulting from a Traffic Control Study; Speed Limit be set at 45 MPH at Honey Creek Road between Highway 54 and Tanner Bridge Road. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

MOTION:

Commissioner Scheperle made a **motion to approve Sharon Drive Stormwater Improvements Project No. 2018-201-1, Change Order No. 1 - Final Closeout (in the amount of \$335.32).** Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

DISCUSSION:

Discussion was held regarding an **Equitable Adjustment in the amount of \$4,981.19 to Stockman Construction on the Meadowbrook Estates Stormwater Improvement Project No. 2016-201-1.** This adjustment was due to an increase on the cost of steel to Stockman's from their supplier. This cost would be added to the end of the job on Final Closeout Order. The Commissioners were in agreement to the adjustment, but asked County Engineer Eric Landwehr to negotiate the full cost of the adjustment.

10. CLOSED SESSION

Commissioner Scheperle made a motion to go into Closed Session at 10:14 a.m. Pursuant to Section 610.021 of the Revised Statutes of Missouri, the Commission will go into Closed Session to discuss the following: Security Issues [Section 610.021(18)]. Commissioner Hoelscher seconded the motion. The motion passed by a roll call vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

RECONVENE:

Commissioner Scheperle made a motion to go out of Closed Session at 11:12 a.m. and reconvene as the Cole County Commission. Commissioner Bushman seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

11. OTHER ISSUES THAT HAVE COME BEFORE THE COMMISSION THIS DAY

12. ADJOURNMENT

Commission will stand in recess until 4:30 p.m.

Commission adjourned at 4:30 p.m.

Presiding Commissioner

Eastern District Commissioner

Western District Commissioner