



COLE COUNTY COMMISSION MINUTES

**Agenda for the Commission of Cole County  
For Tuesday, July 17, 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 Scheperle, Facilities Maintenance Director Greg Camp, IS Director Brian Ridenhour, Auditor Kristen Berhorst, Deputy Auditor Danielle Patterson, News Tribune Jeff Haldiman, Collector Larry Vincent, Counselor Jill LaHue, Finance Debbie Malzner, Health Department Director Kristi Campbell, Recorder Ralph Bray, Assessor Chris Estes, EMS Director Lindewirth, Deputy Clerk Lynne Reinkemeyer, present.

2. MINUTES & REPORTS RECEIVED AND FILED

**FEES:** June 2018 Collector Fees Filed

3. COMMISSIONER COMMITTEE LIAISON REPORTS

4. ANNOUNCEMENTS OF OTHER UPCOMING MEETINGS AND EVENTS

5. COMMISSION COMMENTS

6. BIDS & CONTRACTS

**MOTION:**

Commissioner Scheperle made a motion to **sign the Cole County Calendar Year 2018 Retention Agreement with Lewis, Reed & Allen, P.C. (Assessor's Office)**. 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 **sign the Regional Port Authority Agreement with the City of Jefferson and Callaway County**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

7. UNFINISHED BUSINESS

8. 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 the Cole County Personnel Handbook. Counselor Jill LaHue has been working on the

handbook, along with additional committee members; Director Campbell, Captain Bollinger, Public Works Shannon Kliethermes and Eric Landwehr. EMS Director Matthew Lindewirth is interested in joining the committee. The Committee will work on the handbook until completion and then share with the Commissioners for review.

**DISCUSSION:**

Commissioner Scheperle stated there were a couple issues needing to be addressed from the Management Letter received from the Auditors this year and he has sent a couple emails out regarding these issues, but has not received a response to these emails as of today.

**DISCUSSION:**

Discussion was held regarding a **capital funds (sales tax) request from Ralph Bray, Recorder of Deeds, for payment on two invoices he has received for payment (totaling right at \$2,500.00)**. Bray handed out a copy of his 2018 Budget for Capital Purchases - Information Systems/Rich Buzard-Recorder. The invoices he is requesting funds to pay for are line items listed in this budget; Equipment Rack, Shelving and KVM (Keyboard Video Mouse), Wiring for New Racks and Plotter/Scanner/Copier (7 Wires @85) and Patch Panel Jacks, etc. The Commissioner's agreed the Recorder's 2018 IT Budget should have been requested through IT Director Brian Ridenhour's Budget for 2018 and asked Recorder Bray to follow that process for future IT budgets. **The Commissioner's agreed to pay these two invoices from IT Funds.**

**BUDGET ADJUSTMENT**

**2nd and Final Reading of Budget Adjustment #4 in the amount of \$10,000.00 for the General Fund for HMEP Training for Hazmat.** Commissioner Scheperle made a motion to approve and sign Budget Adjustment #4. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

**DISCUSSION:**

Director Campbell and Facilities Director Camp provided the Commissioners with an update on renovations to the new Health Department Building, which included; flooring to begin July 30, 2018 and will take about two months, the lighting is completed, HVAC is almost complete, painting is being worked on at this time, plans for the kitchen area have not been seen, but COSMO will coordinate with the County on this project. Additional discussion included moving expense, the shower and windows are being bid out at this time and IT is in progress with the move and will need a couple days to be down for transition period to the new building. The Commissioners agreed to September 27th and 28th for the IT transition period.

**DISCUSSION:**

Finance Debbie Malzner presented the Commissioners with the **Assessor's Certified Values for 2018** Commissioner Bushman received from the County Assessor Chris Estes on June 29, 2018. The Commissioners agreed the Assessor should present this report to the Commissioners during a scheduled Commission Meeting prior to July 1st of each year going forward.

**MOTION:**

Commissioner Scheperle made a motion to **approve and sign the Renewal Program Services Contract for Public Health Emergency Preparedness between the Missouri Department of Health and Senior Services and the Cole County Health Department (July 1, 2017 through June 30, 2019)**. Commissioner Hoelscher seconded the motion. The motion passed by a vote of: Commissioner Bushman (Yes), Commissioner Hoelscher (Yes), Commissioner Scheperle (Yes).

**9. OTHER ISSUES THAT HAVE COME BEFORE THE COMMISSION THIS DAY**

Department Heads and Elected Officials will submit their 2019 Budget to the Commissioners prior to sending to the Auditor. Dates to hold Commission Meetings regarding the 2019 Budget were discussed.

Commissioner Bushman received correspondence dated July 12, 2018 from Missy Bonnot, Jefferson City Area Chamber of Commerce, regarding a Public Hearing regarding the joint effort of the Heartland Port Authority of Central Missouri. The hearing is scheduled for July 26, 2018 at 7:00 p.m. at the Jefferson City Hall.

Commissioner Bushman stated the 2018 United Way Kickoff has begun. If County employees complete the pledge card with a donation by July 27, 2018, they will be entered into a drawing to win cash or a vacation day.

**10. ADJOURNMENT**

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

Commission adjourned at 4:30 p.m.

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Presiding Commissioner

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Eastern District Commissioner

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Western District Commissioner