

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper  
 District I Commissioner Karen M. Miller  
 Deputy County Clerk Melanie Stapleton

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

Commissioner Vogt was absent.

**Subject: Award bid 44-01DEC99 Office Supplies**

Beckie Jackson presented the recommendation for the bid award.

Commissioner Miller commented that it was nice to have a couple of options to choose from on this bid award.

Commissioner Stamper moved to award bid 44-01DEC99 as follows:

<b>FOR</b>	<b>TO</b>
Office Supplies Term and Supply	US Office Products

Said bid is awarded per the attached recommendation of the Purchasing Department. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement.

Commissioner Miller seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 500-99**

**Subject: Budget Revision to cover overtime shortfall**

Commissioner Miller noted that this budget revision is for the GIS Department. She stated that the GIS Department has worked very hard on digitizing the maps for the County. She stated that this budget revision reflects the movement of funds within the same budget.

Commissioner Miller moved to authorize the budget revision as follows:

<b>AMOUNT</b>	<b>(increasing) ACCOUNT</b>	<b>(decreasing) ACCOUNT</b>
\$2,600	1175-10110 Overtime	1175-91301 Computer Hardware

Said revision is to cover 1999 overtime shortfall for Jeff Davis.

Discussion: Commissioner Miller asked Bob Ormiston if he anticipated that this arrangement (with Jeff Davis working overtime) would continue.

Bob Ormiston stated that the arrangement would continue. He stated however that it would remain within the budgeted amount.

The motion passed 2-0. **Order 501-99**

**Subject: Y2K Preparedness Discussion (Departmental Reports)**

Commissioner Stamper stated that he requested certain County officials and department heads to appear before the County Commission to report their status (of preparedness) for Y2K.

Commissioner Miller stated that many people were involved with the Y2K Task Force. She stated that the task force evaluated the equipment in each building/department to determine where Y2K difficulties could occur. She stated that each department then focused on their area to ensure that all potential problems were addressed.

*Information Technology*

Bob Ormiston, Information Technology Director stated that the mail services function was addressed by the purchase of the new mail equipment. He stated that the mail equipment is certified as being Y2K compliant. He stated that the GIS server was rebuilt to ensure that the GIS Department would not experience any difficulties. He stated that there were many areas in the IT Department that were addressed including the downsizing and updating of the AS400 system.

Bob Ormiston stated that the Information Technology Department is also in the process of performing a complete re-engineering and redesign of the backbone of the network. He stated that the IT Department is still involved in developing the individual applications (software) for various departments. He stated that many of the software packages were created Y2K compliant. However he noted that development of the remaining software packages was delayed by payroll changes that had to be made to the overall system by the beginning of January 2000. He stated that the applications should be in place by the beginning of the 2000.

Bob Ormiston stated that IT Department staff would be on-site on New Year's Eve and New Year's Day to address any difficulties should they arrive. He stated that the IT Department conducted numerous tests throughout the year on various systems to determine if they were Y2K compliant. He stated that IT Department received results from the tests that indicated that most systems would not experience any difficulties.

Commissioner Stamper asked Bob Ormiston to give an estimate of the amount of money that was spent on Y2K related issues this year.

Bob Ormiston stated that the figure would be close to about \$100,000 this year.

Commissioner Miller stated that this process has been going for nearly three years and encompassed expenditures in those years as well.

*Facilities Maintenance*

Janie Welton, Facilities Maintenance Administrative Assistant stated that the computerized temperature control systems at the Government Center and at the Jail were updated (to be Y2K compliant) in the third quarter of the year. She stated that the temperature control system at the Courthouse was tested and found to be Y2K compliant was well.

Janie Welton stated that the only problem the Facilities Maintenance Department has experienced is that the preventive maintenance and routine work order software on her personal computer is not Y2K compliant. She stated that the IT Department was able to upgrade that system.

Janie Welton stated that there were not any issues that needed to be addressed at the North or South Facility or the Public Works Building. She stated that the Facilities Maintenance staff would be on standby through the New Year's transition.

*Public Works*

Sam Amick, Public Works Shop Services stated that the Public Works Department examined all of the electrical and the shop diagnostic equipment. He stated that they found that the hand-held scanners in the Public Works staff's vehicles had chips that would cause problems in the date

change transition. He stated that those chips were replaced and tests would be run to see if they would be Y2K compliant.

Sam Amick stated that the other area that Public Works experienced difficulty with was the gas key card. He stated that those cards are currently on the DOS 3.1 system. He stated that at present there is no update for that system. He noted that it would probably be a few years before an updated system would be available. He stated that the department would still be able to use the gas key cards as long as they continued to use the old computer with the Fleet and Gasboy software.

Sam Amick noted that the department changed the computer inside one of the heavy trucks to make it Y2K compliant.

Sam Amick stated that the only remaining issue for the department was that if the electricity were to go out, then the department would not have a backup auxiliary source.

*County Collector's Office*

Pat Lensmeyer, County Collector stated that thanks to the diligence of the Information Technology Department, she did not foresee any potential problems with the date change transition. She stated that by December 31<sup>st</sup>, the Collector's Office would have collected about \$35-40 million. She stated that 75% of those funds would be forwarded to other entities. She stated that her office would complete a backup, manual process that would allow the office to write checks to the other entities if their computer system experienced any difficulties.

Pat Lensmeyer also stated that this year, the Collector's Office would be posting and balancing out all of the figures before leaving the office on December 31<sup>st</sup> in order to create a spreadsheet to contain all of the information. She stated that the spreadsheet would be printed out in order to create a hard copy of all of the information.

Pat Lensmeyer noted that the Collector's Office would also be participating in the testing (performed by the IT Department) on New Year's Day.

*Sheriff's Department*

Major O. J. Stone stated that as long as all of the other systems that the Sheriff's Department depends on continued to function through the date change transition, then the Sheriff's Department would not experience any difficulties. He stated that the Sheriff's Department received reports from the Information Technology Department and their software providers that all of their systems should continue to function.

Major O. J. Stone noted that the Sheriff's Department would provide officers to accompany the County Collector while she empties the tax payment drop box. He also noted that there would be a number of extra personnel stationed throughout the County from around 6pm (New Year's Eve) until 6am (New Year's Day).

Commissioner Miller requested that the Sheriff's Department provide an officer to patrol the site of the First Night 2000 festivities (the area around the Government Center and Courthouse Square).

Major O. J. Stone stated that the Sheriff's Department would try to provide an officer to patrol that area.

Commissioner Miller stated that she and Chuck Nichols, Facilities Maintenance Director would also be on hand for the First Night 2000 event.

Major O. J. Stone stated that he would be the contact person for the Joint Communication/Information Center should they experience any problems with their emergency response systems.

Commissioner Stamper thanked all the departments for their reports and Commissioner Miller for her work on the Y2K Task Force.

Commissioner Stamper submitted for the public record the Public Health Contingency Plan that was sent to the County Commission by Stephanie Browning, Health Department Director.

**Subject: Letter from the United States Department of Agriculture Forest Service, Mark Twain National Forest regarding public comment period on Proposed Rule for National Forest System**

Commissioner Stamper noted that the U. S. Department of Agriculture had previously notified the County of the comment period on a proposed rule for the National Forest System. He stated that this letter was sent to inform the County that the comment period on the proposed rule was extended by thirty days to end on January 4, 2000.

**Subject: Letter from MoDOT regarding Fiscal year 2000 Off-System Bridge Replacement and Rehabilitation Program funds**

Commissioner Stamper stated that this letter was sent to inform the County Commission that Boone County would receive \$66,837.31 in Off-System Bridge Replacement and Rehabilitation Program funds for fiscal year 2000. He stated that the County's present balance is -\$534,437.07

**Subject: Announcement from the Mid-Missouri Regional Planning Commission regarding its new office location in Ashland, Missouri**

Commissioner Miller that this was the official announcement of the site. She stated that she reported on the site in a previous Commission meeting.

Commissioner Miller stated that the Regional Planning Commission now has almost 100% participation by Boone County. She noted however that Boone County needs to appoint a Transportation Advisory Committee representative.

Commissioner Miller stated that she and Commissioner Vogt had discussed appointing Frank Abart, Public Works Director to that position. She stated that they wanted to discuss the matter with Commissioner Stamper before making the appointment.

Commissioner Stamper moved to identify Frank Abart, Public Works Director as the Boone County representative to the Transportation Advisory Committee on behalf of the Mid-Missouri Regional Planning Commission.

Commissioner Miller seconded the motion.

Discussion: Commissioner Stamper asked Commissioner Miller to notify the RPC of Boone County's selection.

The motion passed 2-0. **Order 502-99**

### **Commissioner Reports**

*Commissioner Stamper and Commissioner Miller did not give reports. Commissioner Vogt was absent.*

There was no public comment.

The meeting adjourned at 2:00pm.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Don Stamper  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Linda Vogt  
District II Commissioner