

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Joshua Norberg

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

Purchasing

Melinda Bobbitt, Director of Purchasing, was present on behalf of this item.

1. 60-05NOV08 – HVAC Filters Term and Supply (first reading)

Ms. Bobbitt stated the bid for HVAC Filters Term and Supply closed on November 5, 2008. Of the five bids received, Purchasing and the Public Works Department recommend award to MSC Industrial for offering the lowest and best bid for Boone County.

This is a term and supply contract and invoices will be paid from Department 6100 – Facilities and Grounds Maintenance, Account 23050 – Other Supplies. \$3,000.00 is budgeted for these products.

Commissioner Pearson 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 an appropriate order for approval.

Human Resources

Betty Dickneite, Director of Human Resources, was present on behalf of this item.

2. Recommendations from the Job Classification Committee

Ms. Dickneite stated the Job Classification Committee met on December 8 and 11, 2008, to review and discuss the proposed Public Information Officer classification in the Commission Office. At this morning's meeting, the Committee also reviewed a request to establish an Electronic Equipment Installer/Technician classification at the Sheriff's Department.

The Job Classification Committee members unanimously agreed to bring forward the following recommendations to the Commission:

1) Public Information Officer (Commission Office) - Establish a new position classification titled Public Information Officer at a pay range of 32. It is recommended that the position be placed in the Administrative Services Group with a class code number of 1010. (FLSA status of exempt or non-exempt to be determined by Legal Counsel)

2) Electronic Equipment Technician (Sheriff's Dept.) – Establish a new position classification titled Electronic Equipment Technician at a pay range of 31. It is recommended that the position be placed under Public Safety – Electronic Maintenance Series with a class code number of 4080.

(FLSA status of exempt or non-exempt to be determined by Legal Counsel).

Commissioner Miller asked Ms. Dickneite if she would be able to get this advertised in the paper by this weekend if the Commission approved it today.

Ms. Dickneite stated she could.

Commissioner Miller asked Commissioners Pearson and Elkin if they would object to approving this today.

Commissioners Pearson and Elkin stated they would not.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the recommendations from the Job Classification Committee per the attached memorandum.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 559-2008**

Public Works

Chad Sayre was present on behalf of this item.

3. Variance Requests

Mr. Sayre stated this is the same street, Elk Park Boulevard, that the only business there now is the Elks. Through the warrantee period on the street, a couple issues have come up that weren't specifically documented as far as things that didn't comply with the current design specifications. One was the width. A 40' street was originally approved, and the current requirement is 42' for a commercial road. The County does have a 38' collector standard, but specifically we were asked to go ahead and get the variance. This is one of those things that was changed in the Public Works and planning process that won't happen again. It is just one of those things that staff

asked if we could get a variance.

Mr. Sayre stated the other issue is the sidewalks. A bank currently owns some vacant lots and they don't want to put the sidewalks in until they have a building permit and a structure built. That is pretty standard, but through the planning process it showed that sidewalks would be built along all streets, we just didn't say when.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby accept the Road and Bridge Advisory Committee Recommendation of Variance Requests:

For Southfork of the Grindstone Plat I, Lot 2 & 3 proposing that sidewalks not be built until the construction occurs on site.

For Southfork of the Grindstone Plat I, proposing to allow for the constructed roadway width to be 40' instead of 42', which is the current requirement.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 560-2008**

Local Emergency Planning Committee (LEPC)

Scott Olsen and Debby Lancaster, Boone County Fire Protection District, were present on behalf of this item.

4. HMEP Grant Application

Mr. Olsen stated there are two grants that the LEPC receives each year. One is the Chemical Emergency Preparedness Fund Grant, which was brought before the Commission earlier this year. The other is this HMEP Grant. The money is primarily earmarked for planning and training purposes. With this particular grant, we will focus on training. There are several classes that we have applied to use this grant for. This is a reimbursement grant. He stated the State will put out a Request for Proposal (RFP) to provide the classes or we can provide them in house. Currently we have asked to be able to provide them in house until we see what the RFP says because a lot of the people who receive our training are volunteers and they need to be trained in the evening and on the weekends. We want to be sure that when the RFP is granted by the State that we are not stuck in a weekday 8-5 sort of event. The State is amenable to that, and they believe their RFP will cover multiple days and times. If that happens, we will in turn use their instructors and let them provide the courses.

Commissioner Elkin stated this First Responder training is for first response for hazardous materials.

Mr. Olsen stated that is correct. It relates to the Occupational Safety and Health Act's regulation. Anybody who responds to a hazardous materials incident needs to be trained at a certain level. Those people who might come across a hazardous materials event need to be trained at the awareness level. The people who respond in terms of defensive operations to protect the community but not take offensive actions need to be trained at the operations level. Those who do offensive actions, like members of the Columbia Fire Department or Boone County Fire Protection District Haz-Mat teams are trained at the technician level. He stated we train those people on a yearly basis as we get new people coming in. The focus of this year will be training with hospitals and ambulance services. We will be working with all three hospitals and ambulance services to make sure their personnel are trained to the appropriate level.

Commissioner Elkin asked how the LEPC engages the hospitals.

Mr. Olsen stated each of the hospitals has a safety department. He stated they meet with each of the hospitals emergency departments.

Commissioner Miller stated there is no match for this grant so it doesn't cost us anything.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the County Commission to sign the HMEP Grant Application for the Local Emergency Planning Committee.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 561-2008**

Health Department

5. Proposed Changes for Food Code and Nuisance Ordinance (first read on 12/9/08)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the attached proposed changes to the Nuisance Ordinance and the Food Code.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 562-2008**

Facilities Maintenance

6. Budget Revision to Cover Increased Expenses (first read on 12/9/08)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover increased Facilities Maintenance expenses:

Department	Account	Department Name	Account Name	Decrease	Increase
6100	26300	Fac. Maintenance	Material & Chem Supply		\$2,500.00
6100	86800	Fac. Maintenance	Emergency	\$2,500.00	

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 563-2008**

7. Commissioner Reports

There were no commissioner reports.

8. Public Comment

There was no public comment.

The meeting adjourned at 1:56 p.m.

Attest:

Kenneth M. Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner