



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

April Term

~ Minutes ~

Wednesday, April 27, 2016

8:50 AM

The Christian County Courthouse

I. Convene

The meeting was called to order at 8:50 AM by Presiding Commissioner Ray Weter

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	8:50 AM
Bill Barnett	Western Commissioner	Present	8:50 AM
Sue Ann Childers	Eastern Commissioner	Present	8:50 AM
Cheryl Mitchell	Assistant	Present	8:50 AM
Rachel Hankins	Assistant	Present	8:50 AM

II. Agenda

Motion/Vote - 8:50 AM Christian County Commission

Discussion - Approve Agenda

The meeting was attended by Cheryl Mitchell.

Presiding Commissioner Weter entertained a motion to approve the agenda as published for 4/27/2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

Motion/Vote - 8:55 AM Kay Brown-Christian County Clerk

Minutes & Financials Approval - Approve Minutes and Financials

The meeting was attended by Cheryl Mitchell, Jared Younglove of Paragon, Brad Erwin of Paragon, Judy Dollarhite, Robert Palmer, Miranda Beadles, Todd Wiesehan, Amelia Wigton, Perry Barnes, Brent Yount, Ken Davis, Cindy Childress, Barbara Stillings, Norma Ryan, and Karen Matthews.

Presiding Commissioner Weter entertained a motion to approve the minutes for 4/25/2016, they have been reviewed and are substantially correct.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

Motion/Vote -

Motion to Approve Minutes for Closed Session 3/31/2016

The meeting was attended by Cheryl Mitchell, Jared Younglove of Paragon, Brad Erwin of Paragon, Judy Dollarhite, Robert Palmer, Miranda Beadles, Todd Wiesehan, Amelia Wigton, Perry Barnes, Brent Yount, Ken Davis, Cindy Childress, Barbara Stillings, Norma Ryan, and Karen Matthews.

Presiding Commissioner Weter entertained a motion to approve the minutes for closed session 3/31/2016 reviewed and substantially correct.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

Motion/Vote -

Financials

The meeting was attended by Cheryl Mitchell, Jared Younglove of Paragon, Brad Erwin of Paragon, Judy Dollarhite, Robert Palmer, Miranda Beadles, Todd Wiesehan, Amelia Wigton, Perry Barnes, Brent Yount, Ken Davis, Cindy Childress, Barbara Stillings, Norma Ryan, and Karen Matthews.

Presiding Commissioner Weter introduced the amended agreement to the original Professional Services Agreement. This addresses the additional renovations to the Planning & Development Building to finish the electrical upgrades with a compensation of \$40,500.00.

Presiding Commissioner Weter asked if this is an upward adjustment of our existing agreement?

Jared Youngblood said the existing contract is for the Prosecutor building across the street and renovations of the Justice Center. The additional service is for the new scope of work which includes light renovations to the Historic Courthouse, Planning & Development and the Mercy Building.

Commissioner Childers asked if the first agreement included the Historic Courthouse?

Jared Youngblood we had previously submitted a additional services request for the Historic Courthouse renovations but it had evolved into including the Planning & Development and Mercy Building.

Presiding Commissioner Weter said that he will have give this to John Housley and we will pick this back up after he has reviewed it.

Motion/Vote - 9:00 AM Brad Erwin-Paragon Architechure

Discussion - Historic Courthouse Remodeling Discussion

The meeting was attended by Cheryl Mitchell, Jared Younglove of Paragon, Brad Erwin of Paragon, Judy Dollarhite, Robert Palmer, Miranda Beadles, Todd Wiesehan, Amelia Wigton, Perry Barnes, Brent Young, Ken Davis, Cindy Childress, Barbara Stillings, Norma Ryan, and Karen Matthews.

Presiding Commissioner Weter introduced Jared Younglove and Brad Erwin of Paragon into the meeting regarding the remodeling projects for the Historic Courthouse.

Jared Younglove pointed out on the plans on the first floor of the Historic Courthouse that they would be adding a security check point on the east side of the building the remainder of the exits would be exit only. Relocating the auditor to 1st floor just out side of the current Coroner's office. There would be some light finish upgrades to those areas. You can see that the break room would be smaller to accommodate the Security Check point area.

Jared Younglove said on the 2nd floor we discussed moving Kay Brown's office out of their current location to the 3rd floor where Juvenile is currently located. Which will then free up space to relocate the Treasurer to Kay Brown's office location & possibly use the vault, because they have expressed concern about having a vault to use. Then moving the County Administrator to elections area, they training room would become a Prosecutor/witness area, with the adjacent current storage rooms could become client/attorney areas. The current vaults that the Circuit Clerk uses would remain. The Public Administrators current office we are proposing putting the Judge and Court Reporter there and the current vacant office we are proposing putting the Clerk and Bailiff there. Where the Auditor and Treasurer are currently located we are proposing putting a jury area there. The current Courtroom would stay the same and the where EMA inserts are currently located would be a holding area.

Brad Erwin there would be very light renovation, the overall goal is to keep it cost effective, maybe remove one wall, maybe cutting in a door where a wall is, adding some paint and flooring.

Presiding Commissioner Weter said we need a dedicated area for storage.

Jared Younglove said we haven't really nailed down a location for storage. Maybe a place around town to utilize for storage purposes.

Commissioner Childers asked do we have a plan to get the jury to the jury room without walking through the public.

Jared Younglove said right now they would have to walk through the public seating area, this is one of the many hurdles we need to work around with the current Courtroom layout.

Jared Younglove said on the 3rd floor, Juvenile has been moved out and Kay Brown's offices moved up. The current processing room for Juvenile would become the training room/voter machine storage, the current cells could become storage, the Election's office is shown in peach. Payroll in the current office spaces. We are showing one wall being removed and on wall being added. Very light renovation up there and they would continue to use the vault on 2nd floor.

Presiding Commissioner Weter said the jury on 2nd floor is problematic, if we had a current jury trial on the 2nd floor what would you do (asking Barbara Stillings)? What would you do about moving the jury from through the public area from the Court to the Jury room?

Barbara Stillings we looked at using the empty room that would be considered the Clerk/Bailiff room on this map. What we have done in the past is use the Coroner's area. Previously we have used the area in the corner on the second floor that is called the Prosecutor/Witness. We have to walk them back and forth every time through the gallery.

Presiding Commissioner Weter asked if there are any protocols that we need to be aware of?

Barbara Stillings said as far as I know there are not.

Commissioner Childers asked if there is enough room to put in a temporary wall between the main wall and the public so you can take jurors out and it would be private?

Jared Younglove asked to create a passageway?

Brad Erwin said I don't believe so but we can take a look at that.

Presiding Commissioner Weter said we have wrestled with this very problem from the get go, would this be an improvement from the current situation?

Brad Erwin said yes.

Presiding Commissioner Weter said that Judge Johnson has seen this and has indicated her approval. We need to go ahead and settle on something.

Norma Ryan said Kay is ok with it, she just wants a window in the room that you are putting her in, a clear glass partition so she can see people going by.

Presiding Commissioner Weter asked Brad if he had any questions about the 3rd floor?

Presiding Commissioner Weter asked Ken if he had been involved in any of this?

Presiding Commissioner Weter asked Todd are you in?

Presiding Commissioner Weter said lets go to Planning and Development.

Jared Younglove said Planning and Development would be vacated out of there and Juvenile would be located over there and we would try to put their existing program into that footprint. We have addressed their current needs but they have concerns regarding future growth, I think it is a good solution for now, but not a good solution for the future. We have provided adequate office space, we tried to provide the same size offices. This plan has improved security where we have a secondary entrance to intake people through the side door that would be separate from the public entry, we have made some modifications to have a holding area, toilet room for anyone in holding, their offices, a separate conference room, reception, file storage, they have expressed that this is short term solution but not a long term solution.

Presiding Commissioner Weter said I understand that their staff is projected to increase by at least 1 person.

Perry Barnes said yes at least one person immediately and by July another person will be added.

Presiding Commissioner Weter I understand that you are short of space now, if we move you to P&D you are short of space and if you stay here you will be short of space also. This project has a 4.1 million price tag on it and I am not convinced that the Prosecutor needs 14,000 square feet at her disposal right now. We may need to see if we can incorporate juvenile into that space.

Brad Erwin said we can take a look at doing that and looking at the best possible way of keeping that space flexible, we may look at the potential of this being the first phase of a potentially larger structure. We may not build the robustness into the holding area and doing certain things that is going to be a 13-15 month stop gap and still keep it very flexible for another department to move into.

Perry Barnes said that Juvenile would be supportive of that.

Presiding Commissioner Weter said if we do nothing you will be squeezed and if we do something you will be squeezed. Right now I don't see any way to avoid that.

Commissioner Childers asked Karen have you seen these plans?

Karen said no I haven't seen them.

Brad Erwin said in the current Treasurer's office you have 300 square feet and the rooms you will go into would be about 400-500 square feet.

Jared Younglove said not to mention the waiting area and the square footage of the vault.

Brad Erwin said we have tried provide a significant amount of room for movement, the Auditor's space is currently 200 square feet and is going to about 400 square feet. We have tried to make it more efficient.

Presiding Commissioner Weter asked for comments.

Robert Palmer expressed concerns about the witness stand being next to the jury box and that it would be an intimidation issue. He also said that it seems we were doing a

significant amount of remodeling on each floor and a concern of what is being done as far as handicap, exiting requirements.

Brad Erwin said we have looked at all of that and the renovation is very light, as we look at the building code, the spaces stay the same and so we can utilize them as they are, no code changes have been made, handicap is the same as it is today.

Robert Palmer said over by the jury deliberation room there is a single door as well as the double doors what is the plan with that?

Presiding Commissioner Weter asked Mr. Palmer if he could stick to commenting.

Jared Younglove said those are all existing doors.

Presiding Commissioner Weter asked for any comments from the court representatives?

Barbara Stillings said I just want to say that I appreciate everybody working so hard on this.

Presiding Commissioner Weter said there is a building available which we have obtained the floor plan on and there is some work done by Paragon to see what the potential would be. Looking at these plans, I am not seeing any changes.

Jared Younglove said we were doing very light renovation, trying to use existing layout.

Brad Erwin said we can go into more renovations but we tried to keep it light, the meeting room would be separated for the purpose of keeping it private.

Todd Wiesehan said the work flow that we have and having 3 departments over there and possibly adding another department and with the connectivity with the reception front area that the people that work up front, the office staff isn't clear with this plan, and you are looking at the meeting space over there as what we need, the full area is more of what we need. We need to house at least 100 people in this meeting room.

Miranda Beadles said I agree with Todd, we need to keep that meeting space as large as possible. The more connected and fluid the layout would be the better for us.

Presiding Commissioner Weter said I need to remind everyone that we have a \$7 million budget and we need to stay within that budget.

Presiding Commissioner Weter said we need to accept these plans for review, give the parties a few days to look it over and decide on Monday.

Commissioner Childers asked how much time would you need to complete the projects?

Jared Younglove said we can continue to develop this to meet those comments.

Commissioner Childers asked what is the estimation as to how much time this would take to complete.

Jared Younglove said that currently we have it on our project schedule to complete on May 17th pending approval today or Monday and construction could begin mid to late June.

Brad Erwin said before Memorial day to finish up design and before the 4th of July to start construction.

Brad Erwin said the Courtroom construction is scheduled to be the first one done well in advance of January 1.

Jared Younglove said that if we continue to evolve, the schedule will continue to evolve.

Commissioner Barnett asked how much time is this going to give us before we need to do this again? Do we have a 5 or 10 year plan.

Brad Erwin said what I would like to do is provide you with an analysis of a square foot area of the department today versus when it is done. And then be able to tell you that it would be able to provide you with one additional office or one additional work area and then provide that to you and then get your feedback.

Judy Dollarhite asked what is the square footage of the Mercy building.

Presiding Commissioner Weter said it is approximately 6000 square feet.

Presiding Commissioner Weter entertained a motion to accept these plans 15-263 4/27/2016 for review and after the office holders and interested parties have had a chance to review these and after reviewed put final decision on agenda for Monday 4/30/2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Bill Barnett, Western Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers

Motion/Vote - 10:00 AM Todd Wiesehan-Planning and Development

Agreement - Agreement with CGI Communications for County Video Program for County Website

The meeting was attended by Cheryl Mitchell, Todd Wiesehan, Miranda Beadles, and Brent Young.

Todd Wiesehan presents his plan for CGI Communications amended agreement attached

Todd Wiesehan said that he thinks this would be a win win situation.

Commissioner Barnett asked what happens when everything is going well and you don't want them on the air anymore.

Todd Wiesehan said I don't have an answer for that.

Presiding Commissioner Weter reads the contract regarding the types of businesses that can advertise.

Commissioner Barnett said I just don't want people to make money advertising through us.

Todd Wiesehan said we are getting a professional product that represents the county. This is a professional type of business.

Commissioner Childers said that this would fit in with our economic development.

Todd Wiesehan agreed.

Cheryl Mitchell said that whenever the County advertises for bids, there are companies that collect our bids and sell them to others.

Commissioner Childers said this is at no cost to the County but allowances are included?

Todd Wiesehan said the types of businesses outlined in the contract, I believe will address all your concerns.

Commissioner Barnett asked how long is the contract?

Todd Wiesehan said 3 years.

Commissioner Barnett asked is the contract renewed every year and is there a clause to cancel if we decide we want out of the contract?

Todd Wiesehan said the agreement says once we agree to do this we need to stick to it.

Presiding Commissioner Weter said I suppose our only avenue out according to exhibit "A" is if they don't perform according to the contract.

Commissioner Childers said that we have to approve every video they make, right?

Tod Wiesehan said yes, the ones they make of the County.

Presiding Commissioner Weter entertained a motion to enter into an agreement to contact CGI to enter into a contract for a period of 3 years.

RESULT:	ADOPTED [2 TO 0]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSTAIN:	Bill Barnett

III. Adjournment

The meeting was closed at 10:15 AM

Motion/Vote -

Motion to Adjourn

Presiding Commissioner Weter entertained a motion to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Barnett, Western Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Ray Weter, Bill Barnett, Sue Ann Childers