

TERM OF COMMISSION: March Session of the February Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:32 a.m.

Subject: Juvenile Justice Center – First Reading of Budget Amendment for Juvenile Accountability Incentive Block Grant

Kirk Kippley, Juvenile Justice Center, was present on behalf of this item.

Kirk Kippley stated this money was money the Commission approved JJC to apply for on March 14, 2002 (Commission Order 132-2002). These purchases will be reimbursed after the televisions are purchased.

Commissioner Stamper stated this is a budget amendment in the amount of \$4,282.00.

Commissioner Miller asked if this is for televisions and VCRs. Mr. Kippley stated that was correct and a big screen television has been purchased for programs that are done in the multi-purpose area. Ultimately there will be no cost to the County.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading and public hearing at the next available meeting after the required 10-day waiting period.

Subject: Sheriff's Department – First Reading of Budget Amendment

Commissioner Miller stated the Sheriff's Department has received grant money and this budget amendment would report it into the correct account. This is for the purchase of a radar unit.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading and public hearing at the next available meeting after the required 10-day waiting period.

Subject: Purchasing Department

Melinda Bobbitt, Purchasing Department Director, and Marlene Ridgeway, Purchasing Department Buyer, were present on behalf of these items.

A. First Reading of Bid 14-05MAR02 (Double Drum Vibratory Roller)

Marlene Ridgeway stated she and the Public Works Department have reviewed the bids submitted and recommend the following:

The apparent low bidder is Crown Power and Equipment, however, they did take some deviations to the bid specifications. They were not able to provide a Hydraulic oil temperature gauge, indicator light or rear lights for the roller. The next low bidder, Cooke Sales and Service, are able to provide us with the minimum specifications with a lower shop rate and better OEM parts discount.

We further recommend award to Cooke Sales and Service for the acquisition cost of \$21,860.00 with an additional contract price of \$49.50 hourly shop rates and a 10% discount of list price for OEM parts for 5 years. The original budgeted amount was \$46,000.00.

We are also asking at this time for approval of disposal through trade-in of a 1994 Stone AVR4000 Double Drum Vibratory Roller fixed asset tag #8682.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

B. First Reading of Bid 17-20MAR02 (Courthouse Doors)

Melinda Bobbitt stated the bid for Courthouse Doors was issued on February 26, 2002 and closed on March 20, 2002. One bid was received from McAfee Construction for \$10,857.00. Public Works estimated and budgeted the project for \$4,500.00. Public Works recommends rejecting the bid and issuing a "no award" for this bid.

Mrs. Bobbitt stated the department is going to revise the scope of work and rebid this in the future.

Commissioner Stamper stated this is a first reading and requested to the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order to reject said bid.

C. First Reading of Request for Sheriff Vehicle Disposal

Melinda Bobbitt stated below is a list of vehicles that the Purchasing department is requesting permission to surplus. The list includes the Sheriff's Department vehicles that have been recently replaced, and the Mail Room Service Vehicle. One of the Sheriff's vehicles will be transferred to the Mail Room, a division of the Information Services

department and their Dodge Intrepid will be surplused.

Purchasing is requesting Commission approval to dispose half of these vehicles through the Kirksville Auto Auction with Cornell Motors serving as our representative, and half the vehicles through Rangeline Auto Auction using the Mid-Missouri Public Purchasing Cooperative Agreement (initiated by the City of Columbia).

DISPOSAL THROUGH CORNELL MOTORS – KIRKSVILLE AUTO AUCTION

Year	Description	Approximate Mileage	VIN#
1998	Ford Crown Victoria	98,280	2FAFP71W9WX124351
1997	Ford Crown Victoria	75,237	2FALP71W0VX134493
2000	Ford Crown Victoria	104,888	2FAFP71W4YX176408
1999	Ford Crown Victoria	73,149	2FAFP71W5XX175833
1997	Dodge Intrepid	99,308	2B3HD46F7VH713637

DISPOSAL THROUGH RANGELINE AUTO AUCTION

Year	Description	Approximate Mileage	VIN#
1999	Ford Crown Victoria	87,960	2FAFP71W0XX175836
1998	Ford Crown Victoria	84,227	2FAFP71W8WX124356
1999	Ford Crown Victoria	79,449	2FAFP71W8XX175843
1999	Ford Crown Victoria	75,130	2FAFP71W9XX175835
1998	Ford Crown Victoria	81,788	2FAFP71W1WX124358

TRANSFER FROM SHERIFF’S DEPT TO INFORMATION SERVICES DEPT

Year	Description	Approximate Mileage	VIN#
1999	Ford Crown Victoria	70,107	2FAFP71W7XX175834

Mrs. Bobbitt stated they wanted to use both Auto Auctions to make sure the County is getting the best deal.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Public Works – First Reading to Accept Road (Prairie View Drive)

David Nichols and David Piest were present on behalf of this item.

David Nichols stated this is a formal request for acceptance of the portion of Prairie View Drive, which the Commission approved a variance request on February 26, 2002 (Commission Order 91-2002).

Commissioner Stamper asked if the owner has removed the barriers. Mr. Nichols stated he has not and he wanted to discuss this. It has been department procedure not to remove barriers until the road is formally accepted but he sees no problem removing the barriers if the Commission feels that it is appropriate to remove the barriers. The department has received several telephone calls about when the barriers would be removed. Mr. Nichols stated since there is another week before the second reading and approval, from the department's stand point, the barriers can come down.

Commissioner Elkin agreed with this. Mr. Nichols stated usually this is handled through a road construction sign, but since this road is not under construction, there is no need to keep the barriers up.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this for a second reading at the next available meeting with an appropriate order for approval.

Subject: Information Technology – Second Reading and Approval of Acceptable Use Policy (Computer Services)

Commissioner Miller stated this is a policy that has been developed through the Information Technology Advisory Committee that has membership of all elected officials and department heads and County Counsel. This policy received unanimous support at the last ITAC meeting.

Commissioner Miller moved to approve the Acceptable Use Policy for Computer Services from the Information Technology Department.

Commissioner Elkin seconded the motion.

Commissioner Elkin stated on page two, where the policy talks about the content of e-mail document files will not be reviewed by IT without written authorization from the administrative authority unless there is a security issue involved. Commissioner Miller stated if this was the case, the IT would have to go to Commission as their administrative authority. This is the internal policy.

Commissioner Elkin asked about moving computers without going through IT. Commissioner Miller stated this is because the computers are hooked to a network and IT has to be notified to make sure there will be no problems. There will be internal policies that go along with this policy.

Commissioner Elkin stated the other item he had a question on is the IT Department keeping and monitoring logs. Commissioner Miller stated this would also be an internal policy.

Commissioner Elkin asked about unauthorized software and the wording in the policy would allow IT to go in and remove it without the administrative authorities.

Commissioner Miller stated IT has asked each department to identify the software that is used and any software that would not be part of County government software, they would work with the administrative authority to remove the unauthorized software. This was discussed in ITAC. This way the IT Department can focus on the licenses for each program.

Commissioner Elkin asked about the Palm Pilot issue and future use. Commissioner Miller stated this issue would be brought back to ITAC and see about changing the policy on this issue.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 144-2002**

Subject: Human Resources – First Reading of Employee Wellness – Recommendations on Policy and Environmental Changes for Heart Healthy Worksite

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

Betty Dickneite stated the County was contacted by the Health Department to participate in an Employee Wellness Survey in looking at employee wellness at the worksite as far as a heart healthy worksite. The Health Department and Mrs. Dickneite discussed the various County policies and how these were used to assess how well the County is doing. The Health Department has come up with specific recommendations in five areas. These areas are smoking, nutrition, physical activity, screening, and administrative support. These are the recommendations:

Smoking: The policy/environmental conditions at your work place are not highly supportive of a non-smoking environment. Here are some changes that could be made to help improve your worksite's score in this category.

- Strengthen the smoking ban at the worksite by no longer allowing employees to smoke anywhere on the company premises. This would include at entrances of buildings on County Grounds. Commissioner Miller stated this means that County employees could not smoke on the Plaza but the Public could. Mrs. Dickneite stated this is a recommendation.

- Provide incentives to workers for being non-smokers or quitting smoking. For example, offer discounted health insurance, added vacation or "well days", bonuses, material prizes or awards.

- Provide or promote insurance company-sponsored programs that address smoking

cessation.

Nutrition: The policy/environmental conditions at your worksite are not highly supportive of healthy eating. Here are some changes that could be made to help improve your worksite's score in this category.

- Obtain labels from vendors (or create labels) to identify healthy vending options.
- Implement special promotions or sales on healthier vending items to encourage their consumption.

Physical Activity: The policy/environmental conditions at your worksite are not highly supportive of physical activity. Here are some changes that could be made to help improve your worksite's score in this category.

- Negotiate a reduced rate with an off-site exercise facility or provide company subsidization.
- Sponsor and encourage participation in a company sports team. See if other area businesses would be interested in competing.
- Establish a written policy statement that supports employee physical fitness, for example, policies that allow workers additional time off from lunch to exercise or take a walking break.

Screening: The worksite has provided some employee screening opportunities for heart health. Partner with the American Red Cross or an area hospital to come in and provide a screening for additional risk factors for heart health or a health risk appraisal.

Administrative Support: Management/Administration is not highly supportive of employee health and wellness. Here are some strategies that could be employed to further encourage employee health in the worksite and improve your score in this category.

- Establish a wellness committee with a cross-section of representatives from all sectors of the company, including at least one member of senior management.
- Invite members from all sectors of the workforce to participate on the wellness committee in order to better serve diverse needs.

Commissioner Stamper stated this was discussed in the 3C meeting with Mrs. Dickneite yesterday. It was the preference of the Commission to refer this to the Personnel Advisory Committee for discussion and debate.

Subject: Auditor's Office – First Reading of Contract with Maximus

Commissioner Stamper stated this is an indirect cost allocation plan in the amount of \$6,300.00. The County has worked with DMG Maximus for many years in preparing the County's cost allocation plan and study, which is required by the State. This is a contract

to continue the relationship with Maximus.

Commissioner Miller asked if there was any other company that did this. Commissioner Stamper stated he believed they were the largest company.

Commissioner Miller stated it is required for other departments to bid items and wondered why this automatically renewed.

There was no further discussion.

Commissioner Stamper stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Second Reading and Approval of Draft Request for Proposal for Boone County Fairgrounds

Commissioner Elkin stated there have been no other changes from the draft that was first read on March 19.

Commissioner Elkin moved to approve the Request for Proposal (Proposal # 20-30APR02) for a Ground Lease for Multi-Purpose Sports Facility Development located at the Boone County Fairgrounds per the proposal.

Commissioner Miller seconded the motion.

Commissioner Stamper thanked Commissioner Elkin for working on this proposal. Commissioner Elkin took this issue on when he came into office last year. This is a culmination of a lot of work. This document is a reflection of the consensus intent of the Commission to try to establish a public/private partnership and establish recreational facilities and a possible minor league sports team.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 145-2002**

Subject: Authorization of Use of Courthouse Grounds

A. John William Boone Heritage Foundation

Commissioner Elkin moved to authorize the use of the Courthouse Grounds on June 8 and June 9, 2002 from 8:00 a.m. to 5:30 p.m. for the Outdoor Music Fair and Seminar during the J.W. Boone Ragtime and Early Jazz Festival.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 146-2002**

B. Memorial Day Courthouse Celebration

Commissioner Elkin moved to authorize the use of the Courthouse Grounds and the Commission Chambers on May 27, 2002 from 8:00 a.m. to 1:00 p.m. for the Memorial Day Courthouse Ceremony.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 147-2002**

Subject: Appointments to the Joint City/County Storm Water Task Force

Commissioner Miller stated Mayor Hindman appointed the same list of people on Monday of last week. She and the Mayor have been working on an agreement of a group of people for this task force. They still need to finalize the mission for this group and the technical advisors that will work with the group. They will be seeking an engineer and Frank Gordon, an urban conservationist, will also be joining the group.

Commissioner Miller moved to appoint Jeff Barrow, Joe Bindbeutel, Chris Cady, Steve Cheavens, Sarah Coats, Marjorie Digges, Robert Eistenrager, Dave Griggs, Larry Grossman, Paul Land, Charles Laun, Ben Londeree, Larry Moore, Marty Riback, David Rogers, Bob Walters, Patti Watts, and Leanna Dawn Zweig to the Joint City of Columbia/Boone County Storm Water Task Force.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 148-2002**

Commissioner Reports

Commissioner Stamper

Public Notice from the U.S. Army Corps of Engineers

Commissioner Stamper stated the Commission received a Public Notice for Federal Register Notice announcing the process of updating Appendix C of the National Historic Preservation Act. This is a call for comments based on a March 8, 2002 Federal Register Notice in the Kansas City area. This is submitted to the Public Record.

Ashland Crossings Development Tax Increment Financing Plan

Commissioner Stamper stated the Commission has received notice by the Ashland Crossings Development Tax Increment Financing (TIF) Committee of their intent to hold a public hearing at 7:00 p.m. on April 29, 2002 in the City Chambers of Ashland City Hall. This letter was submitted to the Public Record.

Memo from Mediacom

Commissioner Stamper stated the Commission has received notice from Mediacom of payment in the amount of \$14,071.18. This is a payment of Franchise Fees from October through December 2001 and the corrected Franchise Fees for July through September 2001. This letter was submitted to the Public Record.

Boone Hospital Center Board of Trustees Meeting

Commissioner Stamper reported on the Boone Hospital Center Board of Trustees meeting on March 18, 2002. Three meetings are held now. Two foundations meet, one being the Walter Johnson Palliative Care Foundation and the other being the Boone Hospital Center Foundation. At the Board of Trustees meeting, they gave notice that they would be revising the Medical Staff Bylaws. They reported \$11.5 million income for this year, based upon the lease and the proceeds of the lease. There was an inspection report. There was a report on the Boone Retirement Center facilities and are anticipating receiving the keys around June 15, 2002. Finally, there was a discussion about a possibly donation to the County to be used toward the new Family Health Center and establishing a \$500,000 dental fund for the County.

Commissioner Miller

Bioterrorism Downlink

Commissioner Miller reported on the Bioterrorism Downlink, which was held on March 19, 2002. There were approximately 25 people in attendance from City of Columbia Fire and Police, County Fire and Police, University Hospital, Joint Communications, City of Ashland council person, City of Centralia's mayor and council person, and Boone County Public Works. She thought this was a very helpful session. The one item of interest she received from this was that the Health Director should be incident commander. She discussed this issue with all those who were present and the Health Director at this point is not even involved. She believes that Stephanie Browning, City/County Health Director,

should be included in all future planning

Commissioner Elkin

Boone County Regional Sewer District

Commissioner Elkin stated the Sewer District met last week. The one major discussion item was the South Route K Wastewater Treatment Facility. They are having some noise problems with the facility. The District agreed to relocate the pumps and build an off-site structure to keep the noise levels to a minimum. The district is also working on a master plan.

Mid-Missouri Tourism Council

Commissioner Elkin submitted the 2002 Visitors Guide to the Public Record.

Commissioner Elkin noted on the first weekend in June, David White will be camping out on the Missouri Theatre awning to raise money for the campaign.

West-Central County Commissioners Association

Commissioner Elkin attended the West-Central County Commissioners Association meeting in Warrensburg. They toured the new law enforcement building and the Missouri Veterans Home. This Veterans Home can hold 200 occupants and there are currently 150 occupants.

Commissioner Stamper stated he spoke with Ed Robb and he is willing to give a briefing to the elected officials and department heads about the economy.

There was no public comment.

The meeting was adjourned at 10:10 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner