

TERM OF COMMISSION: October Session of the August Adjourned Term

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

PRESENT WERE: Presiding Commissioner Don Stamper
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 1:33 p.m.

Subject: Purchasing Department

Commissioner Elkin noted Melinda Bobbitt and Marlene Ridgeway are in Hannibal, MO for the Missouri Association of Public Purchasers meeting.

A. Second Reading and Award of Bid 64-24SEP02 (Digitizer)

Commissioner Elkin moved to award bid 64-24SEP02 for a Digitizer to DLT Solutions, Inc.

Commissioner Stamper seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 452-2002**

B. Second Reading and Award of Bid 63-01OCT02 (Metal Culvert Pipe Term and Supply)

Commissioner Elkin moved to award bid 63-01OCT02 for Metal Culvert Pipe Term and Supply to Metal Culvert, Inc.

Commissioner Stamper seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 453-2002**

C. Second Reading and Award of Bid 58-18SEP02 (Printer Toner Term and Supply)

Commissioner Elkin moved to award bid 58-18SEP02 for Printer Toner Term and Supply to cmi of Columbia, MO per the recommendation of the Purchasing Department.

Commissioner Stamper seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 454-2002**

D. First Reading of Bid 68-15OCT02 (Pre-printed Envelopes and Forms)

Patricia S. Lensmeyer, Boone County Collector, and Carly Yates, Purchasing Department Clerk, were present on behalf of this item.

Carly Yates stated the Collector's Office and the Purchasing Department have reviewed the bids submitted and recommend award as follows:

We recommend awarding the pre-printed envelopes to Tag Enterprises of Girard, KS for items 4.7.1 and 4.7.3. We are not recommending award of items 4.7.2, 4.7.4, 4.7.5 at this time. The total contract price is \$1,687.30.

We recommend award for the pre-printed forms to General Printing of Columbia, MO for items 4.7.6 through 4.7.11. The total contract price is \$1,462.27.

Patricia S. Lensmeyer stated there are several items of this bid that are not being awarded and it is their intention to follow-up on these items at a later date.

There is urgency for having the envelopes to be able to send the tax bills mailed. She has received a fax from Tag Enterprises regarding the status of the envelopes. If the negatives or camera ready copy can be at Tag Enterprises no later than October 23, they can guarantee shipment on or before October 31. Marlene Ridgeway received a fax from General Printing meeting the October 31 deadline.

Mrs. Lensmeyer is requesting either this item be second read today or to have the second reading at the earliest possible next meeting.

Commissioner Stamper asked if there was any objection to waiving the second reading and moving forward with this item at this item. There was no objection from the Commission.

Commissioner Stamper moved to award bid 68-15OCT02 for Pre-printed Envelopes and Forms as follows:

- Tag Enterprises of Girard, KS: Items 4.7.1 and 4.7.3
- General Printing of Columbia, MO: Items 4.7.6 through 4.7.11

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 455-2002**

Subject: Public Works – First Reading of Change Order #1 for Harold Cunningham Road Project

David Nichols, Design and Construction Manager, was present on behalf of this item.

David Nichols stated this is a request for approval of Change Order #1 for the Harold Cunningham Road Project with Terracon Consultants. The department received a letter from Bill Barrow with Terracon, justifying some of the reasons why the initial design fee estimate was exceeded. Mr. Nichols agrees with Mr. Barrow and that Terracon has provided extensive structural analysis information, which will assist the design consultant with their recommendation. The additional money will cover approximately eight hours of time to further assist the design phase. He anticipates the design plans from the design consultant next week.

This project is eligible for FEMA funding and as such, the design expenses are also reimbursable. There are sufficient funds in the budget and he believes this is a justified overage and recommend the contract be adjusted to reflect the additional expense.

There was no further discussion on this item.

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: Discussion of Election Reform

Wendy S. Noren, Boone County Clerk, was present on behalf of this item.

Wendy Noren stated the U.S. Senate passed HR3295 last week and the President has announced he will sign the Election Reform Bill. There will be major implications for the County and she will need to resubmit budget requests for FY2003.

Ms. Noren read and discussed the following Election Reform Components:

- I. Equipment Replacement – punch card/mechanical – FY 2003 350 million Missouri share approximately \$12 million. Missouri costs for equipment only – \$24 to \$58 million (This will not effect Boone County)
- II. Election improvement - voter education, state voter file development, training, equipment replacement – FY 2003 \$350 million; Missouri share

- approximately \$5 million. Costs will depend on configuration of state voter system
- III. Election Administration Commission – development of standards for equipment, management, voter education, pollworker training. Testing and certification of equipment
 - IV. Minimum Requirements – integrated computerized state voter file, “second-chance” voting, accessible voting equipment, error rate standards, development of state election reform plan, identification requirements and database verification of identification with motor vehicle and/or Social Security Administration, new rules for overseas and military absentee ballots.
 - V. Requirements funding – \$2.9 billion over next 3 fiscal years. Missouri share approximately \$47 million. Equipment requirements cost to Missouri \$12 to \$25 million.
 - VI. Polling Place accessibility – \$100 million in grants to make polling places accessible \$50 million in FY 2003
 - VII. Pollworker grants for High school and College Students – \$5 million each program in FY 2003
 - VIII. Enforcement – Justice Department and state review

There will be additional standards that will be developed that are not mandates but if any moneys are taken then the entity will begin to fall under the standards. The moneys have to be spent to meet the standards and there are specific deadlines for those standards.

There is also a Requirements Funding, which \$2.9 billion is going to the state over the next three fiscal years. This is to pay for those requirements. Missouri’s share will be approximately \$47 million, equipment requirements will be \$12 to \$20 million.

Missouri share – approximately \$64 million in formula funding and undetermined amount of additional competitive grant funding; equipment requirements \$36 to \$83 million, which will be determined at the federal level; other costs will be dependent on federal standards developed over next 20 months and state plan drafted over next 6 months.

Most deadlines for compliance are Jan. 1, 2004 with an extension for cause to Jan. 1 2006.

FEDERAL ELECTION REFORM IMPLICATIONS FOR BOONE COUNTY

Many items will depend on the state plan but I anticipate a three year phase in to:

Either full electronic equipment
Or
Precinct ballot counters and 1 electronic at each precinct

Costs run from 650,000 to 2.7 million for equipment purchase

Either will require:

- Higher staffing levels to test/deliver/maintain equipment
- Pool of pollworkers capable of dealing with the new equipment
- Expanded space for storage/setup

Expanded staffing for grant acquisition and project management

- polling place accessibility
- pollworker recruitment/training
- voter education
- retooling polling locations (i.e. electrical outlets)

Expanded technical assistance for implementation of state system

Potential litigation with state – preserve County's rights under Article 10, Section 23A of state constitution

Ongoing maintenance costs of equipment are at least 20% of purchase. She noted there is no funding for on-going maintenance.

Ms. Noren noted she anticipates training for pollworkers will be a 12 hour training session so they can become familiar with the new equipment.

There will also be a need for higher staffing levels and more storage space.

To maximize access to federal funds and prepare for implementation I will be submitting revised budget for 2003.

She is also before the Commission today to request the Commission approve a policy allowing County employees to be able to work at the polls for this November 5 election. The employee would be granted up to 8 hours of paid leave for the time served on election day. This would be a one time trial. For this to be successful, not only County employees will be needed but private business employees, municipal employees would need to be allowed this same leave.

Commissioner Stamper asked if the bill allowing this request was signed in August. Ms. Noren stated the bill that was signed in August did not deal with paying any employees. The bill stated it would allow election pollworkers to be treated the same as people who are called for jury duty, which means no employer can discipline an employee for working as a pollworker as long as seven days notice is given.

Commissioner Stamper stated this was discussed in a staff meeting earlier this week and there was debate about County employees being paid twice. Ms. Noren stated the County

employee would receive both their normal pay and pollworker pay.

Commissioner Stamper stated this would be approved as a trial program for the November 5 election so appropriate notifications are given. Ms. Noren stated that was correct.

Commissioner Stamper asked if the administrative authority has the final say in which employees will be able to be released to work at the polls. Ms. Noren stated this is not designed to shut down departments and offices in the County. The County is responsible for dealing with this issue. She may have to go to drawing names from a pool, similar to jury duty.

Commissioner Elkin asked what Ms. Noren's goal is for this election. Mr. Noren stated she is estimating 20 people.

Commissioner Elkin asked if the training would be the same for the County employees. Ms. Noren stated she is going to have an evening and Saturday training.

There was no further discussion on this issue.

Commissioner Stamper asked if there was any objection to approving the request for the pilot program for County employees working as pollworkers. There was no objection by the Commission.

Commissioner Stamper moved to authorize a pilot County Pollworker Program for the November 5, 2002 election. Full time County employees who serve as pollworkers shall be granted up to 8 hours of paid leave for the time served on election day.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 456-2002**

Subject: Personnel Advisory Committee – Recommendation to Revise Personnel Policy Manual (Bereavement Leave)

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

Betty Dickneite stated the Personnel Advisory Committee recommends revision of Section 5.2 Bereavement Leave of the Personnel Policy Manual to include the words "**Son-in-Law**" and "**Daughter-in-Law**" in the definition of immediate family. The proposed revised text is shown below:

"Benefited employees may be granted funeral leave with pay, not to exceed three (3) days,

in the event there is a death in the immediate family. When circumstances causing hardship upon employees are involved, up to a total of five (5) days may be granted by the Administrative Authority. Additional leave with pay may be compensated from accumulated vacation or sick hours. Benefited employees may be granted leave with pay not to exceed one day for absence due to the death of a relative not considered immediate family. Immediate family is defined as an employee's spouse, child, parent, siblings, legal wards, parents-in-law, **son-in-law**, **daughter-in-law**, grandparents, grandchildren, or a relative living within the employee's household."

The addition of "**son-in-law**" and "**daughter-in-law**" in this section will insure consistency county-wide as the current Memorandum of Understanding at Public Works includes "**son-in-law**" and "**daughter-in-law**" in their definition of immediate family in Section 14.3 Funeral Leave.

This recommendation was supported unanimously by all Personnel Advisory Committee members/proxies in attendance at the October 10, 2002 meeting.

Commissioner Elkin stated he agreed with the recommendation.

There was no further discussion on this issue.

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 Fireworks Display on County Property

Commissioner Elkin moved to approve the request from First Night Columbia 2003 to conduct a fireworks display from the Courthouse Square on New Year's Eve, December 31, 2002.

Commissioner Stamper seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 457-2002**

Subject: Treasurer's Office

Kay Murray, Boone County Treasurer, was present on behalf of this item.

A. Authorize Presiding Commissioner to sign paper work prepared by bond counsel for arbitrage rebate

B. First Reading of Budget Revision

Kay Murray stated when the County changed the paying agent, it was discovered the County owed arbitrage. This will be paying a penalty for the 1993 issued bonds for the Roger B. Wilson Boone County Government Center. The amount will be \$14,460.00.

Commissioner Elkin asked if these were bonds issued in 1993. Ms. Murray stated that was correct and they were issued on the Government Center building.

Ms. Murray stated the budget revision is to cover the costs of paying the penalties and bond counsel fees. The budget revision is in the amount of \$17,966.00 from the emergency fund. This will leave a balance of \$572,027.00 in the emergency fund.

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 appropriate orders for approval.

There were no Commissioner Reports.

There was no public comment.

The meeting was adjourned at 2:16 p.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