

TERM OF COMMISSION: August Session of the August Adjourned Term

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

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

The meeting was called to order at 9:30 a.m.

Subject: Juvenile Justice Center – First Reading of Budget Amendment

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

Kirk Kippley stated this budget amendment will establish a budget for the salaries of the art teacher at the Juvenile Justice Center and a legal assistant in the Juvenile Office. This is being paid through the Juvenile Accountability Incentive Block Grant.

Also included with this budget amendment is the Award of Contract that will need to be signed by the Presiding Commissioner at the time the budget amendment is approved.

There was no further discussion on this item.

Commissioner Schnarre 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 after the required 10 day waiting period with an appropriate order for approval.

Subject: Presentation of FY2002 Financial Audit

June Pitchford, Boone County Auditor, Susan Eickhoff and Ted Williamson, Managers with KPMG, were present on behalf of this item.

The Commissioners received the letter to the Commissioners Required Auditor Comments (dated August 19, 2003), a letter of Management Recommendations (dated June 4, 2003), the OMB Circular A-133 Single Audit Report, and the Comprehensive Annual Financial Report (CAFR). These documents have been submitted to the record and are available for review in the County Clerk's Office.

June Pitchford stated there is no statutory requirement for the County to obtain an audit by independent accountants however certain bond covenants impose that requirement on the County. In addition, the County recognizes that financial accountability of the County's elected officials is significantly enhanced with an independent financial audit. She noted

Boone County is going beyond the requirements of State Law.

The General Purpose Financial Statements and accompanying footnotes, which comprise the minimum financial reporting requirements, are contained in the CAFR, pages 5 to 42. These are the financial statements in which the independent accountants express an opinion.

The CAFR is a significant document for the County because it represents the highest form of public financial reporting and accountability that the County can attain to.

The County voluntarily participates in a review program called the Excellence in Financial Reporting Program, sponsored by the Government Finance Officers Association (GFOA). The CAFR is submitted for review and for nineteen years, the County has received a certificate in Excellence in Financial Reporting. This CAFR will be submitted again for this program and Mrs. Pitchford anticipates receiving similar designation.

Mrs. Pitchford stated that it may be beneficial for the Commissioners to set up a meeting with her to discuss these documents in more detail.

Susan Eickhoff read the letter to the Commissioners Required Auditor Comments (dated August 19, 2003).

Ms. Eickhoff reviewed the OMB Circular A-133 Single Audit Program document. She noted this is a report that is required to be completed for those entities that expend more than \$300,000 in federal funds. The County expended a little more than \$1.1 million in federal funds during FY2002 ending December 31, 2002. This is an audit for programs that qualify as "major programs". The major program that was audited for FY2002 was the U.S. Department of Health and Human Services Child Support Enforcement Grant, which is passed through the Missouri Department of Social Services Division of Child Support Enforcement. The remaining amount of the \$1.1 million, after the Child Support Enforcement monies are taken out which total approximately \$369,000, would have no additional procedures performed under the single audit.

Ted Williamson discussed the CAFR. Page 3 in the Financial Section of the CAFR is the Independent Auditor's Report, dated June 4, 2003, and is considered to be a "clean opinion".

Mr. Williamson reviewed the letter of Management Recommendations (dated June 4, 2003). This is where areas of improvement or general industry trends are identified. One of the items identified in this letter is the Governmental Accounting Standards Board (GASB) 34 Statement that will go into effect for the County during FY2003. This will change the nature of the County's financial statements. All items identified in the letter were discussed with the appropriate department to which they effect.

There was no further discussion on this item.

Commissioner Miller moved to accept the financial reports as submitted by KPMG for the FY2002 Financial Audit.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 392-2003**

Subject: Sheriff's Department

A. Second Reading and Approval of Contract with University of Missouri

Commissioner Elkin moved to approve the agreement between the Curators of the University of Missouri and the Boone County Sheriff's Department for providing safety and security for events on the University of Missouri-Columbia campus.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 393-2003**

B. First Reading of Budget Revision

Captain Dwayne Carey was present on behalf of this item.

Captain Carey stated this budget revision is to move \$2,720 from account 60250 (Equipment Installation) to account 92400 (Replacement Auto). When the department bought new vehicles for new deputies new equipment had to also be bought for the new vehicles. Normally, when the department buys new vehicles, the equipment is transferred from the old vehicles to the new vehicles.

There was no further discussion on this item.

Commissioner Schnarre 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: Court Administrator – Second Reading and Public Hearing for Approval of Budget Amendment

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1243-10100: Judicial Grants and Contracts – Salaries and Wages	\$13,624.00
1243-10200: Judicial Grants and Contracts – FICA	\$1,042.00
1243-10325: Judicial Grants and Contracts – Disability	\$63.00
1243-03451: Judicial Grants and Contracts – State Reimbursement	\$14,729.00

Said budget amendment is for the State Services to Victims Services Program July 1, 2003 to December 31, 2003.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 394-2003**

Subject: Purchasing Department

Marlene Ridgway, Purchasing Department Buyer, was present on behalf of this item.

A. First Reading of Agreement with CenturyTel of Missouri, LLC

Marlene Ridgway stated this is the agreement for our local telephone service with CenturyTel of Missouri, LLC. The agreement does not change our rates of \$8.80 per Centrex line with a common access line charge of \$9.20 (total \$18.00 per line) nor the terms and conditions of the original agreement. The contract term will run from September 1, 2003 to August 31, 2004.

CenturyTel is the only provider for local telephone service for Boone County.

Commissioner Miller asked if there was a meeting with the elected officials to discuss the equipment offerings the Centrex Systems offers. Mrs. Ridgway stated there were two elected officials at the meeting.

There was no further discussion on this item.

Commissioner Schnarre 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.

B. Second Reading and Approval of Recommendation to Rescind a Portion of Commission Order 359-2003 (Bid MM38 – Rock Salt and Sodium Chloride Term and Supply)

Commissioner Elkin moved to rescind a portion of Commission Order 359-2003 awarding the Bagged Potassium Chloride line item to North American Salt Company Bagged Division per the request of the vendor as listed on the letter dated August 4, 2003.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 395-2003**

C. Second Reading and Approval to Authorize Disposal of Surplus Property

Commissioner Elkin moved to authorize the disposal of surplus property to Kemper Auction Service as listed on the August 11, 2003 memo from the Purchasing Department.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 396-2003**

D. Second Reading and Award of Bid 54-05AUG03 (Tree and Brush Cutting)

Commissioner Miller moved to award bid 54-05AUG03 for Tree/Brush Cutting to Cevet Tree Service.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 397-2003**

E. Second Reading and Award of Bid 55-05AUG03 (Fencing and Appurtenances Term and Supply)

Commissioner Miller moved to award bid 55-05AUG03 for Fencing and Appurtenances Term and Supply to Designer Fence Company.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 398-2003**

Subject: Second Reading and Approval of Recommendations from the Road and Bridge Advisory Committee for Variances

- A. Valley Creek Lot 86
- B. Old Plank Village Subdivision
- C. Tomlin Hill Road/Forest Hill

Commissioner Miller moved to approve the following variances from the Road and Bridge Advisory Committee

1. To allow for Atkinson Farm Service at 1720 and 1722 Trikalla Drive (Lot 86, Valley Creek) a forty (40) foot wide driveway entrance waiving the regulation which states the maximum driveway width for a residential drive is thirty (30) feet.
2. To allow for Allstate Consultants at Tomlin Hill Road and Forest Hill a forty two (42) foot wide driveway entrance waiving the regulation which states the maximum driveway width for a residential drive is thirty (30) feet.
3. Within the Planned Residential Development of Old Plank Village, sidewalks and driveways will not be required to be built on corner lots prior to acceptance of the streets. The curb cuts will be required to be made and both the sidewalks and driveways will be installed prior to certification of occupancy.

Commissioner Elkin seconded the motion.

There was discussion about the variance for Old Plank Village. Commissioner Miller stated since the County does not have a hammer with the certificate of occupancy and asked if this has been bonded. Commissioner Elkin stated he believes so but would check on the County's authority to guarantee compliance

There was no further discussion and no public comment.

The motion passed 3-0. **Order 399-2003**

Subject: Second Reading and Approval of Road Relinquishment Agreement with the Missouri Department of Transportation

Commissioner Elkin moved to approve the Missouri Highways and Transportation Commission Road Relinquishment Agreement for Masonic Drive.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 400-2003**

Subject: Authorize Use of the Courthouse Grounds (First Night Columbia)

Commissioner Schnarre moved to authorize the use of the following for First Night Columbia:

- Room 139 on December 29, 30, and 31 between 11:00 a.m. and 5:00 p.m.
- Commission Chambers between 3:00 p.m. December 31, 2003 and 2:00 a.m. January 1, 2004
- Courthouse Grounds between 9:00 a.m. December 31, 2003 and 2:00 a.m. January 1, 2004.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 401-2003**

Commissioner Reports

Commissioner Schnarre

No reports at this time.

Commissioner Miller

Records Discussion

Commissioner Miller stated she had a meeting yesterday with some of the elected officials to discuss plans for the County's records management department. The County has received three informal bids on the cost to move all records to one location. The bids were received from the Boone County Fire District, Data Retention, and Fry Moving and Storage. Data Retention and Fry Moving and Storage require retrieval of records by their

staff.

In the discussion with the office holders, the County is not ready to have someone else retrieve the records at this time. Each office is attempting to correctly label the boxes in Record Storage. The office holders would like to review the Boone County Fire District's space. Those at the meeting would like to see a professional facility that has a copier, microfilmer, fax machine, shredder, and a computer to support an imaging system.

The informal bids received were between approximately \$17,000 and \$22,000 for the lease of space.

She noted the Fire District submitted the lowest informal bid. They would also be interested in possibly sharing an employee in the future.

Commissioner Miller noted the informal bids were received for budgetary purposes only.

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 10:23 a.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner