

TERM OF COMMISSION: October Session of the August Adjourned Term

PLACE OF MEETING: Boone County Government Center Room 220

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
Deputy County Clerk Michelle Malaby

The regular meeting of the County Commission was called to order at 1:32 p.m.

SUBJECT: Open Responses to Bid 89-03OCT96, New Haven Meadows Neighborhood Improvement District

Responses to the request for quotation were opened as follows:

<u>Company</u>	<u>Location</u>	<u>Base Bid</u>	<u>Total</u>
Emery Sapp & Sons	Columbia, MO	\$223,836.10	\$248,514.10
Frech Paving Company	Columbia, MO	\$177,973.29	\$208,281.53
Aplex, Inc.	Linn, MO	\$179,228.99	\$202,481.15
Richardson & Bass Construction Co.	Columbia, MO	\$210,589.15	\$264,917.31
Boone Construction Co.	Columbia, MO	\$219,462.60	\$240,119.00
Don Schnieders Excavating Co.	Jefferson City, MO	\$196,169.39	\$199,861.95

SUBJECT: Settlement with Sheehan Transportation Company

County Counselor John Patton stated about a year ago a truck owned by Sheehan Transportation Company ran into a wall by the Courthouse loading dock. The County spent \$1,200 to repair the damage. Sheehan Transportation Company did not comply with demands for reimbursement. The county filed suit. A unique statute applicable to counties results in the company being liable for four fold actual damages. Sheehan Transportation Company contended since the driver leased the truck, they were not responsible. The settlement provides that the company pay \$1,800 to cover the cost of repairs and litigation expenses, including his fees. They will pay the amount in \$100 installments over the period of a year. The agreement calls for entry of a judgment in the amount of \$4300--four fold the amount of damages. If they pay off the \$1,800 amount, the county will consider the judgment satisfied. If not, the county will pursue collection remedies with the judgment in place. The county agrees not to pursue collection remedies as long as they make timely payments.

Commissioner Stamper moved that the County Commission of the County of Boone approve, and authorize the Presiding Commissioner to sign, an agreement for satisfaction of judgment between the County of Boone and Sheehan Transportation Co.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 519-96.**

SUBJECT: Provide First Reading of Budget Amendment: Rock

Public Works Department Director Frank Abart recommended the commission waive the ten day comment period. The revision is necessary to pay for rock used for the 50 In 5 paving program. Although no bills are pending, he anticipates bills will be arriving any day.

In response to a question from Commissioner Vogt, Mr. Abart replied waiting ten days will not delay operations.

Commissioner Vogt commented the expense is reasonable. The commission accelerated the road improvement program. She is not opposed to waiting ten days.

Commissioner Stamper provided a first reading of the budget amendment as follows:

<u>Department</u>	<u>Account</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>
2040	26201	Rock--Vendor Hauled	\$355,000	

Explanation: To increase budget to cover additional costs for upgrade of gravel roads to paved roads in 1996. The budget amendment is for materials only.

SUBJECT: Award Scott Boulevard Bridge Project and Provide First Reading of Associated Budget Amendment

Mr. Abart stated the majority of funding for the project will be provided by the Missouri Department of Transportation. The project consists of constructing a 248 foot long, 32 foot wide bridge over Hinkson Creek. A box culvert will be constructed for use as a MKT Trail pedestrian underpass. Award is recommended to Central Bridge Company in the amount of \$662,002.16, contingent upon approval by the Department of Transportation.

Commissioner Stamper moved that the County Commission of the County of Boone award the Scott Boulevard Bridge Federal Aid Project BRO-010(8) and MKT Recreational Trail Project STP-2100(503), to Central Bridge Company of Columbia, Missouri, pending approval by the State of Missouri Department of Transportation.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 520-96.**

Commissioner Stamper provided a first reading of the budget amendments:

<u>Department</u>	<u>Account</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>
2049	03465	Federal-State Reimbursement Expense	\$750,000	
2045	71100	Outside Services	\$750,000	

Explanation: Increase revenues and expenditures for Scott Boulevard/MKT project.

SUBJECT: Job Classification Project Proposal

Human Resources Director Mark Stone presented the proposal, as detailed in documentation provided. Mr. Stone stated the subcommittee spent a great deal of time preparing the proposal. Subcommittee members are Sheriff Ted Boehm, Recorder of Deeds Bettie Johnson, Auditor June Pitchford, Commissioner Vogt and himself. Mr. Stone thanked the commission and other elected officials for their support and input.

Ms. Johnson commented she is the only subcommittee member who served during the previous classification process. Many counties hire consultants to perform the work. She believes people feel better about the process being done internally. She appreciates being involved in the process.

Mr. Stone stated the subcommittee had three goals: review and evaluate all existing county positions, except elected positions, to determine appropriate compensation levels; insure internal equity between offices and departments; and propose a recommendation to the commission regarding impact and implementation. When the county reviewed position classifications eight years ago, the recommendation was made that positions be reviewed once every five years.

In response to questions from Commissioner Miller, Mr. Stone replied one reason positions need to be reviewed periodically is because when new positions are added, they are not always compared to existing positions. The new position is added at market rate. Older positions were added at the market rate existing then. This proposal recommends that each year the Human Resources Department investigate whether elected officials or department heads are concerned about positions in their office. If they are, the Human Resources Department will evaluate the positions.

Continuing, Mr. Stone stated the first action of the subcommittee was to examine job descriptions in order to develop consistency. Responsibilities and minimum qualifications were identified. Establishing minimum qualifications enabled the subcommittee to compare county positions with those of other public employers. The subcommittee reviewed existing ranges, looking at different job groups, such as office support. This review raised issues such as shift differential, minimum

and maximum of range, and impact of movement within the range. In the past, the county has established positions at a higher pay range to compensate employees working unconventional hours. Under this proposal, the county can establish what it is willing to pay for a position and use the shift differential to compensate the employee for working unconventional hours. The subcommittee discovered issues which will be left for future consideration: consider front line office support staff as it relates to training and security; consider using steps within ranges to recognize tenure within a position; consider the impact of credentials employees receive which relate to their position; consider alternative incentives to recognize meritorious service by employees who are not eligible for merit money; evaluate the spread of existing pay ranges; and provide ongoing review of positions.

Mr. Stone reviewed proposals concerning movement of ranges, future movement in ranges, shift differential, potential increase for employees at the top of the range, merit money pool, and probationary period, as detailed in the handout.

Commissioner Stamper stated if an elected official or department head persuades the commission to hire an employee at a rate of pay which is twenty five percent above the base of the range, could they still provide an additional ten percent increase during the year?

Mr. Stone replied yes, if they had funding available.

Commissioner Stamper replied that employee would be earning a rate of pay which is thirty five percent above the base of the range during the first year of employment. That concerns him.

Mr. Stone replied that scenario was discussed at length. One benefit of this proposal is that funds would be budgeted. Currently the administrative authority can award an increase in pay, regardless of whether funds have been budgeted.

At the request of Commissioner Stamper, Mr. Stone reviewed recommended policy changes: merit money pool budgeting and allocation, shift differential, new hire and starting rate of pay and probationary period.

Commissioner Stamper stated he believes the merit money pool budgeting and allocation policy favors larger departments due to the amount of turnover. This policy may cause positions to get out of balance.

Ms. Johnson commented hiring an employee above the base of the pay range is a recruitment issue, not a merit issue.

Commissioner Stamper replied that does not mean the administrative authority will not use the merit increase to recruit the employee.

Commissioner Vogt stated ranges will now be capped.

In response to a question from Commissioner Stamper, Mr. Stone replied if a County Commission office employee was asked to work from 8:00 a.m. to 5:00 p.m. and they worked from 8:00 a.m. to 8:00 p.m., they would not receive shift differential compensation, they would receive overtime compensation. If the employee was scheduled to work from 3:00 p.m. to 11:00 p.m., they would receive shift differential compensation.

Ms. Johnson stated the second point of the new hire and starting rate of pay policy is intended to provide an independent review of the prospective employee's qualifications.

Commissioner Stamper stated the county seems to be adopting a policy of hiring above the base of the range. This may impact equal opportunity. If there are two candidates and one has five years of experience and one, who is a minority, has three years of experience, is it fair to the minority applicant that the county pays a premium to hire the applicant with five years of experience? Commissioner Stamper recognized there are times when the market will not provide applicants who will work for the rate of pay in place.

Discussion ensued.

Mr. Stone reviewed the financial impact of the proposal were it to be implemented on January 1, 1997 or in May, 1997. Mr. Stone also reviewed the projected second year cost. The subcommittee recommends the proposal be implemented in May, 1997. Delaying implementation will allow time for the payroll program to be modified.

Commissioner Vogt stated the Personnel Committee endorses this proposal, but does not want the commission to simply adopt the proposal as a philosophy.

Sheriff Boehm commented the committee hopes that the proposal will be implemented as a whole, rather than in phases.

Commissioner Miller stated in reading the minutes from the Personnel Committee meeting, she understands the concerns they expressed. Apparently, the past reclassification process was implemented in phases.

Commissioner Stamper thanked the committee for their work. Some additional discussion of the policy is needed, but it is a matter of fine tuning the proposal.

The commission agreed to discuss the proposal with the subcommittee in a worksession.

SUBJECT: Request by Commissioner Miller to Attend National Association of Counties Transportation and Telecommunication Steering Committee Renaissance Task Force Meeting

The commission agreed to address this item in their staff meeting on Monday.

SUBJECT: Authorize Hire of Project Engineer Above Base of Range

Commissioner Stamper stated in a worksession with the Public Works Department, the commission agreed to hire a project engineer at a salary above the base of the range. The matter has not been formally addressed in commission. Commissioner Stamper moved that the County Commission of the County of Boone authorize the Public Works Department to hire Stephen Brefo for position 547, project engineer, at a rate of \$19.23 per hour effective September 16, 1996.

Commissioner seconded the motion. Motion passed unanimously. **Order 521-96.**

SUBJECT: Reports from Commissioners

Commissioner Stamper requested "Approval of E-911 Contract" be scheduled on the agenda for October 8.

Commissioner Stamper reported the county is making an in-kind contribution of 50 concrete blocks to the Fall Festival. The blocks will be used to hold tents down. The county should be able to find a future use for the blocks.

Commissioner Stamper reported the commission plans to lease the parking lot south of the Clark Street parking lot through the end of the year. The county will not lease the spaces in 1997.

Commissioner Stamper reported a "wall breaking" ceremony is planned for the Ashland Clinic at 9:00 a.m. on October 23, 1996. They plan to remodel the space they lease.

Commissioner Stamper reported on Public Works Department activities.

Commissioner Stamper reported Dr. Charles Gherke, who has worked with the county on a number of projects, was selected as the 1996 Outstanding Alumni Award recipient at Ohio State University by the Stadium Scholarship Dormitory Alumni Society.

Commissioner Vogt stated she is designing a ribbon bookmark to give away at the volunteer banquet. They plan to include information on Boone County so the bookmarks can be used for other purposes.

Commissioner Miller reported on her attendance at the Soil and Water Conservation Board meeting. They are considering a pilot project for 60,000 acres in the Three Creeks Conservation Area. The project would identify ways of reducing soil erosion in order to improve water quality.

Commissioner Vogt reported on her attendance at a meeting on child care for the Health Report Card. The commission should consider sending someone to future meetings if it believes county employees could benefit from a day care consortium.

The meeting adjourned at 3:00 p.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner