

TERM OF COMMISSION: May Session of the April 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 1:33 p.m.

**Subject: Central Missouri Counties Human Development Corporation – Second Reading to Authorize Presiding Commissioner to Sign Voucher Payment of Annual Contributions and Operating Statement (HUD Voucher Program)**

Commissioner Miller moved to authorize the Presiding Commissioner to sign the Voucher for Payment of Annual Contributions and Operating Statement – Year End Closing Statement for HUD for the Central Missouri Counties Human Development Corporation.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 173-2004**

**Subject: Public Works**

**A. Second Reading and Approval of Change Order #1 (South Facility Remodeling Project)**

Commissioner Miller moved to approve Change Order #1 for the South Facility Remodeling Project in the amount of \$6,973.88.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 174-2004**

**B. Proclamation for National Public Works Week**

Commissioner Schnarre read the following proclamation:

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as roads and streets, bridges, and storm water drainage systems; and

Whereas, the health, safety, and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction is vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, Therefore, We, Commissioners Keith Schnarre, Presiding Commissioner, Karen M. Miller, Dist 1 Commissioner, Skip Elkin, Dist 2 Commissioner of Boone County do hereby proclaim the week of May 16 through May 22, 2004 as

**“NATIONAL PUBLIC WORKS WEEK”**

And we call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under our hand and Seal of Boone County, Missouri this 6<sup>th</sup> day of May, 2004.

Commissioner Miller moved to adopt the National Public Works Week proclamation.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 175-2004**

**Subject: Second Reading and Approval of Annexation Agreement with City of Columbia and Petition Requesting Annexation to the City of Columbia**

Commissioner Elkin moved to approve the Annexation Agreement between the County of Boone and the City of Columbia.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 176-2004**

Commissioner Elkin moved to approve the Petition Requesting Annexation to the City of Columbia.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 177-2004**

**Subject: Information Technology – First Reading of Budget Revision**

Michael Mallicoat, Information Technology Department Director, was present on behalf of this item.

Michael Mallicoat stated on Friday, April 30, our GroupWise e-mail server was down for most of the day. Print services and personal network drives were also affected, because they happen to reside on the same server as GroupWise. All these functions are considered “mission critical” to all county offices in conducting their daily business. Therefore, when these services are down, the problem very soon escalates to an “emergency” status. Our priority last Friday was to get GroupWise and other services back up and running as soon as possible. That took most of the day. During this time we identified several issues that need to be addressed.

The problem was identified as extremely large e-mail attachments (35 MB), which the server was attempting to send to 80 vendors as part of a new bid by the Purchasing department. In order to stabilize the server, we deleted these queued e-mails, notified Purchasing and set a temporary limit on file size attachments to 5 MB, and a 500 MB limit on GroupWise e-mail accounts. (Tuesday we increased the temporary limits to 10 MB for attachments and 3 GB for accounts.) Both limits can be increased for individual users on request.

IT met with the Purchasing department, and discussed with them how bid e-mail

attachments can be reduced in size and posted to the Web server with vendor e-mails containing links to the Web site, rather than actual attachments. Furthermore, Purchasing is checking into the possibility of getting the prevailing wage documentation from the Department of Labor in the form of text documents, which require much less space, rather than PDFs. Also, many vendors have requested to receive all bids, even if they cannot supply certain commodities. Purchasing agreed that we can eliminate this option when vendors sign up to receive bid information, and Mike Robertson has made this change to the application. Vendors will now be required to list only those commodities that they can potentially bid on.

IT will be getting information from Century Tel on the cost of increasing our frame relay line speed from the Johnson Building to the Government Center. However, this will most likely require a 1-year commitment.

2 new servers and tape backup drives for each have been quoted under the WSCA cooperative contract for **\$13,016**. The attached Budget Revision moves this amount from the Outside Services account (71100) into the New Equipment account (91301). The Security Risk Assessment and Intrusion Detection Testing had been budgeted at \$14,000 in the Outside Services account, to be done after our entire network was converted to fiber. With the fiber delays, Ken Brownfield, network administrator, and I have determined that we will need to perform an outside only test for this year, rather than the entire inside/outside test. This will be only approximately \$2,000, for a savings of approximately **\$12,000**.

We are currently paying \$91.66/month for maintenance on our GroupWise server. We will realize a **\$641.62** savings for the remaining 7 months of this year. The new servers would have 3 years of maintenance included in the purchase price. Other savings will be realized from AS/400 software maintenance. The money budgeted for FY04 will not be needed, because our new AS/400 software maintenance is included from pre-payments in previous years. This was possible because our AS/400 processor group has changed from P30 to P10.

This solution enables us to completely separate the GroupWise e-mail application from print services and file serving for both shared folders and personal network folders. This separation protects these other services whenever GroupWise must be down for either planned or unplanned maintenance. This strategy was discussed at several ITAC meetings and consensus reached that IT should proceed in this direction.

The new servers would have additional capacity, so our temporary space problems will no longer be critical. However, we still need to discuss policy to protect our new servers by putting some kind of realistic limit on e-mail attachments and accounts.

The current GroupWise server can be used to replace a problematic and old server at the Johnson Building. The current GroupWise server is nearly 4 years old, and would most

likely be up for replacement in early FY05 anyway.

We are currently running our shared folders on a server borrowed from the Recorder's office. The Recorder's office has asked to have this server returned. We would be able to move the shared folders off this server and on to one of the new servers, and then return the Recorder's server.

The current GroupWise server is asset tag #12553. The Recorder's server is asset tag #14216.

Another issue with the current GroupWise server is that the Netware operating system was not set up properly years ago to separate the system volume and the data volume. Without this separation, when data fills up the server, the server will lock up. With the separation, however, data filling up the data volume will generate warning messages without the server going down. We would configure the new server with the proper separation to protect the operating system.

Furthermore, we need to upgrade Netware and GroupWise software later this year. These upgrades are covered under current maintenance, and therefore can be done at no additional cost. The new servers with extra capacity would put us in an excellent position to perform these upgrades.

Mr. Mallicoat requests the Commission's support for this emergency budget revision and to waive the second reading for this request.

Mr. Mallicoat noted in 2002 a Dell server (asset tag #13730) was purchased for the purpose of running GroupWise on a separate box. Initial testing of this server indicated that it was not suitable to run the GroupWise application that the entire county depends on. Since our staff turnover, I've had our new Network Administrator, Ken Brownfield, evaluate the Dell server. His conclusion is that it should not be used for our central GroupWise server. Our recommendation is that the Dell server would be better utilized by moving it to Child Services to replace their server later this year. The Child Services server has been very problematic, and would most likely need to be scheduled for replacement in FY05 anyway.

Also, as the number of servers in the computer room grows, space constraints are fast becoming more of a concern. This Dell is a stand-alone model, and the new servers would be rack mounted and conserve space.

There was a discussion about equipment and policy changes.

There was no objection to the request to waive the second reading for this item.

Commissioner Elkin moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1170-71100: Information Technology – Outside Services	\$13,016.00	
1170-91301: Information Technology – Computer Hardware		\$13,016.00

Said budget revision is for the purchase of two new servers and tape drives.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 178-2004**

**Subject: Assessor’s Office – First Reading of Request for Permission to Extend the Closing of Tax Rolls from May 15, 2004 to May 31, 2004**

Tom Schauwecker, Boone County Assessor, was present on behalf of this item.

Tom Schauwecker stated per State Statute 137.335 RSMo. the County Commission is enabled to extend the closing of the County tax rolls from May 15 to May 31. If this request is approved, he will recommend to the Board of Equalization that the filing period be extended by a similar amount of time to allow the taxpayers equal amount of time to appeal.

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: Authorize Use of Commission Chambers (Boone County Democratic Women’s Club)**

Commissioner Miller moved to authorize the use of the Commission Chambers on May 17, 2004 from 7:00 to 10:00 p.m. for a meeting of the Boone County Democratic Women’s Club.

Commissioner Elkin seconded the motion.

Commissioner Miller noted this will actually be a monthly meeting for the club.

There was further no discussion and no public comment.

The motion passed 3-0. **Order 179-2004**

**Commissioner Reports**

*Commissioner Schnarre*

No reports at this time.

*Commissioner Miller*

Commissioner Miller stated she was in Washington D.C. yesterday for a lobbying effort for the Transportation Bill.

*Commissioner Elkin*

Commissioner Elkin stated the Young Eagles event will be held on Saturday at the Columbia Regional Airport.

There was no public comment.

The meeting adjourned at 1:55 p.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Keith Schnarre  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner