

TERM OF COMMISSION: April 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 Miller
District II Commissioner Skip Elkin
Deputy County Clerk Kerry Patton

The meeting was called to order at 1:30 p.m.

1. Collections

Pat Lensmeyer, Collector, was present on behalf of these items

A. Request to add an employee in the position of Lead Deputy Collector.

Pat Lensmeyer presented to the commission her request to add an employee to the position of Lead Deputy Collector and to change the classification of Account Specialist to Deputy Collector. The Collector's Office work volume has increased and with the new positions they could focus on some new initiative such as bringing lien searches in-house, Homestead Preservation Act and work more on probate claims. The salary for the remainder of this year would come from the Tax Maintenance Fund and then General Revenue Fund.

Commissioner Schnarre asked if this has gone through the Job Classification Committee.

Betty Dickneite, Human Resource Director, responded they had two recommendations for the Collectors Office. The first is to create a classification for the Deputy Collector at a pay range of 27 and to reclassify the Account Specialist position to with a pay range of 21 currently to a Deputy Collector classification with a pay range of 23.

Betty added the committee was in agreement with Pat on what they recommended with the classification and the pay ranges.

Commissioner Miller stated that in their work sessions they took note of who asked for employees in the last budget and who will ask for employees in the next budget year. Her concern is adding an employee in the middle of a budget year, when she doesn't know what the need is for the other departments.

Changing the Account Specialist to a Deputy Collector now at the time of hiring is not the same as adding an additional position. The December budget was discussed and it is a concern that a position is needed in April. The objective is to be fair to the other

departments that are also in need of personnel.

Commissioner Elkin responded that they did discuss that issue and that is why Pat has volunteered to use funds from her Tax Maintenance Fund for this year so that there will be any budgetary impact on the General Budget for this fiscal year.

Commissioner Schnarre requested a list of Departments who requested additional personnel last year from June Pitchford in the Auditors office. They will table this discussion until they receive said information.

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.

2. Human Resource

A. Recommendations to create a new Classification of Voting Systems Manager at pay range 47 and to reclassify vacant Elections Specialist Position (17) to a Polling Place Operations Manager (30)

Betty Dickneite, Director, Human Resources and Wendy Noren, County Clerk , were present on behalf of this item.

Wendy Noren received information from Elections System Software on the cost of the services they provided per the State Contract for only the April election. It breaks down as follows:

	Cost	Qty	Total
Election Definition-M100, M650, iVotronic			
Base charge per M650 Central Tabulator	350	1	350
Base charge per Precinct Tabulator Type	350	76	26600
Rotations (one charge per election)	50	1	50
Ballot types (primary or multi page)	50	0	0
Precincts (every precinct in the election)	5	76	380
Splits (Number for each separate split in every precinct in the election)	5	142	710
Ballot faces (every different style in the election)	10	146	1460
Contests/issues (Number of contests, referenda, questions/propositions in the election)	12	41	492
Candidate/responses (Total number of candidates &/or responses, including referenda in the election)	5	186	930
Polling Places	10	76	760
Media burn (pcmcia and peb) (Charge for ESS to burn hardware media for the election. No charge if you do it yourself.)	10	208	2080
Electronic transfer files (one charge per election)	17	0	0
Reburns	100	0	0
Back-Up / SOS Media	40	0	0

Headers (Central Tabulators)	1	0	0
		Sub-Total	33812
Voice Files			
Base Charge	250	1	250
Amendments/Questions (quote needed on 500 words or more)	15	30	450
Contests/issues (Number of contests, referenda, questions/propositions in the election)	10	41	410
Selections/Candidates/Parties (Party affiliation is a separate charge if it appears on the ballot - include total number of Parties in this election)	5	186	930
Ballot faces (every different style in the election)	10	142	1420
		Sub-Total	3460
total			\$37,272

These are the same duties as the person who will fill the new position.

Commissioner Elkin moved that now on this day the County Commission of the County of Boone does hereby approve the request to create a new classification of **Voting Systems Manager** at a pay range of 47 for the County Clerk’s office. Pay range 47 has a minimum salary of \$41,581.00, midpoint of \$51,976.00 and a maximum of \$62,372.00.

In addition they hereby approve the reclassification of the vacant Elections Specialist position pay range 17 to a **Polling Place Operations Manager** at a pay range 30. Pay range 30 has a minimum salary of \$27,327.00, midpoint of \$34,159.00 and a maximum of \$40,990.00.

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 150-2006**

B. Second Reading of the Flex Transfer Policy and Request to Transfer above ATS

Commissioner Miller moved that now on this day the County Commission of the County of Boone does hereby approve the Flexible Transfer Policy and the Request to Transfer Above Authorized Transfer Salary form as recommended by the Personnel Advisory Committee.

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 146-2006**

3. Commissioners determined by approving the Collectors Request does not

authorize the hiring of that person, it just creates the classification.

Commissioner Elkin moved that now on this day the County Commission of the County of Boone does hereby approve the request to create a new classification of **Lead Deputy Collector** at pay range 27. Pay range 27 has a minimum salary of \$25,376.00, midpoint of \$31,270.00 and a maximum of \$38,064.00.

In addition they hereby approve the request to reclassify the Account Specialist position at pay range 21 to **Deputy Collector** classification at pay range 23

In addition to create a part-time benefited classification of **Booking Officer** at a pay range 23. Pay range 23 has a minimum salary of \$22,989, midpoint of \$28,736, and a maximum of \$38,064. Position will be scheduled to work approx. 25 hours/week.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 151-2006**

4. Second Reading for IT Requisition

Commissioner Miller moved that now on this day the County Commission of the County of Boone does hereby authorize the Information Technology Department to purchase a personal computer and associated software for the Public Administrators Office. The total initial purchase for hardware and software is \$2,626.12 and on-going yearly maintenance of \$236.11.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 147-2006**

5. Assessor – First Reading of Request for Permission to extend the Closing of Tax Rolls, per section 137.335 of the Missouri Revised Statutes, from May 15, 2006 to May 31, 2006.

There was no discussion and no public comment.

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.

6. County Clerk

A. Accept Certification of Election Results for the County – Wide Capital Improvement Sales Tax

Commissioner Miller moved that now on this day the County Commission of the County of Boone does hereby accept the attached certification of the April 4, 2006 election to impose a county-wide capital improvement sales tax.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 148-2006**

B. Accept Certification of Election Results for the County of the Centralia Special Road District.

Commissioner Elkin moved that now on this day the County Commission of the County of Boone does hereby accept the attached certification for the election held in the Centralia Special Road District, County of Boone, State of Missouri, on Tuesday, April 4, 2006. It is further ordered that the Presiding Commissioner be hereby authorized to sign the certificate of election for Jamie Mills, the candidate receiving the largest number of votes cast.

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 149-2006**

7. Budget Amendments / Revisions

A. First Reading - Collectors Office – Estimate Salary Expense for New FT Position. Request for Budget Amendment

DEPARTMENT ACCOUNT/ TITLE	AMOUNT OF INCREASE
1150-10100 – Salaries and Wages	24,836.00
1150-10200 –FICA	1,900.00
1150-10300- Health Insurance	3,563.00
1150-10325 – Disability Insurance	125.00
1150-10350- Life Insurance	39.00
1150-10375 – Dental	244.00
1150-010400 – Worker’s Comp	107.00
1150-10500 – 401 (A) Match Plan	450.00
1150-03528 0 Reimburse Personnel	31,264.00

There was no discussion and no public comment.

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. First Reading – Sheriff’s Department – New Booking Officer Position – Request for Budget Revision.

DEPARTMENT ACCOUNT/ TITLE	AMOUNT OF DECREASE	AMOUNT OF INCREASE
2900-86850 – LESales Tax Revenue/ Contingency	\$ 21,170.00	
2901-10100 – Salary & Wages		14373.00
2901-10200 – FICA		1099.00
2901-10300 – Health Ins.		4750.00
2901-10325 – Disability Ins		72.00
2901-10350 – Life Ins		39.00
2901-10375 - Dental Ins		325.00
2901-10400 – Workers Comp		62.00
2901-10500 – 401 (A) Match		450.00

There was no discussion and no public comment.

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.

C. First Reading – Elections/Registration - To cover new FTE Voting Systems Mgr. Budget Revision.

DEPARTMENT ACCOUNT/ TITLE	AMOUNT OF DECREASE	AMOUNT OF INCREASE
1123-86850 – Emergency – Contingency	40,814.00	
1132-101000 – Salary & Wages		32,679.00
1132-10200 – FICA		2,498.00
1132-10300 – Health Ins.		4,750.00
1132-10325 – Disability		163.00
1132-10350 – Life Ins		39.00
1132-10375 – Dental Ins		325.00

1132-10400 – Workers Comp	140.00
1132-10500 – 401 (A) Match	250.00

There was no discussion and no public comment.

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.

8. Purchasing Department

Melinda Bobbitt, Purchasing Department, was present on behalf of this item

A. First Reading of Bid 02-11APR06 Parking Lots Improvements

The Bid for the Parking Lots Improvements for Facilities Maintenance closed on April 11, 2006. Three bids were received. Purchasing and the Facilities Maintenance department recommend award to Blacktop Paving Company for offering the lowest and best bid for Boone County.

Total cost of contract is \$18,104.77 and will be paid out of department 6100-Facilities and Grounds Maintenance, 60100-Building Repairs/Maintenance. \$18,100 was budgeted for this project.

There was no discussion and no public comment.

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. Request to Cancel Contract with Brauer Supply Company

Purchasing and the Facilities Maintenance department request cancellation of contract 24-21MAR06 with Brauer Supply Company for HVAC Filters Term and Supply. This contract was given Commission Order #127-2006; the associated Purchase Order is #2006000128.

The contractor notified the Purchasing Department that the prices quoted in the bid were for Merv 7 rated filters rather than the Merv 11 rated filters required in the bid specifications. Therefore, we request cancellation of this contract.

There was no discussion and no public comment.

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.

C. First Reading of Bid 24-21MAR06 HVAC Filters Term and Supply

The Bid for HVAC Filters Term and Supply closed on March 21, 2006. Two bids were received. The apparent low bidder, Brauer Supply Company, provided pricing for Merv 7 rated filters rather than the required Merv 11 filters. Therefore, Purchasing and the Facilities Maintenance Department recommend awarding to the 2nd low bidder, Koch Filter Corporation.

Total cost of the contract for the initial filter purchase is \$2,114.33 to be paid out of department 6100-Facilities and Grounds Maintenance, Account 23050-Other Supplies. The budgeted amount for this purchase for FY '06 is \$2,200.00.

There was no discussion and no public comment.

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.

D. First Reading of Bid 19-30MAR06 Ready Mix Concrete

The Bid for Ready Mix Concrete/Cement closed on March 30, 2006. Two bids were received. Upon completion of the bid evaluation, Purchasing and the Public Works Department recommend awarding to both bidders in the following order in the event the primary supplier is unable to furnish the requested materials within the timeframe required by the County.

Primary Provider: Central Concrete
Secondary Provider: Columbia Ready Mix

The contract will run through April 30, 2007. There are no purchase requisitions attached, as this is a Term and Supply contract. The contract will be paid out of Department 2040-PW Maintenance Operations, Account Number 26000-Pavement Repairs/Materials.

There was no discussion and no public comment.

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.

E. Vehicle Disposal - 2002 Ford Crown Vic

The following is a Sheriff Department vehicle that was totaled. The title and vehicle will go to our insurance company following Commission approval.

Attached for signature is the fixed asset disposal form and original title.

DISPOSAL THROUGH INSURANCE CARRIER

Year	Description	Approximate Mileage	VIN #
2002	Ford Crown Vic		2FAFP71W02X129710

There was no discussion and no public comment.

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.

F. Mobile Data Terminal Maintenance Agreement

Attached is a maintenance agreement for our Mobile Data Terminals that are installed in our Sheriff patrol cars. This maintenance agreement is sole source (sole source #63-123106SS). BIO-Key is the only authorized vendor that can provide maintain on their equipment.

This maintenance agreement is for the period January 1, 2006 through December 31, 2006. Total price for contract term is \$9,448.20 and will be paid out of department 2901 Sheriff Operations – LE Sales Tax, account 60050 Equipment Service Contract.

Commissioner Miller questioned the contract dates and asked for clarification prior to award.

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.

G. First Reading of Bid 17-28FEB06 Deed Record & Index Books

The Bid for the Deed Record Books closed on February 28, 2006. Two bids were received. Purchasing recommends award to Mid-Continent Micrographics, Inc. for offering the lowest and best bid for Boone County.

This is a term and supply contract and invoices throughout the contract term will be paid from department 2800 – Storage and Preservation, account 23000 – Office Supplies. \$7,780 remains in the budget at this time.

There was no discussion and no public comment.

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.

H. Purchasing Policy Manual Revision

Ms. Bobbitt stated the main revision to the policy on page 12 is raising the small dollar purchase limit requiring three quotes from \$750 to \$2,500. State statute requires formal

bids at \$4,500 and above. In the past, our County policy required the departments to get three written quotes if their purchase was \$750 to \$4, 499.99. We are now requesting that small dollar limit be \$2,500.

There was no discussion and no public comment.

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

I. 2005 Annual Report for Purchasing

9. Commission Reports

There were no commission reports.

10. Public Comment

There was no public comment

The meeting adjourned at 2:30 p.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