

TERM OF COMMISSION: December Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center  
Room 338

PRESENT WERE: Presiding Commissioner Daniel K. Atwill (via speaker phone)  
District I Commissioner Karen M. Miller  
Boone County Auditor June Pitchford  
Prosecuting Attorney's Office Administrator Bonnie Adkins  
Director of Resource Management Stan Shawver  
Administrative Assistant for IT Trudy Fisher  
Circuit Court Administrator Kathy Lloyd  
Director of Purchasing Melinda Bobbitt  
County Counselor CJ Dykhouse  
Deputy County Clerk Cameron Clarke

District II Commissioner Skip Elkin was absent.

The meeting was called to order at 9:37 a.m.

### **Health Department**

**1. Abatement of a property located at 1321-1323 S Roseta Avenue, parcel # 17-510-16-02-012.00 01 (first and second reading)**

Senior Environmental Health Specialist Kala Gunier was unable to attend due to weather. Commissioner Miller read the following memo from the Deputy County Clerk:

Kala from the Health Department called this morning. She is stuck in traffic and is not sure if she will be able to make it to the meeting. She wanted me to let you know the following:

She has spoken with the property owner several times. He stated this is a rental property. He has spoken with the tenants, and is trying to get them to clean the mess up. The tenants have not cleaned, and there is still trash all over the place. The owner is requesting a couple more weeks to try to get the tenants to clean up. If he is unable to get the tenants to clean, he will do it himself. Kala would still like a signed order just in case.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 1321-1323 Roseta Avenue (parcel # 17-510-16-02-012.00 01).

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 494-2011**

**Auditor**

**2. Budget amendment to increase principal retirement budget for payoffs received for Country Squire and Brown Station NIDS (first reading)**

Boone County Auditor June Pitchford was present on behalf of this item. Ms. Pitchford stated the need for this budget amendment arises from the unique way the Department of Natural Resources administers the long term bonds on these Neighborhood Improvement Districts. Ms. Pitchford stated typically the County arranges for short term financing during construction, and once payoffs are received they know the amount to bond for long term financing. Ms. Pitchford stated then, the bonds are put in place and the future schedule of interest and principal payments flow from the bond amortization schedule. Ms. Pitchford stated with DNR, they require the County to sell the bonds at the outset of the project. Ms. Pitchford stated what happens is the County receives a bond amortization schedule not knowing which property owners may pay off in full. Ms. Pitchford stated when that occurs they re-amortize the schedule, there is a large principal payment, it adjusts the future interest, and all that flows into the NID bills. Ms. Pitchford stated it requires the County to repay a larger amount of principal than originally scheduled; hence the budget must be amended.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10 day hold required for budget amendments with an appropriate order for approval.

**Prosecuting Attorney**

**3. Appoint Assistant Prosecuting Attorney (first and second reading)**

Office Administrator for the Prosecuting Attorney Bonnie Adkins was present on behalf of this item. Ms. Adkins stated this is just a formality. Ms. Adkins stated there is an Assistant Prosecuting Attorney that is volunteering. Ms. Adkins stated the volunteer has a job with the JAG Corps and it doesn't start until later on, so he wants experience.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the compensation fixed by the Prosecuting Attorney for Douglas Daniel Hansen as specified in the attached appointment. It is further ordered the Boone County Commissioners are hereby authorized to sign said appointment.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 495-2011**

**4. Accept Violence Against Women Grant Award for 2012-2013 (first reading)**

Office Administrator for the Prosecuting Attorney Bonnie Adkins was present on behalf of this item. Ms. Adkins stated her office is requesting approval to accept this award. Ms. Adkins stated they have been receiving grant funds for this DOVE unit since 1998. Ms. Adkins stated this is a two year grant, and the federal amount they are giving us is \$239,208.32. Ms. Adkins stated this will be used for the salaries of two Assistant Prosecutors and the Victims Specialist, all dedicated to domestic violence. Ms. Adkins stated the local match is \$84,078.34, and it is taken from the benefits for the Victims Specialist and part of the Assistant Prosecutors' salaries. Ms. Adkins stated over 1000 victims of domestic violence are served each year. Ms. Adkins stated she applied for this in September and factored in a 3% raise, but they were not given the raise.

Commissioner Miller confirmed the current budget will absorb the local match.

Ms. Adkins stated yes.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available Commission meeting with an appropriate order for approval.

## **Resource Management**

### **5. Contract Amendment #1 to Utility Relocation Agreement – Rolling Hills Road Improvements (first reading)**

Director of Resource Management Stan Shawver was present on behalf of this item. Mr. Shawver stated this is an amendment to the contract previously had with Boone Electric for the electric line relocation on Rolling Hills Road. Mr. Shawver stated the original contract called for the County to pay Boone Electric upon completion of the project and it conflicted with a standard between Boone Electric and one of their contractors. Mr. Shawver stated Boone Electric is not doing any of the work, but they have the materials. Mr. Shawver stated the subcontractor is doing all the work. Mr. Shawver stated this calls for an amendment to the original contract. Mr. Shawver stated Boone Electric is billed monthly by the subcontractor, and as they receive the labor bills, we will certify them. Mr. Shawver stated the original amount of \$213,321.36 remains the same, but the method of payment is changing.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available Commission meeting with an appropriate order for approval.

## **Information Technology**

### **6. Fixed Asset Emergency Replacement – Failing Hardware – Laptop Tag #15584 (first and second reading)**

Administrative Assistant Trudy Fisher was present on behalf of this item. Ms. Fisher stated the Information Technology Department is requesting Commission approval to purchase a laptop for County Clerk Wendy Noren out of the unanticipated hardware emergency account. Ms. Fisher stated the purchase cost is \$1,784.69, which includes one laptop with three years manufacturer warranty and shipping. Ms. Fisher stated the existing asset was purchased in July, 2006, and the techs determined it is not cost effective to order parts and repair it.

Commissioner Miller asked if this includes all of the software the County Clerk needs.

Ms. Fisher stated yes.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by Information Technology to replace the laptop with tag #15584, in accordance with the attached memo.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 496-2011**

### **Circuit Court**

**7. Budget revision to cover a shortage in Outside Services in the VAWA Grant – Domestic Violence Program (first reading)**

Circuit Court Administrator Kathy Lloyd was present on behalf of this item. Ms. Lloyd stated they have a grant that provides for a Coordinator's position and for MEND classes. Ms. Lloyd stated they were short in funding for MEND classes, and had an overage in the amount allocated for the coordinator. Ms. Lloyd stated since this a change from class one to class seven, a budget amendment needed to be done. Ms. Lloyd stated the total is about \$795.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available Commission meeting with an appropriate order for approval.

**8. Budget amendment to increase revenue and expenditures for the DWI DCCC Grant for payment sent to Boone County (first reading)**

Circuit Court Administrator Kathy Lloyd was present on behalf of this item. Ms. Lloyd stated they have had a grant for the past year that helps support expenditures in the DWI court, but it ran out in September. Ms. Lloyd stated they received funding from the Drug Court Coordinating Commission that was available to fund the same types of expenses beginning in October. Ms. Lloyd stated when the paperwork was processed in October;

the coordinator processed it as she had for the grant, which meant she did it through the County as a reimbursable, as opposed to sending it directly to the Drug Court Coordinating Commission to pay. Ms. Lloyd stated this is just moving the money to the grant so it can be done as a reimbursable. Ms. Lloyd stated there is one section that will continue to be reimbursable long term, and it has been included in the budget amendment as well.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10 day hold required for budget amendments with an appropriate order for approval.

## **Purchasing**

### **9. Bid award to Talley Communications for bid 47-03NOV11 – Repeater Project Supplies (first reading)**

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt read the following memo:

The Bid for Repeater Project Supplies closed on November 03, 2011. Four bids were received. Originally, Purchasing and the Sheriff's Departments recommended award by line item by low bid between Talley Communications and GDP Telecom, Inc. GDP Telecom, however, is unwilling to contract with Boone County for an award of only one item. The estimated cost of the Power Dividers is \$221.40. Purchasing now recommends award of all items except the Power Dividers to Talley Communications and for the Power Dividers to be purchased by the Sheriff's Department off contract.

Repeater Project Supplies will be purchased for the Boone County Sheriff's Department on this contract. The total contract cost for these items with Talley Communications \$6,397.03 and will be paid from department 4080 – Sheriffs/Election Facility, account 71231 – Owners Cost. \$8,300.00 was budgeted this purchase.

Commissioner Miller stated this is so they can get good cell service within the warehouse, and it's in conjunction with the Joint Communications site.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available Commission meeting with an appropriate order for approval.

### **10. Bid award to Korsmeyer Fire Protection for bid 45-02NOV11 – Fire Extinguisher Inspections Services Term and Supply (first and second reading)**

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt read the following memo:

The Bid for Fire Extinguisher Inspection Services Term and Supply closed on November

04, 2011. Five bids were received. Purchasing and Facilities Maintenance recommend award to Korsmeyer Fire Protection, for offering the lowest and best bid for Boone County.

This will be a term and supply contract and will be paid from department 6100 –Facilities and Grounds Maintenance, account 71100 – Out Side Services. \$5,436.00 is budgeted for this service.

Ms. Bobbitt stated Bob Davidson is requesting a first and second reading so this can be done this year.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 45-02NOV11 – Fire Extinguisher Inspection Services Term and Supply to Korsmeyer Fire Protection. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 497-2011**

**11. RFP award to Geosyntec Consultants for RFP 22-24JUN11 – Urban Retrofit Monitoring of Storm Water Practices in Hinkson Creek (second reading, first read 12/1/2011)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award RFP 22-24JUN11 –Urban Retrofit Monitoring of Stormwater Practices in Hinkson Creek to Geosyntec Consultants. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 498-2011**

**12. Cooperative contract 152/2009 – Tree and Stump Removal Service with Arthur Ratliff Tree & Stump Removal, LLC (second reading, first read 12/1/2011)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia cooperative contract 152/2009 – Tree and Stump Removal Service with Arthur Ratliff Tree & Stump Removal, LLC. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 499-2011**

**13. Cooperative contract 15/2010 – Tree Cutting and Removal Service with Arthur Ratliff Tree & Stump Removal, LLC (second reading, first read 12/1/2011)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia cooperative contract 15/2010 – Tree Cutting and Removal Service with Arthur Ratliff Tree & Stump Removal, LLC. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 500-2011**

**County Clerk**

**14. Approve 2012 Payroll Calendar (first reading)**

Commissioner Miller stated this identifies holidays and different schedules. Commissioner Miller stated the first payroll will be on January 6, 2012.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available Commission meeting with an appropriate order for approval.

**Commission**

**15. Public Hearing on Proposed FY 2012 Budget**

No members of the public were present to comment on this item.

**16. Acceptance of donated artwork from Judge Oxenhandler (first reading)**

County Counselor CJ Dykhouse was present on behalf of this item. Mr. Dykhouse stated this is in connection with the Paul Jackson painting that Judge Oxenhandler commissioned, and intends to donate to the County for display at the Courthouse. Mr. Dykhouse stated Judge Oxenhandler was unable to find a commission meeting he could attend, so Mr. Dykhouse offered to attend on his behalf.

Commissioner Miller stated the bottom line is he's donating it to the County; however, if we don't continue to display it there is a segment that identifies how to dispose of the property.

Mr. Dykhouse stated yes, as we learned with some other public art situations it tends to be a common thing where part of the donation is in agreement on how the ultimate

disposition of the asset would occur, if it were to occur.

Commissioner Miller stated that it is very helpful for future Commissions. Commissioner Miller stated it would be nice to put the agreement on the back of the picture so they don't have to look for Commission orders all over the County.

Mr. Dykhouse stated that is a fantastic idea. Mr. Dykhouse stated they do HIPPA releases on pictures in Boone County Family Resources for that very same reason.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available Commission meeting with an appropriate order for approval.

**17. Domestic Violence Shelter Funding (second reading, first read 12/1/2011)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby adopt the attached Order Restating and Amending Prior Orders Concerning Funding and Policies for the Administration of Funding of Shelters for Victims of Domestic Violence. The terms of said Order are attached hereto and incorporated herein.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order # 501-2011**

**18. Public Comment**

**19. Commissioner Reports**

The meeting adjourned at 9:57 a.m.

Attest:

---

Daniel K. Atwill  
Presiding Commissioner



---

Wendy S. Noren  
Clerk of the County Commission

---

Karen M. Miller  
District I Commissioner

---

Skip Elkin  
District II Commissioner