

TERM OF COMMISSION: October Session of the August Adjourned Term

PLACE OF MEETING: Boone County Government Commission Chambers

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

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

Subject: Auditor's Office – External Audit

June Pitchford, Boone County Auditor, Jackie Dippel and Susan Eichhoff, of KPMG, were present for this item.

The Commissioners received the Presentation to the County Commissioners, a Comments and Recommendations letter from management, and the OMB Circular A-133 Single Audit Report.

Jackie Dippel stated the purpose of this report is to report upon the A-133 single audit, under federal programs and to discuss the management letter comments and recommendations.

Page 2 of the Presentation to the County Commissioners is the OMB Circular A-133 Single Audit Report of the total federal awards for the year ending December 31, 2000. \$913,111 of Federal Award Programs was received and KPMG looked at the Child Support Enforcement Program, which totaled \$362,773.

Commissioner Miller asked if this was pass through dollars. Ms. Dippel stated this is on a pass through status with the Social Services Division.

The results of this audit are listed on page 3 of the Presentation to the County Commissioners. There were no instances of non-compliance, also known as a clean opinion.

On page 8 of the OMB Circular A-133 Single Audit report is a summary of findings and questioned costs. There was an unqualified opinions issued, no reportable conditions, no material weaknesses, and no instances of non-compliance. This is a result of the audit of the Child Support Enforcement Program.

Page 4 of the Presentation to the County Commission is a summary of the management letter comments. This letter to Management on Internal Control presents KPMG's comment and recommendations for improvements in internal controls or other operational matters KPMG believe warrant management's and the County Commissioner's attention. KPMG did not identify any material weaknesses in internal control during the course of the audit.

Current Year Management Letter Comments:

- Government Accounting Standards Board (GASB) Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*
- GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*
- Health Insurance Portability and Accountability Act of 1996
- Purchasing Process

- Invoice Approval Process
- GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*
- Bank Reconciliations
- Internal Controls at Third Party Administrators
- Post-Employment Health Care Benefits
- Circular A-87 Salary and Wage Certifications
- Information Technology Comments

For each of these comments, Jackie Dippel summarized the comments from management. The letter is used to bring forth items that need attention from the Commission. In this letter, there were no material weaknesses identified or reportable conditions. These are only comments and recommendations.

Commissioner Stamper asked June Pitchford how the County handles notifying elected officials and department head about this outside audit. Mrs. Pitchford stated respective offices are aware of this because they have drafted responses to the comments and recommendations from KPMG. The follow up to these comments and recommendations depend on each department. Mrs. Pitchford believes the County would benefit from having an active audit committee.

Commissioner Stamper commented about how these external audit comments and recommendations have benefited the County. He asked the liaison Commissioners to the IT and Purchasing Departments to work on the follow up of the comments and recommendations.

Commissioner Miller stated she would take on the IT Department's recommendations from the audit. Commissioner Elkin stated he would take on the Purchasing Department's recommendations from the audit.

Subject: Boone County Sheriff's Department

Major O.J. Stone present on behalf of these items.

A. Second Reading and Public Hearing of Budget Amendment and Contract for Training

Commissioner Elkin moved to approve the following budget amendment:

Department Account and Title	Amount Increase
5210-37210: Sheriff Training Expenditures	\$8,461.00

The County Commission of the County of Boone does hereby also approve the contract for training services between the County and the Missouri Police Chief's Association.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 486-2001**

B. First Reading of Budget Amendment

Major O.J. Stone stated the Department was receiving donations from the Optimist Clubs to purchase a dog to replace the dog lost this past year. Due to time constraints, the entire amount was not available when it was needed. Some forfeiture funds were used to have the remaining amount to purchase the dog. The additional donations were received to replace the used forfeiture funds.

There was no comment on this proposed budget amendment.

Commissioner Stamper stated this is a budget amendment for \$3,400.00 in departments 2523 and 2500 for the K-9 fund. He requested the Deputy County Clerk to schedule this item for a second reading and public hearing in at least 10 days from today's date with an appropriate order for approval.

Major Stone also had a budget revision to use the remaining amount of funding from an existing block grant for the purchase of radio equipment.

Commissioner Stamper asked if this would be a shift in the approved expenditures of the block grant. Major Stone stated this was correct.

Commissioner Stamper asked what the block grant originally addressed. Major Stone stated this is the remainder of the funds used to purchase of the live scan computer printing system.

Commissioner Stamper requested this be set for a first reading at the next available meeting.

Subject: Purchasing Department

Marlene Ridgeway, Purchasing Department Buyer, present on behalf of these items.

A. Second Reading and Award of Bid 58-09OCT01 (Seasonal Grounds Services)

Marlene Ridgeway stated this is utilized by the Facilities Maintenance Department for lawn care maintenance and snow removal. The total three-year contract value is \$39,157.20.

Commissioner Elkin moved to award bid 58-09OCT01 for seasonal ground work to Breedlove Landscaping Services.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 487-2001**

B. Second Reading and Award of Bid 59-12OCT01 (Installation of Chain Link Fence)

Marlene Ridgeway stated this is recommended by the Public Works Department for some roadwork that was done on Rebel Drive. The total cost of the contract is \$2,896.75.

Commissioner Elkin moved to award bid 59-12OCT01 for installation of chain link fence to Designer Fence Company.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 488-2001**

C. Second Reading and Award of Bid 58-29NOV00 (Janitorial Services Term and Supply)

Marlene Ridgeway stated this is a contract amendment. Facilities Maintenance Department is requesting continuing the cleaning services for the Sheriff's Department until a housekeeping position is filled. The contract, if approved, is with Classic Cleaning and maximum total cost is \$4,400.00 if used until the end of the year.

Commissioner Elkin moved to award bid 58-29NOV00 for janitorial services to Classic Cleaning.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 489-2001**

D. Second Reading and Approval of Surplus Items

Marlene Ridgeway stated there is a list of surplus items being requested for disposal to Kemper Auctions. The list was circulated to all departments, and to date, there has been no interest in these items.

Mrs. Ridgeway gave an update on the items are still at North Facility. There was a large cleanup of surplus items. Currently, there are six to seven four door filing cabinets, a desk, and some other items that have been placed on inventory.

Commissioner Elkin moved to authorize the disposal of surplus to Kemper Auction as listed on the October 18, 2001 memorandum from the Purchasing Department.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 490-2001**

E. First Reading of Bid 54-02OCT01 (Engine Analyzer)

Marlene Ridgeway stated the Purchasing Department has reviewed the bids submitted and recommend award of the engine analyzer and Alternates 1, 2, and 3 to Snap On Tools for having the lowest and best bid meeting the minimum specifications. Total cost of contract including trade-in is \$36,275.15.

The department is also requesting at this time the disposal of our Bear Engine Analyzer as a trade-in for this award. The fixed asset disposal sheet is attached to the memo received by the Commissioners.

The amount budgeted for this purchasing is \$36,000.00 to be paid out of organization 2040 account 92300. The department has identified savings in the budget to cover the overage of \$275.15.

There was no discussion or public comment.

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

F. First Reading of Bid 55-02OCT01 (Pre-Printed Envelopes)

Marlene Ridgeway stated the Collector and Assessors Offices and the Purchasing Department has reviewed the bids submitted and recommends award to Unisource for having the lowest and best bid meeting the minimum specifications. Unisource has also given the opportunity to purchase additional envelopes for the Collector's Office that were overruns from last years contract period. The prices they are offering are a significant savings and we recommend purchasing them at this time.

Total cost of contract for the Collector's Office is \$1,792.92 plus an additional \$2,583.75 for the overrun envelopes for a total of \$4,331.67. By purchasing the overrun envelopes, the County is saving \$4,895.13.

The cost of contract for the Assessor's Office is \$702.50.

Total contract value is \$5,034.17.

There was no discussion or public comment.

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

Subject: Public Works – Second Reading and Approval of Agreement for Preliminary Engineering Services

Commissioner Miller stated this is for work on a future project and the Public Works Department is currently working on utility services. The engineering services are needed to identify where the future water lines will be relocated.

Commissioner Miller moved to approve the agreement for preliminary engineering services for Rolling Hills Road water line relocation.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 3-0. **Order 491-2001**

Subject: Second Reading and Public Hearing of Mediacom Cable Franchise Agreement

Commissioner Miller moved to approve the Mediacom Cable Franchise fifteen-year franchise agreement.

Commissioner Elkin second the motion.

Commissioner Miller stated the other cable franchise agreement will be coming up for renewal shortly. It will be modeled after this agreement so there is competitive rates for Boone County.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 492-2001**

Subject: Second Reading and Approval of Exploratory Letter about Possible Annexation by the City of Columbia of County owned property

Commissioner Stamper stated the reason for requesting the ML in the city's land planning process is because of the type of activity that will be going on around the fairgrounds. In doing so, the ML land designation is not a zoning classifications the County is asking for because it would still be under County regulation and ordinance. This would be

principally a recreational type of land use. A question was raised about this issue.

Another question that was received by the Commission was about why this land would be held under County jurisdiction. The land in question is owned by the citizens of Boone County. This piece of property would be treated the same way other pieces of property are treated in the County. For example, when the University of Missouri annexed the farm located off New Haven Road into the City of Columbia, similar provisions were provided to the University and to the State of Missouri when they have annexed property into the city. The County intends to have the same rules applied to them as have been applied to the State and University when they have annexed property.

Commissioner Stamper stated some minor changes were made to the letter addressed to the city. The armory was removed from the list of property because this land is deeded to the State of Missouri. The letter reads as follows:

Dear Mayor Hindman and Mr. Beck:

This exploratory letter will address the possibility of annexation by the city of Columbia of the county owned property. The specific properties addressed in this letter are: the Boone County Fairgrounds, the Boone County Law Enforcement Compound and Boone County Fire Training Center (374 acres more or less) located adjacent to US Highway 63N, Oakland Gravel Road, Stark Lane, and Prathersville Road.

We have received and reviewed the city's voluntary annexation procedures, and we believe the economic benefits to the citizens of Boone County make this annexation a viable option.

We are respectfully requesting if annexed, that county property be treated in a similar fashion as state property, university property or as the county treats city owned property (e.g. unincorporated areas such as the airport, water treatment and sewer facilities all of which exist outside the city limits of Columbia).

The Commission has thoroughly examined the annexation issues, but expect the following considerations before any such annexation may occur:

1. The property to be annexed will be designated for the city's land use planning efforts as light industrial type of land use.
2. The county will maintain full ownership of the property and have control over all zoning and land use decisions.
3. The city will accept and maintain all the streets associated with the property to include, but not be limited to, the addition of streetlights to the area.
4. The county will receive the benefit of reduced utility rates especially in the area of water and sewer for the properties that are annexed.
5. Bus service will be provided on a routine basis to the Law Enforcement Compound and related facilities, JJC, Armory, BCEPD Training Center and Reality House. City bus schedule will have to be altered as necessary to accommodate major events that will occur at the Boone County Fairgrounds.
6. The properties in question will be exempt from city ordinances and governed only by county ordinances while owned by the county (land use, health and sound, etc).
7. City sales tax rate will apply to the property.
8. The city will make a good faith effort to interconnect existing offsite sewer facilities I the area; the Boone County Fire Protection District will be allowed to connect the burn simulation facility's domestic water recovery tank (not storm water) to this sanitary sewer

and all utilities will be made available to the site as the acreage develops.

9. Any additional acreage donated or acquired by the county in the area, which is contiguous and compact will receive similar conditions.
10. Fire service and water provisions will be handled according to territorial agreements. Law enforcement protocols, which have been made on existing county lands between the city of Columbia and the county of Boone, will be followed.
11. The fees normally associated with voluntary annexation will be waived.
12. The county will not be required to acquire a burn permit to any burning being conducted for agricultural or training purposes.
13. The county will not be required to obtain a city permit for the use of explosives for the purposes of training and/or disposal.

Please give our annexations your consideration and let us know if they are agreeable. A formal annexation request will be submitted if and when there is a consensus between the city and the Commission.

Commissioner Stamper stated this is not a vote to annex. This is only a letter of inquiry to the city of Columbia asking about certain terms and conditions with voluntary annexation. The debate whether or not to annex will come at a later date.

Commissioner Stamper stated that he and the Deputy County Clerk discussed whether or not this would need a commission order. It was decided since this is only an exploratory letter that no commission order would be needed since there would be no action taking place. This was first and second read only for the public tracking of the letter and the status of it.

The Commissioners agreed to sign the letter and forward it to the city.

Commissioner Miller welcomed Gene Polk, of Henry County, former President of the Missouri Association of Counties, to the meeting.

Subject: Appointment to Board – Mental Health

Commissioner Miller moved to appoint Kevin P. O’Brien to the Mental Health Board from a term that will expire on September 30, 2004.

Commissioner Elkin seconded the motion.

Commissioner Stamper stated Mr. O’Brien has been interviewed twice and many good things are brought forward by him.

Commissioner Miller stated Mr. O’Brien has a good understanding of the mental health needs in the community since he has worked in the Public Defender’s Office.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 493-2001**

Commissioner Reports

Commissioner Miller

Marcit Public Liability Seminar

Commissioner Miller stated she attended the Marcit Public Liability Seminar that was put

on by the County's insurance company this past weekend at the Lake of the Ozarks. She attended the sexual harassment seminar and the successful interviewing workshop. In the successful interviewing workshop, there was discussion about how to find the right people for each position. The Boone County Sheriff's Department was represented by Keith Hoskins and Kevin Merit, and the Public Works Department managers also attended the meetings. The item identified from this workshop was that 50% of the cost of the employee being hired is spent in the training/interviewing process. Psychological testing in the Corrections Department was a possibility discussed. In Greene County, this is done as one of the first stages in the interviewing process.

Community Storm Water Presentation

Commissioner Miller stated she had attended the Community Storm Water Presentation. There were twelve different watersheds studied over the summer. Each of the watersheds evaluated the public and private lands within the watershed and the potential development of new industrial, commercial, and residential developments.

From the public lands assessment, the two major concerns were soil erosion and ice removal from public streets and parking lots. In the private lands assessment, major concerns were soil erosion from private lands, private lawn and garden maintenance, household hazardous waste disposal, litter accumulation on private lands (especially at large shopping centers), stream buffer degradation on private lands, and stream bank erosion and collapse. The largest concern was the rate of development of associated storm water in watersheds by new development.

Commissioner Miller stated this presentation was so well done, there was a consensus to combine all twelve presentations into a twenty minute presentation and take the presentation to the public.

Commissioner Stamper

Emergency Preparedness

Commissioner Stamper stated on October 19, the Fire Protection Districts, Law Enforcement, Water Districts, Boone Electric Cooperative, Health Department, county office holders and department heads were represented at a meeting about the level of preparedness in emergency situations. The preparedness is very good and very high but it is more towards emergencies like tornadoes, earthquakes, and chemical spills and not toward terrorism or bioterrorism. The water districts and Boone Electric Cooperative spoke about how each of their resources is being protected. Steve Paulsell, Chief of the Boone County Fire Protection District, told this group that Boone County cannot think in terms of a tornado coming through Boone County but in terms of a major event in Kansas City of St. Louis and what that would mean to our community. There are other discussions taking place between the Police Departments and the Fire Departments, School Superintendents and Principals, and other issues. Commissioner Stamper has requested the Sheriff's Department conduct a safety audit of the County buildings and make recommendations on any adjustments that should be made. It is intended that the Commission will visit with all elected officials and department heads for a discussion of their concerns. There will be another meeting in two weeks, with the same group, to discuss more on this issue.

Commissioner Elkin

Commissioner Elkin stated he had no reports.

There was no public comment.

The meeting was adjourned at 10:38 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner