

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:34 a.m.

Subject: Purchasing Department

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

A. Second Reading and Approval of Contract Amendment #1 for Bid 01-24JAN01 (Electronic Monitoring Equipment and Service)

Marlene Ridgeway stated this is just to allow the County to have more stock of home detention units at no additional charge to the County.

Commissioner Stamper moved to approve contract amendment number one for bid 01-24JAN01 for Electronic Monitoring Equipment and Service to increase the inventory of home detention units.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 550-2001**

B. Second Reading and Award of Bid 63-27NOV01 (Network Laser Printer)

Marlene Ridgeway stated the department is recommending award to New Millennium Solutions of Addison, Texas for an IBM Network printer. Total contract price is \$7,891.00.

Commissioner Elkin moved to award bid 63-27NOV01 for the furnishing and delivery of a Network Laser Printer and supplies to New Millennium Solutions of Addison, Texas.

Commissioner Stamper seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 551-2001**

Subject: Public Works

David Mink, Public Works Director, present on behalf of these items.

A. Second Reading and Approval of Request to Extend Leave of Absence without Pay

David Mink stated this is a request to extend a leave of absence without pay for Kevin Wood for medical reasons.

Commissioner Elkin moved to approve the request by the Boone County Public Works Department for an extended leave of absence without pay for Kevin Wood for a 12-week period from December 17, 2001 through March 8, 2002 per the Boone County Personnel Policy Manual, section 5.7.

Commissioner Stamper seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 552-2001**

B. Road and Bridge Advisory Committee – First Reading of Four Variances

David Mink listed the four following variances that were approved by the Road and Bridge Advisory Committee and are seeking approval from the County Commission:

1. Request by Jay Gebhardt of A Civil Group and his client John Massey to allow a permanent cul-de-sac to be built and paved at the end of Trade Center Drive, varying from the 1,000 feet maximum length of roadway allowed to end in a cul-de-sac. The cul-de-sac will be built in accordance to the Boone County Roadway Specifications.

Commissioner Stamper noted that this is at the Industrial Park on Route Z.

2. Request by Glenn Nichols of Glenn Nichols Construction to allow for a fourteen (14) foot driveway approach for Lot 42 of Crestwood Hills Subdivision to be built onto Murphy Drive, varying from the current Boone County Roadway Regulations of fifty (50) feet from Point of Curvature to nearest intersection.

3. Request by Glenn Nichols of Glenn Nichols Construction to allow current driveway approaches for Lots 25, 32, 39, and 51 of Crestwood Hills Subdivision to remain as located, varying from the current Boone County Roadway Regulations of fifty (50) feet from Point of Curvature to nearest intersection.

4. Request by Frank Thomas of Frank Thomas Construction to allow driveway approaches for Lot 58 of Spencer Hills Subdivision (400 E. East Cedar Court) and Lot 61 of Spencer Hills Subdivision (330 E. East Cedar Court) to be thirty-nine (39) feet rather than fifty (50) feet from the corner as stated in the Boone County Roadway Regulations.

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

Subject: Facilities Maintenance – Second Reading and Approval of Budget Revision (Salt Spreader)

David Mink stated this is a budget revision request to move moneys in class nine for the one-time purchase of a salt-spreader.

Commissioner Elkin moved to approve the following budget revision:

Department Account and Title	Amount Decrease	Amount Increase
6100-91200: Building Improvement	\$975.00	
6100-61300: New Equipment		\$975.00

Said budget revision is to transfer funds for the purchase of a tailgate style salt hopper-spreader for use on a 1 ton truck in Facilities Maintenance.

Commissioner Stamper seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 553-2001**

Subject: Auditor’s Office – Second Reading and Approval of Budget Revision (Parking Fees)

Commissioner Stamper moved to approve the following budget revision:

Department Account and Title	Amount Decrease	Amount Increase
1123-86800: Emergency	\$1,260.00	
1190-59300: Non-Departmental Parking		\$1,260.00

Said budget revision is to transfer funds for the increase in parking fees by the City of Columbia effective October 1, 2001.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 554-2001**

Subject: GIS Department – First Reading of Budget Revision

Ross Short, GIS Technical Manager, present on behalf of this item.

Ross Short stated this budget revision request is to adjust for the purchase of a GIS file server and for a GIS web-enabled system. The request is to transfer \$3,500 from printer supplies, \$1,500 from seminars/conferences/meetings, and \$500 from training/schools for a total transfer of \$5,500 to computer hardware.

Commissioner Elkin asked what is the practical aspect of this.

Mr. Short stated the IT Department has a possibility of running out of physical space and a rack would be needed to install all the servers that would need to be purchased. Currently, there is a quasi-GIS server that is housed in the GIS Department, which should be housed in the IT Department, where there is a climate-controlled room. This would enable the department to purchase, which was originally budgeted; a GIS file server and also enable the department to purchase a web server. The web server would allow the department to place all GIS maps on the County's Intranet and eventually be placed on the Internet.

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

Subject: Planning and Inspections

Thad Yonke, Planning and Building Inspection Department, present on behalf of these items.

A. Authorization to write letter of the City of Columbia (Solidwaste Management)

Thad Yonke stated the County has been looking to have a recycling container placed at the jail so some of the materials can be recovered. The jail produces a lot of cardboard and steel food containers, which are recyclable materials. Currently those materials are mixed with the trash. For a couple of years, there has been \$6,000 in the budget to purchase a

recycling container by the County to be placed at the jail. When the County was looking into the details of the container, the County was trying to see if it was possible to be included in a City purchase order. In discussions with the City, they indicated some interest in potentially placing a City of Columbia recycling container at the jail. This would save the County the money from purchasing the container. The City indicated they needed a letter from the Commission to pursue further discussions. Mr. Yonke is present to request the Commission to send a letter to the City Public Works Department requesting discussions to start between the County Solidwaste program and the City Public Works to save they County from buying a container.

Commissioner Elkin stated to his understanding the City of Columbia is taking over the recycling in the area. Mr. Yonke stated the County still has a contract with Civic Recycling for the containers that the County hauls from the general sites in Centralia and Hallsville. The City of Columbia is in the process of opening a materials recovery facility. To make a materials recovery facility work, there has to be a high volume of materials going to the facility and Mr. Yonke thinks this is the reason why the City is interested in placing a container at the jail.

Commissioner Elkin stated the County pays by the ton when a dumpster is hauled off and asked if there are potential savings for doing this. Mr. Yonke stated the reason why the Sheriff's Department is interested in this is because if the County can get the recycling set up is to reduce the number of times there would be a trash pick up at the jail. There should be an off set cost by limiting the number of times per week that the trash is picked up and the amount of trash and recycling materials that are produced at the jail. In pursuing the discussions, the County needs to find out is how much the City going to charge the County in hauling fees.

Commissioner Stamper stated this item has been brought forward and a motion has been prepared. He does not think that a motion is needed. The request has been noted and the Commission has agreed to allow a letter to be written to the City by the Planning and Building Inspections Department.

B. First Reading of University of Missouri Sponsored Activity Contract

Thad Yonke stated this is a contract with the Center for Advanced Social Research through the School of Journalism to do a phone survey of 400 Boone County residents to get additional input on the Visioning Plan. The amount of the contract is \$4,500.00. John Patton, County Counsel and the Auditor's Office have both signed off on the contract.

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

Subject: Information Technology Department

Michael Mallicoat, IT Department Director, present on behalf of these items.

A. First Reading of Budget Revision for Computer Network Security Upgrade

B. First Reading of Computer Network Security Upgrade

Michael Mallicoat stated the purpose of this request is to seek emergency approval for a major security upgrade to Boone County's Information Technology computer network.

The events of the past several months have mandated an urgent need to tighten the security of the County's network. This requirement includes the installation of advanced firewalls, intrusion detection equipment and tighter control fighting off viruses and worms.

After weeks of study by the Information Technology Department along with many hours of consulting with Integrated Solutions Group, the Information Technology Department has fine-tuned the network security upgrade recommendation. The details are outlined in three spreadsheets: 1) by application group (for logical understanding by function), 2) by vendor (to be used for issuing purchase orders), 3) by account number (used to prepare the budget revision).

Both the Commission and ITAC have been following along as this recommendation has progressed and are eager to implement the proposal.

The type of hardware technology being recommended is anticipated to last the County for a period of approximately 10 years, with only software updates needed during that time.

The implementation of this solution will definitely increase the workload of the Information Technology Department with additional maintenance and surveillance requirements. Mr. Mallicoat does not anticipate the need for an additional full-time employee just to regularly perform these security functions. However, he will be factoring this additional workload into his strategic plans for the future organization of the Information Technology Department.

Security can no longer take a back seat to other activities in the Information Technology Department. Security must now become an integral part of our daily routine and be maintained as one of the highest priorities.

Because of the emergency nature of this upgrade, Mr. Mallicoat recommends that the County bypass securing bids for these requirements. He also recommends Integrated Solutions Group (ISG) as our vendor for sourcing the major pieces of this proposal. ISG is the only local vendor with this technology that is available to support Boone County with on-site maintenance and technical support, which is very critical. Also, several people with ISG are already familiar with Boone County's network and infrastructure. In

addition, ISG has been able to secure nearly all the Cisco hardware and software pricing below the pricing on the State Contract. Furthermore, ISG has recent experience implementing similar security upgrades; one for a local bank, and one for a local insurance company.

Boone County can no longer delay. We must upgrade our network as soon as possible in order to be more pro-active in defending our internal network and systems from outside influences, which have the real potential of bringing down and destroying our computer data and applications.

Mr. Mallicoat stated in working with the Auditor, all unspent moneys were looked at for the FY01 budget and determined what funds could be moved around to support this recommendation. There will be some training done next year which will require an approximate \$11,500 budget revision. The total cost of this recommendation is \$141,000. Funds were moved from the salaries and wages line item, the magnetic media line item, the equipment service contracts line item, and the emergency fund. These funds were moved into the following line items: software service contracts, outside services, computer hardware and computer software. Not reflected in this budget revision request is money that is currently available in the budget that the department does not plan to spend this year.

Commissioner Stamper stated this has been discussed in 3C work sessions and had anticipated this coming forward. This is a first reading on both of these items and requested the Deputy County Clerk to schedule both items for a second reading at the next available meeting with appropriate orders for approval.

Commissioner Reports

Commissioner Stamper

Notice of December 24, 2001 as a Holiday

Commissioner Stamper read the executive order from the Governor:

“Governor Bob Holden announced today (December 7, 2001) that he has signed an executive order requiring all state offices to be closed and their employees excused from duty on Monday, December 24.

‘I think that it’s appropriate, given the events of September 11, that state employees be given December 24 off to spend more time with their families and experience the true meaning of the holiday season,’ Holden said.”

The County Commission, has in the past, and in the future to take all holidays authorized by the State. Boone County offices will be closed Monday, December 24 and Tuesday,

December 25, in recognition of the Christmas holiday.

Commissioner Miller

None to report at this time.

Commissioner Elkin

Smart Growth Coalition

Commissioner Elkin stated Smart Growth Coalition met on December 5. Chip Cooper with PedNet gave a PowerPoint presentation on different communities around the country that have a PedNet, walking and biking trails, and how they design streets and sidewalks to accommodate bikers and walkers. Mr. Cooper shared information about how other communities finance their systems. They also discussed their support for a park system and would like to be involved in that process.

There was no public comment.

The meeting was adjourned at 9:58 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