

TERM OF COMMISSION: March Session of the January Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center  
Commission Chambers

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson  
District I Commissioner Karen M. Miller  
District II Commissioner Skip Elkin  
Deputy County Clerk Josh Norberg

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

**Purchasing**

Melinda Bobbitt, Director Purchasing, was present on behalf of this item.

**1. Bid Opening: 09-28FEB08 – Data and Telephone Terminations – Boone County Courthouse Renovation**

The following bids were opened:

	<b>Lan-Tel Corporation</b>	<b>Centurytel</b>	<b>Meyer Electric</b>
<b>Grand Total (from Addendum #4)</b>	\$39,720.00	\$39,298.31	\$75,010.00

**2. Surplus Disposal – GPS Unit (first reading)**

Ms. Bobbitt stated the Information Technology Department is requesting permission to trade a GPS Unit, fixed asset tag 16282. This unit was originally purchased with a grant in 2005 and is now out of date and in storage.

Commissioner Pearson 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.

**Public Works**

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

**3. Public Hearing: Speed Limit Studies**

**a. Hartley Road**

**b. Fairgrounds Road**

Commissioner Elkin moved on this day the County Commission of the County of Boone does

hereby adopt the Boone County, Missouri Roadway Regulations Chapter I: Vehicular Traffic Regulations; having published notice of public hearings as provided by law for the following roads:

- Hartley Road from State Route HH to Mount Zion Church Road changed to 30 mph
- Fairgrounds Road School Zone changed to 30 mph from 7:00-8:00 a.m. and 2:30-3:30 p.m., and 40 mph at all other times.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 122-2008**

## **Public Works**

### **4. Atkins Tract Driveway Entrance Improvements**

Mr. Mink stated this item is to clear up any issues that might arise out of doing this project near the Fairgrounds. He stated it has been County policy not to use Public Works funds for projects on Fairgrounds property.

Commissioner Miller stated this project was to improve the sight lines for safety purposes.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize and direct the Public Works Department to make improvements to the driveway entrance located approximately 2,700 feet south of Prathersville Road on the east side of Oakland Gravel Road on County owned Fairgrounds property as necessary to provide proper access to the County/City owned Atkins Tract and authorize expenditures necessary to complete this work from Public Works budgets 2040 and 2045 as appropriate.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 123-2008**

### **5. Discussion of Transition Pay**

Mr. Mink stated this originated shortly after the Memorandum of Understanding (MOU) was renegotiated in 2004. After the MOU was signed, there were some implementation policies that needed to be developed in order to enforce the MOU. On page 5, Section 5.1 of the MOU, it says the workweek shall begin on Monday at 12:01 a.m. and end the following Sunday. Employees will normally be scheduled to work 40 hours during the established workweek.

As Public Works started utilizing night shifts for snow removal (for safety reasons), it created a problem with sometimes not coming up with 40 hours in the shifting process. A policy was issued in April of 2004 that stated for full time employees, the County will offer 8 hours of work in every 24 hour workday Monday through Friday unless an alternate schedule has been adopted.

The problem today has been an outgrowth of trying to implement these policies, and there may be an opportunity to adjust it. The attempt was to try to be in the spirit of the intent of the policies. One of the issues was that if the crews worked overtime during the week, and they had 40 hours by Thursday, Mr. Mink stated they didn't want them to fail to come in on Friday, and the employees didn't want to be told to not come in on Friday. As a result, the Public Works management offered 8 hours of work for every day.

Mr. Mink stated the time clock calculated the time in an odd way, which makes the calculations look strange when payroll was turned in. He stated the intent of the policy was to not short people time if they worked overnight shifts.

Commissioner Miller asked Mr. Mink if this request was just to buy time until the policy could be written into the MOU.

Mr. Mink stated that is correct.

Commissioner Pearson stated the policy needs to be clarified and written into the MOU.

Commissioner Miller stated this commissioner order will be only for the current pay period.

Commissioner Elkin stated this policy is in the interest of the safety of the public so that the roads can be cleared at night before citizens are out in the morning.

Mr. Mink stated it keeps crew workers from working 36 hours in a row without rest, which is a safety hazard.

Commissioner Pearson moved in recognition of the hardship of immediately responding to public safety demands brought on by weather events, Public Works Maintenance Workers who must switch their work schedules from day to night and back again as dictated by weather changes will be compensated as follows:

Employees who are scheduled to work fewer than 5 shifts (consisting of 8 hrs. or more, including split shifts) Monday – Friday due to the need to move from day shift to night shift work, will be granted “Scheduled Transition” pay of 8 hours to allow for rest and recovery from working on the previous night shift, before transitioning back into a day schedule. No more than one 8-hr. scheduled transition payment will be allowed in any one workweek, provided that the employee has been in pay status for at least 40 hours during the workweek. Scheduled transition pay status will count as “time worked” for purposes of computing overtime in the 40 hour work week.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 124-2008**

### **Sheriff's Department**

Warren Brewer, Sheriff's Department, was present on behalf of these items.

#### **6. Request to Purchase Convection Oven (first reading)**

Mr. Brewer stated the 17 year old convection oven at the Sheriff's Department is not repairable. He is requesting approval to purchase a new one.

Commissioner Pearson 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.

#### **7. Employee Physical Examination Service Agreement (first reading)**

Mr. Brewer stated this is part of Sheriff Carey's long term plan to improve the fitness and safety of the employees of the Sheriff's Department. He stated this agreement will provide for physical examinations during the hiring phase and also for current employees every couple of years.

Commissioner Pearson 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 Permit Revenue/Expenditure Budget (first reading)**

Mr. Brewer stated the "Conceal and carry" permit fees were greater than anticipated and this amendment is needed to increase the permit revenue/expenditure budget.

Commissioner Pearson 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.

### **Auditor**

June Pitchford, Boone County Auditor, was present on behalf of these items.

#### **9. Request for Additional Training Time**

Ms. Pitchford stated the Senior Account Specialist is leaving and because there is so much advanced notice, she would like additional training time other than what is provided for under commission order 147-2005.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by the Boone County Auditor for an additional two-week overlap beyond the two-weeks granted in CO # 147-2005 to provide for adequate training of a replacement employee for position # 27, Senior Account Specialist. Any additional cost arising from the additional two-week training period will be covered from the Auditor's appropriations for travel and training (class 3).

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 125-2008**

**10. Engagement Letter for FY 2007 Audit Services (first reading)**

Ms. Pitchford stated this is the agreement with KPMG for audit services to perform the audit for FY 2007.

Commissioner Pearson 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.

**Court Administrator**

Kathy Lloyd, Court Administrator, was present on behalf of these items.

**11. Budget Amendment for Intensive Intervention Grant (first reading)**

Ms. Lloyd stated this amendment is standard at the beginning of each year to cover the Intensive Intervention grant funds, which are under the State Fiscal Year running from July 1 through June 30.

Commissioner Pearson 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.

**12. Budget Amendment for Probation Services Grant (first reading)**

Ms. Lloyd stated this amendment is standard at the beginning of each year to cover the Intensive

Intervention grant funds, which are under the State Fiscal Year running from July 1 through June 30.

Commissioner Pearson 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.

**13. Inclement Weather Policy**

Ms. Lloyd stated the Presiding Judge closed the courts on February 21, 2008, due to inclement weather. Because the employees working in various offices such as the Prosecuting Attorney’s Office and others are paid according to County policy, and because the County Commission did not close the Government Center offices, the employees in the Courthouse were shorted 2 hours.

Commissioner Elkin stated this miscommunication between the Courthouse and the County Commission was not the fault of the employees and this commission order is to give 2 hours of sick leave to each of those employees to be used to cover the 2 hours the Courthouse was closed.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize the exception to the Boone County Inclement Weather Policy allowing county-paid employees working under the auspices of the Circuit Court to be compensated per the Circuit Court's Inclement Weather Policy in lieu of Boone County's Inclement Weather Policy for the weather event on February 21, 2008.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 126-2008**

**Miscellaneous**

**14. Budget Amendment to Establish Budget for Contribution Revenue (first read on 2/21/08)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to establish budget for contribution revenue for the Fairground Maintenance Fund:

Department	Account	Department Name	Account Name	Decrease	Increase
2120	03880	Fairground Maint Fund	Contribution Revenue		\$20,000.00
2120	71100	Fairground Maint Fund	Outside Services		\$20,000.00

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 127-2008**

**15. Authorize Closed Meeting 610.021(13) RSMo**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Thursday, March 6, 2008, immediately following commission. The meeting will be held in Room 243 of the Roger B Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021 (13) RSMo. to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 128-2008**

**16. Appointment to Mental Health Board of Trustees**

Commissioner Pearson moved on this day the County Commission of the County of Boone does hereby appoint Mike J. Krohn, Jr. to the Mental Health Board of Trustees for a term beginning March 6, 2008, and ending April 8, 2012.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 129-2008**

**17. Commissioner Reports**

There were no commissioner reports.

**18. Public Comment**

There was no public comment.

The meeting adjourned at 2:08 p.m.

Attest:

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Ken Pearson  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner