

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
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Director of Resource Management Stan Shawver
Circuit Court Administrator Kathy Lloyd
Director of Information Technology Aron Gish
Deputy County Clerk Cameron Clarke

The meeting was called to order at 9:30 a.m.

Resource Management

1. Revisions to Article 5, Policy for Contracting for Architectural, Engineering and Land Surveying Services of the Boone County Purchasing Policy Manual (first reading)

Director of Resource Management Stan Shawver was present on behalf of this item. Mr. Shawver stated there is an ongoing process of updating to reflect "Resource Management". Mr. Shawver stated they found Article V of the Purchasing Policy Manual dealing with contracts of architectural engineering and land surveying services still reflected the Public Works Department. Mr. Shawver stated they made changes so it now reflects the Resource Management Department. Mr. Shawver stated there were also some punctuation and grammatical changes. Mr. Shawver stated this will be the first reading.

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.

Purchasing

2. Office of State Courts Administrator Cooperative Agreement 11-029-00 – Drug/Alcohol Testing Equipment & Service (first reading)

Circuit Court Administrator Kathy Lloyd was present on behalf of this item. Ms. Lloyd read the following memo:

Kathy Lloyd of Court Administration requests permission to utilize the Office of State Courts Administrator cooperative contract for Drug/Alcohol Testing Equipment & Service with Global Drug Testing Services of Midwest, LLC of Edwardsville, Illinois.

The initial term is through June 30, 2013 with four, one-year renewal options. Invoices will be paid from department 2904 – ALT Sentencing PGMS – LE Sales Tax and 2830 – Circuit Drug Court, accounts 71100 – Outside Services and 86300 – Testing.

Commissioner Miller asked if this would be what is used at the Alternative Sentencing Center, and if we're making accommodations with the remodel.

Ms. Lloyd stated they're setting up to have a contractor do the drug testing. Ms. Lloyd stated the provider is on contract with the State of Missouri. Ms. Lloyd stated they're using a cooperative agreement that the State has, with some adjustments. Ms. Lloyd stated they put on some new terms and conditions for the County. Ms. Lloyd stated they will be assuming that once they get the renovation done. Ms. Lloyd stated they will probably start using them in April.

Commissioner Atwill asked if this is a new process.

Ms. Lloyd stated they've been doing drug testing, but they're using the money to hire a contractor because they've had a very difficult time maintaining program assistants, and keeping the facility open. Ms. Lloyd stated they feel like this will be a better arrangement.

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.

3. Bid award to Sumner Group Inc. and Data Comm, Inc. for bid 49-08NOV11 – Photocopier Maintenance: Auditor, Assessor, Prosecuting Attorney and Juvenile Office (second reading, first read 12/15/2011)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid 49-08NOV11 – Photocopier Maintenance: Auditor, Assessor, Prosecuting Attorney and Juvenile Office to Sumner Group Inc. dba Image Technologies, a Division of Datamx and Data Comm, Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contracts.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 519-2011**

4. Bid award to C.L. Richardson Co., Inc. for bid 50-11NOV11 – MKT Trail Grading Services Term and Supply (second reading, first read 12/15/2011)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 50-11NOV11 – MKT Trail Grading Services Term and Supply to C.L. Richardson Co., Inc. It is further ordered the Presiding Commissioner is hereby

authorized to sign said contract.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 520-2011**

Information Technology

5. Fixed Asset Emergency Replacement – Failing Hardware – Monitors (first and second reading)

IT Director Aron Gish was present on behalf of this item. Mr. Gish read the following memo:

IT normally keeps replacement monitors in stock in the case a unit in service fails. For the last 9 months to a year the IT Department has been using monitors removed from Joint Communications and Ped Net to meet this need. The stock has been depleted and we are in need of backup / replacement monitors.

I would request that Commission allow the IT Department to purchase three (3) replacement monitors and maintain an inventory of two (2) replacement monitors moving forward. There is an immediate need for a replacement monitor in the Sheriff's Department Info Center at this time.

Moving forward with this request would allow the IT Department to perform quick replacements upon failure with very little down time for the end user. This would also allow for the end user to have a single interruption with a permanent replacement monitor. Currently without a stock of monitors, IT works with the offices to move a less used workstation's monitor until the replacement is ordered and delivered.

Since monitors are important to regular operations of Boone County Offices, I am requesting to move forward using "Unanticipated Hardware Emergencies" account 1170-92301 to purchase three (3) replacement monitors. I am also requesting the authority to keep a stock of two (2) monitors moving forward using the same funding source. The initial cost will be \$380.31 (\$126.77 each). This price includes three (3) 19" LCD Flat Panel monitors with 3 years manufacturer's warranty and shipping.

Commissioner Miller stated at that price she would buy one for her own desk.

Mr. Gish stated that is the price as of today.

Commissioner Miller stated it is an incredible price.

Commissioner Atwill stated he remembers paying \$1,000 for a monitor not long ago.

Mr. Gish stated they have reduced drastically in the last couple of years. Mr. Gish stated they also added a three year warranty about the middle of this year. Mr. Gish stated it used to be a one year warranty.

Commissioner Miller asked if they are in the process of getting rid of the big monitors and replacing them with the flat screens.

Mr. Gish stated only as they fail, or if there is a space issue. Mr. Gish stated they did an energy study a little over a year ago to find out if there is enough of a cost savings to buy new monitors. Mr. Gish stated even at this price, there is not enough cost savings. Mr. Gish stated as they replace PC's they will look at replacing the monitor. Mr. Gish stated even with this little cost he doesn't have the authority to purchase these with emergency funds. Mr. Gish stated these are tagged items. Mr. Gish stated if it wasn't a tagged item, he could use miscellaneous funding, but his request is to use unanticipated hardware funds to maintain the stock of two monitors. Mr. Gish stated they replace tag for tag. Mr. Gish stated the reason they track monitors is because otherwise they will lose control of dual monitor situations, CRT replacements for LCD's, and there is a large user base at the Sheriff's department that is very fluid. Mr. Gish stated they like to track what's going where.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request by Information Technology to use the Unanticipated Hardware Emergencies account to purchase three replacement monitors.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 521-2011**

Auditor

6. Budget amendment to increase principal retirement budget for payoffs received for Country Squire and Brown Station NIDS (second reading, first read 12/6/2011)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase the principal retirement budget for payoffs received for the Country Squire and Brown Station NIDS:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
3890	84050	2010 GO Bonds-swr nid dnr	Debt Retirement-Principal		16,707.00

Commissioner Elkin seconded the motion.
The motion carried 3 to 0. **Order # 522-2011**

Circuit Court

7. Budget amendment to increase revenue and expenditures for the DWI DCCC Grant for payment sent to Boone County (second reading, first read 12/6/2011)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the DWI DCCC Grant for a payment sent to Boone County:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03411	Court Services Grants	Federal Grant Reimbursement		5,000.00
1243	71100	Court Services Grants	Outside Services		1,939.00
1243	71600	Court Services Grants	Equipment Lease & Rentals		1,026.00
1243	86300	Court Services Grants	Testing		2,035.00

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 523-2011**

Commission

8. Public Hearing on Proposed FY 2012 Budget

No public was present to comment on this item.

9. Public Comment

10. Commissioner Reports

Commissioner Elkin reported it is good to temporarily be home. Commissioner Elkin stated he will be here through the end of next week.

The meeting adjourned at 9:45 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