

TERM OF COMMISSION: November Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre  
District II Commissioner Skip Elkin  
Deputy County Clerk Shawna Victor

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

**Subject: Purchasing Department**

Melinda Bobbitt, Purchasing Department Director, was present on behalf of these items.

**A. Second Reading and Award of Bid 67-21OCT03 (Magnetic Media Tape Off-Site Storage Service)**

Melinda Bobbitt stated the bid for Magnetic Media Tape Off-Site Storage Service was issued on September 9, 2003 and closed on October 21. One bid was received. Upon the completion of the bid evaluation, Purchasing and Information Technology recommend award to Data Retention Services Inc.

This is a Term and Supply contract and invoices will be paid out of organization 1170 – Information Technology, account 71100 – Outside Services. At the time of this writing, there is a balance of \$5,563 remaining in the account. \$10,000 per year is budgeted for this service.

Commissioner Elkin moved to award bid 67-21OCT03 for Magnetic Media Tape Off-Site Storage Service to Data Retention Services Inc.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 502-2003**

**B. Second Reading and Approval of Amendment to City of Columbia Cooperative Contract 186/2003 (Philips AEDs)**

Melinda Bobbitt stated on October 10, 2003 the Purchasing Department was notified by the City of Columbia's Purchasing Department that the cooperative contract for AEDs originally contracted with Sara Med has been amended to award to Philips Medical Systems. Philips is no longer selling equipment to Sara Med and they have agreed to

honor the exact terms and conditions of the contract. The Department is requesting to cancel the contract with Sara Med and re-award to Philips Medical Systems. This request is to purchase six units and cabinets for a contract price of \$9,900 to be paid from department 1191 account 91100.

Commissioner Elkin moved to cancel the contract with Sara Med, as approved in Commission Order 408-2003, and re-award the City of Columbia Cooperative Contract 186/2003 to Philips Medical Systems.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 503-2003**

### **C. First Reading of Bid 64-30SEP03 (Toner Tape Cartridges)**

Melinda Bobbitt stated the bid for Data Tape Cartridges Term and Supply was issued on September 5, 2003 and closed on September 30. 18 bids were received and evaluated. The department decided to award as an "all or none" award to one vendor. The first three low bids are rejected for the following reasons:

Educational Marketing: \$8,656.93

- Did not bid all items so an "all or none" award cannot be made

Corporate Express ICGS: \$25,613.07

- 4.7.28. and 4.7.30. – bid low yields and the County prefers high yields.
- Bid Lexmark brand rather than HP. The IT department has experienced higher failure rates with Lexmark compatibles. In addition, there is a concern about experiencing voiding of printer warranties for using compatibles.
- Maximum percent increase was not locked in for the next four renewal periods which made it difficult to evaluate on total cost of contract.
- Only accept defective cartridge returns according to 4.11. Nothing stated about accepting returns on over-stock items. (Office Source accepts returns for any reason).

Corporate Express Imaging: \$28,964.86

- 4.7.29. Need Laser not Ink Jet toner
- 4.7.28. and 4.7.30. – bid low yields and the County prefers high yields.
- Bid Lexmark brand rather than HP. The IT department has experienced higher failure rates with Lexmark compatibles. In addition, there is a concern about experiencing voiding of printer warranties for using compatibles.
- Only accepts returns within 10 days.

Upon the completion of bid evaluations, Purchasing and Information Technology recommend award to Office Source of Fenton, Missouri, for having the best bid meeting

the minimum specifications. Estimated yearly cost of contract is \$31,030.50. Budgeted dollars for this equipment from department number 1170 – Information Technology, account number 23018 – Printer Supplies are \$43,900.

There was no further discussion on this item.

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

**Subject: Sheriff’s Department – Second Reading and Approval of Budget Revisions**

Commissioner Schnarre moved to approve the following budget revision:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>	<b>AMOUNT DECREASE</b>
1123-86800: Emergency Funds	\$29,009.00	
1255-71100: Corrections – Outside Services		\$29,009.00

Said budget revision is for the Out-of-County prisoner housing expenses for August 2003.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 504-2003**

Commissioner Schnarre moved to approve the following budget revision:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>	<b>AMOUNT DECREASE</b>
1123-86800: Emergency Funds	\$32,580.00	
1255-71100: Corrections – Outside Services		\$32,580

Said budget revision is for the Out-of-County prisoner housing expenses for September 2003.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 505-2003**

**Subject: Public Works – First Reading of Contract with Public Water Supply District #1 (Liberty Lane Reconstruction Project)**

David Nichols, Design and Construction Manager, was present on behalf of this item.

David Nichols stated this is an agreement with Public Water Supply District #1 for the Liberty Lane Reconstruction Project. This agreement is for the cost of moving a 4” water line as part of the project. The Water District will be making an upgrade to the water line. The cost of this agreement is \$18,182. There was \$60,000 remaining in the utility relocation account for this project.

There was no further discussion on this item.

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

**Subject: Second Reading to Amend Commission Order 314-2003**

Commissioner Elkin moved to amend Commission Order 314-2003 to read as follows:

Now on this day the County Commission of the County of Boone does hereby approve employee insurance premiums using the following criteria:

- Generating \$150,000 over 12 pay periods,
- Basing premiums proportionally based on hourly rate,
- Charging full premium on part-time employees,
- Allocating premium to vacant positions at base of range, and
- *If an employee is hired above the base of the range, then the premium shall be increased by the same percentage the hourly rate is above the base of the range.*

Said premiums are to follow the schedule (submitted by Wendy Noren) through December 31, 2003.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 506-2003**

**Subject: Second Reading and Approval of Recommendations from the Personnel Advisory Committee**

Commissioner Schnarre stated the Personnel Advisory Committee has made the following recommendations:

1) Bereavement Leave (Section 5.2 of the Personnel Policy Manual) - change wording from "*relatives* living within employee's household" to "*persons*" living within the employee's household.

2) Vacation Leave Cap (Section 2.4 of the Personnel Policy Manual) - add the following....

"An employee entitled to vacation leave who resigns or otherwise separates from the County shall be entitled to receive reimbursement for the amount of accrued vacation leave which does not exceed the maximum allowable accumulation. The maximum allowable accumulation (cap) is equal to twice their annual accrual rate. All existing balances over the cap must be reduced to the 2 year maximum vacation leave accumulation by January 2009. After January 2009, any vacation leave in excess of the 2 year maximum accumulation amount will be forfeited."

3) Care Leave (Section 5.8 of the Personnel Policy Manual) -

Continue Care Leave Policy as is...no changes recommended. One year pilot period has expired. The recommendation is to continue the policy.

Commissioner Schnarre moved to approve the recommendations from the Personnel Advisory Committee.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 507-2003**

**Subject: Emergency Management Joint Communications**

**A. Second Reading and Public Hearing for Approval of Contract with City of Columbia (Homeland Security Grant) and Budget Amendment**

Commissioner Schnarre moved to approve the State Emergency Management Agency between the City of Columbia, County of Boone, Boone County Fire Protection District, Curators of the University of Missouri, and Boone Hospital Center.

The County Commission of the County of Boone does hereby approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
1287-03411: Emergency Services and Dispatch – Federal Grant Reimbursement	\$82,706.00
1287-91300: Emergency Services and Dispatch – Machinery and Equipment	\$82,796.00

Said budget amendment is to establish a revenue and expenditure account for the SEMA Agreement.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 508-2003**

**B. Second Reading and Public Hearing for Approval of Budget Amendment**

Commissioner Schnarre moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
1287-03411: Emergency Services and Dispatch – Federal Grant Reimbursement	\$15,000.00
1287-71101: Emergency Services and Dispatch – Professional Services	\$15,000.00

Said budget amendment is to establish a revenue and expenditure budget for State and Local All Hazards Emergency Operations Planning grant.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 509-2003**

**Subject: First Reading of Recommendation from Boone County Parks Commission**

Shawn Brady, Boone County Board of Parks Commissioner, was present on behalf of this item.

Shawn Brady stated he is present representing the Board of Parks Commission and brings forward a recommendation to the County Commission proceed with the application for the Land and Water Conservation Grant for funding and recommend to adopt Option III of the Master Plan Options as prepared by Dr. David Vaught.

The Board of Parks Commission thanked Dr. David Vaught for his work with the Fairgrounds Master Plan.

Commissioner Elkin this recommendation will be presented to the City Council for their approval.

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

**Subject: Authorize Use of Fairgrounds Land by MU Department of Agronomy (Teasel Eradication Study)**

Commissioner Elkin moved to authorize Dr. Reid Smeda, University of Missouri Department of Agronomy, to conduct a Teasel eradication study on county owned land located adjacent to the North County Facility.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 510-2003**

**Subject: First Reading of Recommendation from Health Trust Committee**

Commissioner Schnarre stated the Health Trust Committee held a meeting on October 31, 2003 and voted in favor of the following changes to the health benefit plan to be effective January 1, 2004:

- Increase office visit co-pay to \$30 and limit to 4 visits annually employee and covered dependents combined. Office visits after the first four will be covered at 80% in-network or 50% out-of-network once the deductible is met.
- Request that the County Commission increase the funding of the health trust by 18% in 2004 (from \$3,410/employee to \$4,025/employee annually).
- Increase the out-of-network deductible to \$1,000/person and \$2,000/family. (The in-network deductible will remain \$500/person and \$1,000/family.)
- Increase the retail pharmacy co-payment for a 30-day prescription to \$10 (generic), \$20 (preferred brand-name) and \$40 (other brand-name) and the mail-order co-pays for a 90-day prescription to \$20 (generic), \$40 (preferred brand name) and \$50 (other

brand name).

- Increase the dependent premiums by \$35/dependent/month.

Commissioner Schnarre stated he believes this recommendation covers the concerns about the co-pay benefit. He can support this recommendation.

Commissioner Elkin stated he agrees with Commissioner Schnarre and can support this recommendation also.

There was no further discussion on this item.

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

There were no Commissioner Reports.

There was no public comment.

The meeting adjourned at 9:50 a.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Keith Schnarre  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner