

TERM OF COMMISSION: July Session of the July 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.

Commissioner Miller introduced the following guests from the National Association of Counties (NaCO): Teresa Altemus, NaCO 1st Vice-President; John Altemus; Eric Coleman, immediate past president; Judy Coleman; Sherry Krulitz, Shoshone County, Idaho; Art Krulitz; Donovan Delacruz, City & County of Honolulu, HI.

Sheriff's Department

Chad Martin, Sheriff's Department, was present on behalf of these items.

1. Requests to Transfer Above Authorized Transfer Salary

a. James Perkins

Mr. Martin stated Mr. Perkins has been with the Sheriff's Department since 2000. He will be making less than the previous employee at this position.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request to transfer James Perkins to Position No. 56 – Sergeant at 104% of Mid-Point.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 343-2008**

b. Christopher Smith

Mr. Martin stated Mr. Smith has been a Deputy with the department since 1997. Mr. Smith has been with the department longer than the other two employees being promoted to this position. This will require additional funding for future years. Adequate funding is in place through the end of 2008.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request to transfer Christopher Smith to Position No. 643 – Corporal at 107% of Mid-Point.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 344-2008**

c. Andrew Evans

Mr. Martin stated Mr. Evans has been with the department since 2004. Mr. Evans will be making less than the other officers with more time in the department, and is less than the previous employee in the position.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request to transfer Andrew Evans to Position No. 641 – Corporal at 106% of Mid-Point.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 345-2008**

d. Christopher Lester

Mr. Martin stated Mr. Lester has been with the department since 2003. He will be making less than other officers with more time in the department, and less than the previous employee in this position.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request to transfer Christopher Lester to Position No. 642 – Corporal at 106% of Mid-Point.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 346-2008**

e. David Alexander

Mr. Martin stated Mr. Alexander has been with the department since 1999. He will be making less than the previous employee at this position.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request to transfer David Alexander to Position No. 47 – Sergeant at 104% of Mid-Point.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 347-2008**

Purchasing

Tyson Boldan, Purchasing, was present on behalf of these items.

2. Request for Vehicle Disposal and Transfer (first reading)

Mr. Boldan stated the following is a list of Sheriff’s Department vehicles that have been replaced with new vehicles. Purchasing is requesting Commission approval to dispose of these vehicles through the Kirksville Auto Auction with Jim Cornell serving as our representative.

DISPOSAL THROUGH CORNELL MOTORS – KIRKSVILLE AUTO AUCTION			
Year	Description	Approximate Mileage	VIN #
2003	Ford Crown Victoria	77,799	2FAFP71W93X211288
2004	Ford Crown Victoria	83,820	2FAFP71W64X134977
2004	Ford Crown Victoria	77,140	2FAFP71W44X186575
2005	Ford Crown Victoria	84,411	2FAFP71W45X113322

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.

3. Sole Source Purchase – 83-103008SS – Birddog GPS Tracking System (first reading)

Mr. Boldan stated the Sheriff’s Department requests permission to make a sole source purchase due to only one feasible source being available to purchase a Birddog GPS Tracking System.

The purchase is with Coleman Technology Inc. of Orlando, Florida, for \$5,950.00 and will be paid from Department 2537 – Justice Assistance Grant 2007, Account 91300 – Machinery & Equipment. \$5,950.00 was budgeted for this purchase.

Mr. Martin stated this system will allow the Sheriff's Department to track individuals of interest via a GPS system. A transmitter may be placed on a vehicle and that vehicle can then be tracked in real-time over the internet. Due to the sophisticated nature of the system, only Coleman Technology has it available.

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.

4. 31-17JUN08 – St. Charles Road Roadway & Drainage Improvements (first reading)

Mr. Boldan stated the bid for St. Charles Road Roadway & Drainage Improvements closed on June 26, 2008. Four bids were received. One of the four bids received from Steve & Associates was non-responsive due to not returning the mandatory Addendum #1. Of the three responsive bids received, Purchasing and the Public Works Department recommend award to Christensen Construction Company for offering the lowest and best bid for Boone County.

Total cost of contract is \$106,537.00 with a 10% contingency amount of \$10,653.70 for a Purchase Order total of \$117,190.70. The contract will be paid from Department 2040 – Maintenance Operations, Account 71100 – Outside Services. The budgeted amount was \$228,762.00

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.

5. 34-01JUL08 – Sport Utility Vehicle (first reading)

Mr. Boldan stated the bid for a Mid Sized Sport Utility Vehicle closed on July 1, 2008. Five bids were received, three of which were non-responsive. Two non-responsive bids came from Dave Sinclair Ford and Putnam Chevrolet. Dave Sinclair Ford's two bids were deemed non-responsive for the following reasons: one of the vehicles bid was a year 2009 and could not be ordered until mid-August and the other vehicle bid was a compact sport utility vehicle which did not meet the minimum specifications. Putnam Chevrolet's bid was non-responsive because the vehicle was used and had over five thousand (5,000) miles. Of the remaining two responsive bids, Purchasing and the Sheriff's Department recommend award to Don Brown Chevrolet Inc. for offering the lowest and best bid for Boone County.

Total cost of contract is \$21,937.00 and will be paid from Department 2901 – Sheriff's Operations Sales Tax, Account 92400 – Replacement Auto/Trucks. \$22,100.00 was budgeted for this vehicle.

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.

Human Resources

Betty Dickneite, Director of Human Resources, was present on behalf of this item.

6. Recommendation from Personnel Advisory Committee (first reading)

Ms. Dickneite stated a subcommittee of the Personnel Advisory Committee, composed of Bettie Johnson, Tom Schauwecker, Dwayne Carey, and David Mink, have been working on a revision to the cap on accumulated vacation leave. The Personnel Advisory Committee met on July 8, 2008 and unanimously recommended a revision to one paragraph in Section 2.4 of the Personnel Policy Manual.

Current wording:

“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.”

Recommended wording:

“An employee entitled to vacation leave that resigns or otherwise separates from the County shall be entitled to receive reimbursement for the amount of accrued vacation leave which does exceed the maximum allowable accumulation. The maximum allowable accumulation (cap) is equal to three times their annual accrual rate.

Prior to January 1, 2009, employees may convert any existing balance of their vacation leave over the cap to sick leave. Thereafter, on an annual basis, any balance over the cap of the three year maximum vacation leave accumulation will be converted to the employee’s sick leave balance. Once a conversion becomes effective, it cannot be changed.”

This would:

- Set a new maximum reimbursable amount (cap) of vacation leave at three times their annual accrual rate.
- Set the cap at the same level as FMLA.
- Allow a one time conversion of any current vacation leave balance over the cap to sick leave.
- Remove the cap that an employee is allowed to accumulate on an annual basis so they do not have to forfeit any time they have earned.

- Annually move vacation leave earned but not used by the employee over their cap into sick leave for the employee, i.e. their safety net, but is not reimbursable by the county at termination or separation.
- Any converted time would be subject to all county policies of regularly earned sick leave.

The Personnel Advisory Committee members voting in favor of this recommendation were: Lisa Roland (for Kay Murray), Bettie Johnson, Proxy for Tom Schauwecker (Bettie Johnson), June Pitchford, Pat Lensmeyer, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Stan Shawver, Betty Dickneite, David Mink, and Aron Gish

Members Not Present for Vote and no proxy given: Wendy Noren, Connie Hendren, Dwayne Carey and Melinda Bobbitt

Ms. Dickneite stated the committee did not make a recommendation as to the date this change would go into effect. She stated the committee wanted to leave that up to the Commission.

Commissioner Miller stated she thought it would be in effect on January 1, 2009.

Ms. Dickneite stated if this is made effective upon second reading, someone who retires before the end of the year would be eligible to be paid out at 3 times the cap instead of two times. Also it allows the provision for allowing requesting converting excess vacation time into sick leave immediately.

Commissioner Miller asked Ms. Dickneite if there is a downside to waiting until January 1, 2009, from her perspective.

Ms. Dickneite stated the downside would be if someone left before the end of the year, they would only be eligible for up to two times the cap. If this is made effective immediately, they would be eligible for up to 3 times the cap.

Commissioner Miller stated she thought we were shooting for January 1, 2009, the whole time.

Commissioner Elkin stated he is okay with that.

Commissioner Miller stated unless they hear some other compelling reason, she thinks it should be January 1.

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.

Recorder of Deeds

7. Budget Revision for Replacement Microfiche Reader (first reading)

Commissioner Miller stated it appears the microfiche reader in the Recorder's office has quit unexpectedly and is too old to repair.

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.

Assessor

Jason Warzinik, GIS Manager, was present on behalf of this item.

8. Budget Amendment for the Creation of 2' Contours (first reading)

Mr. Warzinik stated this amendment is for the procurement of digital 2' contours for the area outside the City of Columbia metro planning boundary. This equates to about 466 square miles. There is also 12 square miles of updated 2' contours for the airport area. The City already put the 2' contours around that area and we will update them with this project. By doing that there will be a seamless 2' contour layer. During the 2007 flight, the City did an update of their metro area.

Commissioner Elkin stated the data from the recent aerial flights is already there and they just have to extrapolate it.

Mr. Warzinik stated that is one option. If we go that route, we will have to use the vendor that did the aerial photo flight, which will give us the most economical price. They are already set up for doing the city's part of the 2' contours.

Mr. Warzinik stated if we are unable to select that vendor, there will have to be a re-flight done to get elevation data to derive the 2' contours.

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.

Facilities Maintenance

Bob Davidson, Facilities Maintenance Manager, was present on behalf of these items.

9. Budget Revision for the Purchase of a Snow Plow (first reading)

Mr. Davidson stated money was budgeted for a snow plow and all of the bids were over the amount budgeted. This budget revision is to cover the extra cost. Mr. Davidson stated he is recommending the second lowest bid because the vendor is located in Columbia and it would

cost much more to take the truck to Jefferson City to get it mounted by the lowest bidder.

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

10. Budget Amendment for Change Order for Corsair Contract (first reading)

Mr. Davidson stated there are three items on the Change Order: 1). additional insurance that the County required for the contractor; 2) supply and install five new UPS units; 3) install upgrade firmware chips for two pod intercoms. This adds a total cost of \$9,409.00. This budget amendment is needed because there was not quite enough budgeted in contingency for this project.

Commissioner Pearson asked Mr. Davidson if he would explain how this system works.

Mr. Davidson stated the Corsair system is a computerized system. It does all of the door locking and tracks everything for the inmates at the jail. It also works in conjunction with the Dukane system, which is the communication system between the pods. The Corsair system was upgraded about 16 years ago, so it was about 5 years past needing upgrading. The UPSs were about the same age.

Commissioner Pearson stated this vendor has done a good job.

Mr. Davidson stated the communication between Corsair and Dukane was not coming along well, and the Corsair people spent a lot of time trying to reprogram the system to make it work. They went as far as they could on the system and it ended up needing an upgrade to the system.

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.

11. Change Order #3 for Corsair Contract (first reading)

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. Change Order #1 for IV-D Renovation (first and second reading)

Commissioner Miller stated she wants this to be a first and second reading. The dimensions for the carpet were not correct so this change order is needed to cover the extra cost to cover the

whole floor. It is an additional \$13, 243.00. The original bid for the carpet was about \$8,000.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve Change Order #1 for the IV-D Tenant Space Renovations with Five Oaks Associates, LLC. It is further ordered Commissioner Karen M. Miller is hereby authorized to sign said change order.

Commissioner Pearson seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 348-2008**

Court Administrator

13. Budget Amendment for the Fostering Court Improvement JCIP Sub-Grant (first read on 7/3/08)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment for the Fostering Court Improvement JCIP Sub-grant:

Department	Account	Department Name	Account Name	Decrease	Increase
1243	03451	Judicial Grants	State Reimbursement		\$3,000.00
1243	23050	Judicial Grants	Other Supplies		\$300.00
1243	37230	Judicial Grants	Meals/Lodging		\$300.00
1243	91300	Judicial Grants	Machinery/Equipment		\$950.00
1243	91301	Judicial Grants	Computer Hardware		\$1,450.00

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 349-2008**

Miscellaneous

14. Authorize Use of Courthouse Grounds and Courtyard Square

Commissioner Pearson moved on this day the County Commission of the County of Boone does hereby approve the use of the Courthouse Grounds and Courtyard Square on September 21, 2008, from 4:30 p.m. through 7:00 p.m. for a presentation/rally on violence prevention.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 350-2008**

15. Authorize Presiding Commissioner to Sign Engagement Letter

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the joint engagement letter with Lathrop & Gage L.C.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 351-2008**

16. Confirm IRS Mileage Rate

Commissioner Pearson stated the IRS changed the mileage rates, and this order will confirm that the County will keep the rate that it was set at as of January 1, 2008. The new rate will be changed when the new budget begins in 2009.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby confirm that the IRS mileage rate in effect on January 1, 2008, will be used throughout the entire calendar year, regardless of subsequent rate changes announced by the IRS.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 352-2008**

17. Commissioner Reports

Commissioner Pearson stated he attended the groundbreaking ceremony for the Centralia Activity Center. The center will have an indoor basketball court, a fitness facility, weight training, and showers. It even has a café in it. He stated it is going to be a very nice facility and they have worked hard on it.

18. Public Comment

There was no public comment.

The meeting adjourned at 2:19 p.m.

Attest:

Ken Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner