

TERM OF COMMISSION: September Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Daniel K. Atwill  
District I Commissioner Karen M. Miller  
District II Commissioner Skip Elkin  
Boone County Treasurer Nicole Galloway  
Director of Resource Management Stan Shawver  
Buyer Amy Robbins  
Director of Purchasing Melinda Bobbitt  
Rick Gaines  
Manager of Road Maintenance Operations Chet Dunn  
Deputy County Clerk Cameron Clarke

The meeting was called to order at 1:35 p.m.

**Purchasing**

**1. Bid Opening: 49-20SEP12 - Trails West Subdivision Drainage Improvements**

<b>Bid Tabulation</b>	<b>Engineer's Estimate</b>	<b>Travis Hodge Hauling</b>	<b>WEECO</b>
<b>Total Bid</b>	\$88,890.00	\$48,234.00	\$44,331.00

<b>Bid Tabulation</b>	<b>Concrete Engineering, LLC</b>	<b>Lehman Construction</b>	<b>CL Richardson Construction</b>
<b>Total Bid</b>	\$76,614.00	\$71,973.00	\$58,676.80

<b>Bid Tabulation</b>	<b>JC Industries</b>	<b>Capital Railroad Contracting</b>	<b>Emery Sapp &amp; Sons</b>
<b>Total Bid</b>	\$64,865.00	\$77,232.00	\$83,080.00

<b>Bid Tabulation</b>	<b>Plan B Development</b>	<b>American Pride Hauling</b>	<b>Sapp Construction, Inc.</b>
<b>Total Bid</b>	\$64,579.50	\$63,182.00	\$66,125.00

**2. Amendment Number Two – 49-27OCT08 – Financial and Compliance Auditing Services (first reading)**

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt read the following memo:

Contract 49-27OCT08 – Financial and Compliance Auditing Services was approved by commission for award to RubinBrown LLP on January 4, 2010, commission order 2-2010. The attached amendment adds two additional major program audits for the year ended December 31, 2011 at \$2,700.00 per program for an additional \$5,400 added to the contract.

Total cost of contract is \$92,000 and will be paid from departments 1190 – Non-Departmental, account 71101 – Professional Services.

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. Amendment Number Two – 26-29APR09 – Stab Resistance Body Armor (first reading)**

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt read the following memo:

Contract 26-29APR09 – Stab Resistance Body Armor was approved by commission for award to Protective Products International on July 15, 2009, commission order 341-2009. Amendment number one changed the name of the contractor to Point Blank Enterprises due to a merger on commission order 291-2012. The attached amendment number two is changing the name to Southern Uniform and Equipment who will be the distributor for Point Blank Enterprises for the body armor.

Invoices will continue to be paid from department 1255 – Corrections, account 23300 – Uniforms.

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.

**Juvenile Office**

**4. Fostering Court Improvement: JCIP Subgrant Renewal application (first and second reading)**

Rick Gaines was present on behalf of this item. Mr. Gaines stated we're asking for approval of a \$3,000, fully refundable grant from the Office of State Courts Administration. Mr. Gaines stated it is regarding our Family Court Improvement Project. Mr. Gaines stated it is a renewal grant for twelve sites that look at abuse and neglect cases. Mr. Gaines stated this is for Boone and Callaway counties, and this is our sixth year receiving this grant.

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

does hereby approve the grant application by Boone County, Missouri for the Fostering Court Improvement: JCIP Sub-grant in the amount of \$3,000 with no County match.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 466-2012**

## **Resource Management**

### **5. Authorize salary adjustment to retain highly skilled professional staff (first reading)**

Director of Resource Management Stan Shawver was present on behalf of this item. Mr. Shawver stated this is a recommendation from the salary committee to keep one of our engineers that has received an attractive offer from the City of Columbia. Mr. Shawver stated the increase will still be within the range for the position.

Commissioner Miller stated this is one of the only positions that was never adjusted after the 2002 salary study was implemented. Commissioner Miller stated it was highly recommended in 2008 that this was way under market, and so we should not be shocked we are facing this issue.

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.

### **6. Road & Bridge Improvement/Repair Agreement with Harrisburg (second reading, first read 9/25/2012)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the Town of Harrisburg and Boone County, Missouri for road & bridge improvement/repair. The terms of this agreement are stipulated in the attached contract. 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 # 467-2012**

## **Public Works**

### **7. Budget revision to cover the cost of a mini-excavator (first reading)**

Manager of Road Maintenance Operations Chet Dunn was present on behalf of this item. Mr. Dunn stated the mini excavator originally put in the budget was going to be for the urban crew, and it's replacing a backhoe in a rural area. Mr. Dunn stated the urban crew

needs a specific tight raise machine to stay in one lane of traffic so we can keep the road open. Mr. Dunn stated it needs to be of equal capacity as a backhoe, so that's why we've ended up needing one size larger than originally budgeted. Mr. Dunn stated the estimate on the original machine was going to be closer to \$72,000 than \$62,000, and said he doesn't know why you can't lock these people down on a price. Mr. Dunn stated we're getting rid of a few pieces of equipment including a bobcat, the high lift, a backhoe, and a dozer. Mr. Dunn stated we are decreasing the fleet.

Commissioner Atwill asked how much this will cost.

Mr. Dunn stated \$93,394.

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.

### **Treasurer**

#### **8. Updates to the P-Card Policy and Administrative Procedures (second reading, first read 9/25/2012)**

Boone County Treasurer Nicole Galloway was present on behalf of this item. Ms. Galloway stated the P-Card program had not been reviewed since 2006 when it was first implemented. Ms. Galloway stated we reviewed the policy as well as transactions to see if there was any manipulation of the P-Card program. Ms. Galloway stated our data shows there has been no misuse of the program. Ms. Galloway stated we looked to make sure people weren't consistently allowing sales tax to be charged, or if there was a large amount of fraud on a certain card. Ms. Galloway stated it does not appear the program has been abused. Ms. Galloway stated the bid threshold was changed due to Senate Bill 729, but we kept the \$2,500 limit for purchases. Ms. Galloway stated we will no longer need three quotes for purchases over \$2,500, but they will still need approval. Ms. Galloway stated the program is intended for small purchases, but is flexible enough to where we can raise credit limits for emergency purchases. Ms. Galloway stated we kept the controls as strict as possible because it's obviously working. Ms. Galloway stated 94.5% of all transactions are under \$1,500, so the \$2,500 threshold seems to be generous. Ms. Galloway stated we will now have employees read the policies and procedures, as well as take an online quiz before they get a card. Ms. Galloway stated for employees to continue participating in the program, they will need to take the quiz annually. Ms. Galloway stated it's a five minute quiz, but it will help refresh employees' memories, and the quiz can be changed to focus on issues we see. Ms. Galloway stated we will review the program annually, and Ms. Bobbitt was get a report to make sure proper procurement practices are being followed.

Commissioner Atwill stated he's had some concerns about the P-Card program. Commissioner Atwill stated he was getting a monthly stack of p-card invoices to approve, and that was not very helpful. Commissioner Atwill stated he asked for a

printout.

Ms. Galloway stated the Treasurer has access to a detailed, up-to-date report online. Ms. Galloway stated when we did our review; we looked at four years of transactions that we could download from Commerce Bank's website.

Commissioner Atwill asked why he needs to review it, if the Treasurer is.

Ms. Galloway stated it's technically an AP, just as in the AP process where the reports are run and must be signed off on. Ms. Galloway stated instead of cutting a check, you're looking at a monthly report. Ms. Galloway stated we do an ACH payment to Commerce to cover this.

Commissioner Miller stated by law we have to approve those things.

Ms. Galloway stated it's difficult because you have everything at such a high level it's hard to tell what the purpose for different purchases is. Ms. Galloway stated decisions are made at the department level, and there is management oversight at the Auditor's step, and at your step. Ms. Galloway stated the third segregation of duties is the cash, and I distribute it. Ms. Galloway stated in the P-Card program, when someone wants to make a purchase, it's the department head's responsibility to make sure it's a valid purchase, and to make sure there is money in the budget to cover the purchase. Ms. Galloway stated that person has to sign off on the P-Card pay req., as well as the employee making the purchase, and it's sent to the Auditor's office. Ms. Galloway stated they review these things very thoroughly, and then the summary goes to you to sign.

Commissioner Miller stated it's a formality; by law the Presiding Commissioner has to sign it.

Commissioner Atwill stated he asked for that because it shows each user and each department, and if something looks way out of line that's the only way he would notice.

Ms. Galloway stated looking at individual transaction envelopes would be very difficult, I agree.

Commissioner Atwill stated if you come up with a more efficient way that still complies with our obligations, let me know. Commissioner Atwill stated he felt like he was imposing an unnecessary step in the process, but I couldn't do anything with a stack of paper.

Ms. Galloway stated with AP's you get a trial report to sign off on, so it would make sense to get the same thing here. Ms. Galloway stated this is an m-power report which is drawn from our AS/400. Ms. Galloway stated more information can be found online and I can aggregate those reports. Ms. Galloway stated if you ask I can do my best to download that information from Commerce Bank online.

Commissioner Elkin stated the departments are supposed to be monitoring these purchases too.

Ms. Galloway stated the purpose of the p-card program is to allow for flexibility in small dollar purchases. Ms. Galloway stated the average transaction is \$148.59, so there are very few that are higher than the threshold. Ms. Galloway stated large dollar amounts could be highlighted to allow for additional review. Ms. Galloway stated Commerce provides a lot of fraud protection, so I don't think that's something that should be on your mind. Ms. Galloway stated it should be found at the department level, or when it's reviewed by the Auditor's office.

Commissioner Elkin stated before this program, we were cutting AP checks for every one of those transactions.

Commissioner Atwill stated he wonders how much the volume of money changed after the p-card made it easier to spend money.

Ms. Galloway stated it made it easier on a daily basis, but it still had to be budgeted for. Ms. Galloway stated there was talk about expanding the use of the p-card because we receive a rebate on purchases, but it costs vendors money to accept a payment by credit card. Ms. Galloway stated the vendors end up passing the costs on to us.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the attached revisions to the Boone County Purchasing Card Policy.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order 468-2012**

## **Commission**

### **9. Change order #6 for Courthouse Plaza Project (first reading)**

Commissioner Miller stated this is for the wall we added on the other side of the bell so we have matching walls. Commissioner Miller stated we didn't include any landscaping to go with it, and it looks tacky without the same type of landscaping. Commissioner Miller stated this is to put the same type of landscaping on that wall as is on the east wall, as well as taking out all the shrubbery around the courthouse that has died. Commissioner Miller stated the other two you haven't seen are the smokers' concrete pad and sidewalk, and the amphitheater tree replacement. Commissioner Miller stated some of the trees were dying and they were mismatched, so they're replacing them with six trees of like shape. Commissioner Miller stated it will be a nonsmoking plaza except in designated locations.

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.

**10. Board appointments (first and second reading)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby appoint/ reappoint the following:

<b>Name</b>	<b>Board</b>	<b>Period</b>
Rhonda Stone Lightfoot	Board of Adjustment	Effective: 9/27/2012 Expires: 9/27/2016
Roger Linneman	Building Code Commission	Effective: 9/27/2012 Expires: 9/27/2014

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 469-2012**

**11. Public Comment**

**12. Commissioner Reports**

The meeting adjourned at 2:05 p.m.

Attest:

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Daniel K. Atwill  
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