

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 Daniel K. Atwill
District II Commissioner Janet Thompson
Purchasing Director Melinda Bobbitt
Resource Management Director Stan Shawver
Treasurer Nicole Galloway
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 9:31 a.m.

Information Technology

1. Second reading; Budget revision to re-classify funds to purchase mail machine (1st read 7-24-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Information Technology Department to reclassify funds to purchase a mail machine.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2110	86850	CO Tax Maint Activity	Contingency	6,546	
2110	37210	CO Tax Maint Activity	Training/Schools	601	
2110	92300	CO Tax Maint Activity	PeplacementMach./ Equip		7,147
2010	86850	Assessment	Contingency	4,295	
2010	92300	Assessment	Replacement Mach/Equip		4,295
1123	86850	Emergency & Contingency	Contingency	5,740	

1194	92300	Mail Services	Replacement Mach/Equip		5,740
1123	86850	Emergney & Contingency	Contingency	540	
1194	71600	Mail Services	Equip Leases & Meter Chrg		540
				17,722	17,722

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #366-2014**

Purchasing

2. First reading; Contract Amendment Number One – Auto Parts and Accessories

Melinda Bobbitt read the following memo:

Contract 1101149 – auto Parts and Accessories was approved in commission on July 10, 2012, commission order 335-2012. The attached amendment assigns the contract to Advance Stores Company Inc. d/b/a Advance auto Parts from General Parts Distribution LLC b/b/a CarQuest. All other terms and conditions remain the same.

There were no comments or questions.

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 appropriate order for approval.

3. Second reading; Bid Award 29-26JUN14 – Sun Valley Estates & Germantown Subdivision Concrete Rehabilitation (1st read 7-24-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby award bid 29-26JUN14 – Sun Valley Estates & Germantown Subdivision, 2014 Concrete Rehabilitation Program to Emery Sapp & Sons, Inc. of Columbia, MO.

The terms of the bid award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #367-2014**

4. Second reading; Cooperative Contract with Neopost, USA for mail room equipment, supplies and maintenance (1st read 7-24-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the utilization of the State of Missouri Cooperative Contract C112169002 – Mail Room Equipment, Supplies and Maintenance with Neopost USA, Inc. of Milford, Connecticut.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #368-2014**

Resource Management

5. Request by VH Properties LLC to approve a revised Final Plan for the Midway

USA Campus on 21.51 acres, more or less, located at 5885 W Van Horn Tavern Rd., Columbia.

Stan Shawver said this is the final review plan with Midway USA as discussed in a previous Commission meeting.

There were no comments or questions.

Commissioner Atwill moved on this day the County Commission of the County of Boone does approve the request by VH Properties LLC to approve a revised Final Development Plan for the Midway USA Campus on 21.51 acres, more or less, located at 5885 W Van Horn Tavern Rd., Columbia.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #369-2014**

6. Receive and accept the following plats:

- **Greenwood Acres. S22-T51N-R12W. A-2. Melvin and Shirley Greenwood, owners. David T. Butcher, surveyor.**
- **Wilhoit. S6-T48N-R11W. A-R. James C Abernathy, owner. David T. Butcher, surveyor.**
- **West Wind Farm. S22-T51N-R13W. A-2. Byron and Catherin Fulkerson, owners. Ronald G. Lueck, surveyor.**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plats and authorize the presiding commissioner to sign them:

1. Greenwood Acres. S22-T51N-R12W. A-2. Melvin and Shirley Greenwood,

owners. David T. Butcher, surveyor.

2. Wilhoit. S6-T48N-R11W. A-R. James C Abernathy, owner. David T. Butcher, surveyor.

3. West Wind Farm. S22-T51N-R13W. A-2. Byron and Catherin Fulkerson, owners. Ronald G. Lueck, surveyor.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #370-2014**

7. First reading; Distribution of road sales tax and road property tax revenues to the Town of Harrisburg

Stan Shawver said this is the cooperative agreement with one of the application entities, Harrisburg. There is still one outstanding, Sturgeon, for the annual allocation. This is year two of the six year cycle.

There were no comments or questions.

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 appropriate order for approval.

8. Second reading; Acceptance of Security Agreement and Letter of Credit for the Sara Potterfield Horse Barn Project (1st read 7-24-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby accept the Security Agreement and Letter of Credit for construction of a new horse barn at 4000 North Caruthers Ave., Columbia, MO. It is further ordered the Presiding Commissioner is hereby authorized to sign the attached Stormwater Erosion and Sediment Control Security Agreement.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #371-2014**

Treasurer

9. First reading; Changes to Administrative Procedures for County Purchasing Card

Nicole Galloway said that about two years ago, we updated the P-Card Policy so that when changes are made, they have to come before Commission for approval making this a more formalized process. Every year, there is a quiz sent to all card holders to update them on things they need to re-focus on and also any changes to the policy. This is done because the use of the P-Card is so decentralized and we want to make sure the users understand the process. It is an on-line quiz which is graded with feedback.

The changes to the administrative procedure is a focus on problems the Auditor's Office has identified as they process the P-Card payments. The first change is that we should not be charged sales tax. If there is a sales tax charge, it needs to be coded to the sales tax receivable fund for tracking purposes to make sure we get that charge back from the vendor. Second, there will be more detail when submitting the transaction envelope, which is all the information of the charges that have been made on the card. The new procedure will also emphasize the need to make sure that the submission is in order and signed. This will save the Auditor's Office a lot of time.

Commissioner Atwill asked about the status of the spreadsheet he requested to show the P-Card detail for a specified pay period.

Ms. Galloway said that spreadsheet eventually comes to her office from the Auditor in a detailed manner because she will ultimately make the credit card payment.

Most of the P-Card use is small purchases and a lot of re-occurring purchases. Every year we do a card review or a mini audit. We download all the transactions from the web site and analyze the statistics. Who are the heaviest users, who has the most credit, who is being charged the most sales tax and what vendor is charging the most sales tax. We also look at violations of the P-Card Policy such as cash advances or denials of cards. So this lets us detect problem areas as well as misuse.

There were no additional comments or questions.

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 appropriate order for approval.

13th Circuit Court

10. Public Hearing and Second reading; Budget Amendment to establish a budget for Juvenile Justice Educational Regional Training Initiative Grant (1st read 7-15-14)

Commissioner Atwill opened the Public Hearing and asked if there is anyone present that would like to speak on this item. There were no speakers and Commissioner Atwill closed the Public Hearing.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment for the 13th Circuit

Court to establish a budget for the Juvenile Justice Educational Regional Training Initiative Grant.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimb./Grant Program/Other		1,500
1243	71101	Judicial Grants	Professional Services		1,500

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #372-2014**

11. Public Hearing and Second reading; Budget Amendment to establish a budget the Juvenile Detention Alternative Initiative Grant (1st read 7-15-14)

Commissioner Atwill opened the Public Hearing and asked if there is anyone present that would like to speak on this item. There were no speakers and Commissioner Atwill closed the Public Hearing.

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment for the 13th Circuit Court to establish a budget for the Juvenile Detention Alternative Initiative Grant.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimb./Grant Program/Other		1,000
1243	37235	Judicial Grants	Meals & Lodging -- Training		1,000

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #373-2014**

Family Court Services

12. Public Hearing and Second reading; Budget Amendment for the implementation of Juvenile Justice Programming Assistance for Delinquent Youth (1st read 7-15-14)

Commissioner Atwill opened the Public Hearing and asked if there is anyone present that would like to speak on this item. There were no speakers and Commissioner Atwill closed the Public Hearing.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment for Family Court Services for the implementation of Juvenile Justice Programming Assistance for Delinquent Youth.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #374-2014**

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimb. -- Grant		12,298
1243	23050	Judicial Grants	Other Supplies		625
1243	23400	Judicial Grants	Food		511
1243	37000	Judicial Grants	Dues		500
1243	71100	Judicial Grants	Outside Services		7,847
1243	71600	Judicial Grants	Equipment Lease		2,815

Commission

13. 1st & 2nd reading; Accept and approve indigent Burial request costs for William White

Commissioner Thompson said Mr. White is deceased and the community is very fortunate to have several cremation services run by very good citizens who take care of these situations with very little compensation.

There were no further comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby accept and approve the attached invoice for the indigent burial of William G. White.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #375-2014**

14. Public Comment

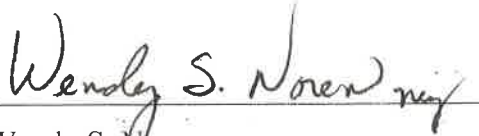
None

15. Commissioner Reports

None

The meeting adjourned at 9:54 a.m.

Attest:



Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

