

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commission Daniel Atwill
District I Commissioner Karen Miller
Director Resource Management Stan Shawver
Senior Buyer Liz Sanders
Director Human Resources Jenna Redel-Reed
Auditor June Pitchford
Court Administrator Kathy Lloyd
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:30 p.m.

Purchasing

1. First reading; Bid Award 50-18NOV14 – MKT Trail Grading Services Term & Supply

Liz Sanders read the following memo:

RFB 50-18NOV14 – MKT Trail Grading Services closed on November 18, 2014 with one bid response received from C. L. Richardson Construction Co., Inc of Ashland, Mo. This vendor held the previous contract with Boone County for the MKT Trail Grading Services and is documented to have rendered satisfactory vendor performance.

Facilities Maintenance and Purchasing recommend award of RFB 50-18NOV14 for MKT Trail Grading Services to C. L. Richardson Construction Co., Inc for term and supply with initial 12-month term effective with date of Commission Order, and having four optional 12-month renewal periods. Work will be paid from department 1610-Parks

and Recreation, account 60400 (grounds maintenance) with projected budget of \$20,000.00.

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.

2. First reading; Contract Amendment Number Three – Urban Retrofit Monitoring of Stormwater Practices in Hinkson Creek Watershed

Liz Sanders read the following memo:

Urban Retrofit Monitoring of Stormwater Practices in Hinkson Creek Watershed was approved in commission on December 6, 2011 on commission order 498-2011. The attached amendment modifies the data management support and Best Management Practices (BMP) Monitoring Support scope of services to allow vendor Geosyntec to provide additional support to Boone County during the remainder of the Hinkson Creek Project by conducting the monitoring at the Grissum Building site and Sunrise Estates Subdivision, calculate water balances for Sunrise Estates rain gardens to evaluate their effectiveness at capturing stormwater runoff and prepare the portion of the Final Monitoring Report which pertains to the Grissum Building and Sunrise Estates.

The estimated cost for this amendment is \$52,786. A detailed breakdown of hours is provided in Table 1 of the amendment. Costs to be paid from Departments #1725 – Stormwater Admin. Licenses & Permits, 2046 – RM-Stormwater Admin., Account #71100 – RM-Stormwater Admin. Outside Services.

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; Cooperative Contract #35-14, Police Supplies and Equipment (1st read 12-9-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the utilization of the Jackson County, Missouri Cooperative Contract #35-14 – Police Supplies and Equipment with Ed Roehr Safety Products, Inc., of St. Louis, MO. This is a term and supply contract that Jackson County, Missouri has awarded with a cooperative purchasing clause.

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 #558-2014**

4. Second reading; Partial RFP Award Recommendation – 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services (1st read 12-9-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby approve a partial award for bid 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s to the following:

Burrell, Inc.

Community Psychiatric Rehabilitation Programming

\$252,935.00

CHA Low-Income Services, Inc.

MAP Mental Health Program

\$191,463.00

Lutheran Family and Children's Services of Missouri

Counseling and Case Management Services

\$186,280.00

Sustainable Farms & Communities, Inc.

Access to Healthy Food

\$45,000.00

Pathways Community Behavioral Healthcare, Inc. dba Family Counseling Center of
Missouri, Inc.

Parachute Program for Boone County Youth

\$205,925.00

University of Missouri

Mental Health Evaluations

\$46,197.50

University of Missouri

Mental Health Screenings

\$29,087.00

University of Missouri
Evidence Based Treatment Services
\$254,136.00

University of Missouri
Easy Childhood Positive Behavior Support Training and Coaching
\$246,582.00

University of Missouri
Psychiatric Visits and Nurse Case Management
\$488,163.20

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

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #559-2014**

5. Second reading; Partial RFP Award Recommendation – 28-24JUN14 – Pilot Programs that Provide Innovative Services, Boone County Children’s Services Fund (1st read 12-9-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve a partial award for bid 28-24JUN14 – Pilot Programs that Provide Innovative Services – Boone County Children’s Services Fund to the following:

Burrell, Inc.

Computer Attention Training "Brain Train"

\$139,071

Great Circle

Early Assessment and Intervention Services for Outcomes Now (EAI's-ON)

\$235,325

Phoenix Programs, Inc.

Creating Lasting Family Connections

\$55,776

CHA Low-Income Services, Inc.

Healthy Home Connections

\$366,821

Central Missouri Community Action

The BRIDGE (Building Resilience through Interdisciplinary, Developmentally Guided Engagement)

\$333,505

University of Missouri

Mental Health Screenings and Evidence Based Practice Training

\$201,927

University of Missouri

Healthy Steps for Young Children

\$86,105

University of Missouri
School-Age Staff Training and Case Management
\$1,190,865

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

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #560-2014**

6. Second reading; Bid Award 49-31OCT14 – Street Sweeping Services Term & Supply (1st read 12-9-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby award bid 49-31OCT14 – Street Sweeping Services Term & Supply to Contractors and Municipal Sweeping Services, Inc. of St. Peters, MO.

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

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #561-2014**

7. Second reading; Computer and Peripheral Surplus Disposal (1st read 12-9-14)

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

does hereby approve the request by the Purchasing Department to dispose of the attached list of surplus PC & Peripheral equipment through MRC Recycling Center.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal forms.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #562-2014**

Auditor

8. First reading; Budget Amendment – Establish budget for 911 Radio and Technology

June Pitchford said this budget amendment is to establish appropriations from the 911 construction budget for radio and facility technology. This technology is separate and apart from the components that were included in the facility budget which has already been approved by Commission. This encompasses construction of the tower at the site, the radio equipment associated with the tower and all the radio console equipment. They will be procured outside the general contractor bid.

The total amount has been determined to be \$8,650,000 and the aggregate cost is consistent with the original estimate that was included in the ballot proposal. We have not yet specified the specific cost centers or account numbers to be used. We are working through some of the best tracking methodologies with Mission Critical Partners and internal stakeholders. Once the aggregate of the appropriations are in place, we will figure out where to place these numbers for project management purposes.

Commissioner Miller said some of the radio system projects are starting to move and we will

be needing this funding authorization.

There were no further comments or questions.

Commissioner Atwill said there will be a public hearing and second reading after the mandatory 10 day waiting period for budget amendments.

Information Technology

9. First reading; Budget Revision to purchase an iPad for mobile documentation recording purposes

Jenna Redel-Reed said she is speaking on behalf of Aron Gish who could not attend the meeting. This is a request from the HR Department to transfer money that HR will not be spending on the 2014 advertising budget. This will pay for an iPad for the purpose of documenting and photographing anything that comes to our attention that might be a claim on our insurance. There is no camera in the HR Department and we felt that the iPad would be a better use of the money so we could attach GPS and other relevant information to pending claims.

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.

Resource Management

10. First reading; Budget Revision to re-classify Class 1 appropriations to cover cost of

contract with Geosyntec relating to Urban Retrofit Grant

Stan Shawver said this is a budget revision to pay for the contract, amendment number three, with Geosyntec that was discussed earlier. This will transfer money from salaries and benefits to outside services. This money is available due to the personnel losses at the end of the summer.

Commissioner Miller said this is the best solution from all the options reviewed by the County to fulfill our requirements of the grant.

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.

13th Judicial Circuit Court

11. First reading; Budget Revision to cover the cost of a second polycom unit at the jail and the warranty for said unit

Kathy Lloyd said this budget revision is to move money from the jury services account, where we had residual funds, to purchase a second polycom unit due to the increased use of video conferencing. We are now doing a lot of circuit level appearances by video from the jail as well as doing circuit video from the Department of Corrections. We are getting a lot of traffic and there was a recommendation to put a second unit at the jail.

There were funds remaining in Class 9 to purchase the unit because we replaced one unit earlier this year and it did not cost as much as anticipated. There was not enough money to

purchase the maintenance on the front end so the money was moved to cover the maintenance.

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.

Treasurer

12. Second reading; Tax Surplus Disposal LeRoy Bennet (12-9-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby approve the disposition of surplus, per attached summary order description, to Leroy C. Bennett in the amount of \$1,288.36, as recommended by the County Treasurer.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #563-2014**

13. Second reading; Tax Surplus Disposal Mary E. White (1st read 12-9-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the disposition of surplus, per attached summary order description, to Mary Evelyn White in the amount of \$69.41, as recommended by the County Treasurer.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #564-2014**

GIS

14. Second reading; Approval to pursue USGS 3D Elevation Program cost-share (1st read 12-9-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby grant approval to the GIS Department to pursue cost-sharing opportunity number G14AS00126 made available through the USGS 3D Elevation Program to offset costs related to the Assessor's Office 2015 LiDAR flight.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #565-2014**

Boone County Regional Sewer District

15. Second reading; Agreement for provision of Wastewater Collection and Treatment Services between BCRSD and Bruce & Deborah Horman (1st read 12-9-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached Agreement for Provision of Wastewater Collection and Treatment Services between Boone County, Bruce & Deborah Horman and the Boone County Regional Sewer District.

The terms of the agreement are stipulated in the attached Wastewater Collection and Treatment Services Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Atwill seconded the motion.

The motion carried 3 to 0. **Order #566-2014**

Human Resources

16. First reading; Memorandum of Understanding between Boone County and 13th Judicial Circuit - 2014 Salary Study and Implementation and Salary Study Subcommittee position recommendations

Jenna Redel-Reed said the 13th Judicial Circuit is requesting, along with a recommendation from the Salary Study Subcommittee, the lowering of pay ranges of several court positions. Those changes are:

Change the pay range of the position titled "Administrative Assistant/Grant Manger" (classification code 7003, range 32) to pay range 31.

Change the pay range of the position titled "Domestic Assault Court Coordinator" (classification code 7035, range 37) to pay range 34.

Change the pay range of the position titled "Teacher" (classification code 7041, range 45) to pay range 42.

Change the pay range of the position titled "Associate Legal Counsel" (classification code 7090, range 47) to pay range 43.

Change the pay range of the position titled "Program Assistants Pool" (classification code 7062, range 14) to pay range 10.

Change the pay range of the position titled "Alternative Sentencing Court Administrator"

(classification code 7036, range 46) to pay range 42.

Change the pay range of the position titled “Art Instructor” (classification code 7042, range 38) to pay range 35.

Change the pay range of the position titled “Music Instructor” (classification code 7047, range 38) to pay range 35.

Change the pay range of the position titled “Security Officers Pool” (classification code 7063, range 56) to pay range 48.

Change the pay range of the position titled “Court Security Aide Pool” (classification code 7004, range 18) to pay range 27.

In light of all the downward movement of the pay ranges, the Court requested, and the Committee approved a Memorandum of Understanding between the Court and the County. The Court requests that the County take into consideration any changes in the ranges due to the benchmarking the State will be conducting in the near future.

The Court agrees to the following:

- To format its job descriptions based on the Court’s needs, while also meeting the needs of the county to the extent possible.
- To calculate the personnel appropriations for its annual budget request in a manner reflecting the consistent and uniform application of County budgeting business rules pertaining to salaries and benefits as is consistent with County Budget law relating to the Court’s annual budget request
- To classify county-funded positions within the overall framework and structure of the County’s Salary plan

- To participate, to the extent possible, in on-going review and updates to the County's salary plan
- To conform to the County's flexible hire salary limitations. Beginning in 2015, salary flexibility at hire will be limited to eighty-five percent of the current midpoint for the pay range assigned to the relevant position; with the exception as noted below
- To meet and confer with the County Budget Officer and human Resources regarding decisions to hire above the flexible hiring limit or transfer an employee to a new position at a salary above the limit. Commission approval will not be required for such a request provided that such action would not require an increase to the current or future years' appropriations

The County agrees to the following:

- To facilitate the Court in making personnel adjustments, including the addition of staff positions, within a fiscal year as long as those changes are within the current appropriated Court's budget and such changes, when combined with the consistent application of the County's budgeting business rules, will have no increased budgetary impact to subsequent fiscal years
- That the Court has based range assignments for County-funded positions in the interest of maintaining internal equity at the Court with state and grant funded staff, which in some cases has created lowered range assignments for County-funded staff. The Court has the autonomy to re-evaluate its County-funded staff and seek range adjustments on an as-needed basis but will discuss such changes with the County Budget Officer and Human Resources as appropriate

Either party may terminate this MOU upon 30 days written noticed provided to the other party.

Commissioner Miller said she understands the need for this. It could cause disruption to the

whole court without this. It is good to memorialize this for those employees in the future so they have some documentation as to what took place before them.

There were no further 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.

17. Second reading: Consideration of the following Salary Study items:

- **Adopt Salary Range Schedule 2015 & 2015 Pay Plan Final**
- **Adoption of new position titles and ranges**
- **Approve biennial review of Boone County Pay Ranges**
- **Amendment of Personal Policies 1.4 and 3.7**
- **Amend flexible hiring rate and flexible transfer policies(1st read 12-9-14)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following recommendations from the Personnel Advisory Committee:

- Adoption of the Salary Range Schedule 2015 and 2015 Pay Plan Final and authorize the County Auditor to compute final appropriations for compensation increases needed to bring salaries to the minimum of the new ranges (attached)
- Adoption of the new position titles and ranges as recommended by the Salary Study Subcommittee (attached)
- A biennial review, in odd numbered years beginning in 2017, of Boone County pay ranges
- Amending County Personnel Policies 1.4 and 3.7 (attached)

- Amending the Flexible Hiring Rate Policy and Flexible Transfer Policy (attached)

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #567-2014**

18. Second reading; Job Classification Committee recommendations for titled positions of Services Coordinator, System Support Analyst I and System Support Analyst II (1st read 12-9-14)

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby approve the following recommendations from the Job Classification Committee:

- Establish a **Services Coordinator** classification (class code 1015), pay range 31
- Divide the current position **System Support Analyst**, class code 1048, pay range 41 into two classifications
 1. Establish a **System Support Analyst I** classification (class code 1055), pay range 39
 2. Re-title classification code 1048, **System Support Analyst** to **System Support Analyst II**

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #568-2014**

19. Second reading; Salary Study Subcommittee recommendations to positions in the Prosecutor's Office, Sheriff's Department and 13th Judicial Circuit (1st read 12-9-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following recommendations from the Salary Study Subcommittee:

Changes to the Prosecutor's Office:

- Establish a **Legal Assistant I** classification (range 25) to replace the current classification of **Legal Secretary** (range 25)
- Establish a **Legal Assistant III** classification (range 33) to replace the current classification of **Budget Admin/Child Support Specialist** (range 33) and **Criminal Investigations Specialist** (range 33)
- Change the pay range of the position **Bad Check/Tax Program Administrator** (classification code 5043, range 33) to pay range 30

Changes to the Sheriff's Department and 13th Judicial Circuit

- Change pay range for **Deputy Sheriff** (class code 4013, range 33) to range 38
- Create new classification for **Civil Process Deputy**, at pay range 33
- Change pay range for **Corrections Officer** (class code 4033, range 27) to range 32
- Change pay range for **Corrections Corporal** (class code 4032, range 30) to range 36
- Change pay range for **Deputy Court Marshal** (class code 7022, range 27) to range 29

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #569-2014**

Commission

20. 1st & 2nd reading; Adoption of the 2015 County Holiday Schedule

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby approve the following list of holidays for FY2015.

Thursday, January 1, 2015	New Year's Day
Monday, January 19, 2015	Martin Luther King, Jr. Day
Thursday, February 12, 2015	Lincoln Day
Monday, February 16, 2015	Washington's Birthday (Observed)
Friday, May 8, 2015	Truman Day
Monday, May 25, 2015	Memorial Day
Friday, July 3, 2015	Independence Day
Monday, September 7, 2015	Labor Day
Monday, October 12, 2015	Columbus Day (Observed)
Wednesday, November 11, 2015	Veterans Day
Thursday, November 26, 2015	Thanksgiving Day
Friday, November 27, 2015	Thanksgiving Day After
Friday, December 25, 2015	Christmas Day

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order #570-2014**

21. 1st & 2nd reading; Adoption of the 2015 County Payroll Schedule

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached payroll calendar for FY2015.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #571-2014**

22. First reading; Parking Lot Lease and Right of First Refusal between Boone County and Tom and Isabel Rife

Commissioner Miller said that she and C. J. Dykhouse worked on the agreement with the Rifes'. It is the same contract, just renewed, with the CPI we have had all along. Both parties are happy with the lease agreement.

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.

23. First reading; Contract Amendment Number One – Agreement for Architectural and Engineering Services with ADG

Commissioner Miller said we were waiting on the furniture bid as well as some outstanding pieces of the contract were deferred to a later date and the numbers have now been firmed up. This was expected from the beginning, we just need to get all the numbers aligned.

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.

24. Public Comment

None

25. Commissioner Reports

Commissioner Miller reported that the bids for the Emergency Communication Center will now be opened on December 23rd. They are due to Purchasing on December 22nd at 4:45 p.m. They will be opened the next morning at the Commission meeting. There was an addendum to the original bid request. There were questions concerning the addendum and more time to prepare bids was requested and granted.


There were no further Commissioner Reports.

The meeting adjourned at 2:05 p.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

