

TERM OF COMMISSION: October Session of the October Adjourned Term

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

PRESENT WERE:

Presiding Commissioner Daniel Atwill  
District I Commissioner Karen Miller  
District II Commissioner Janet Thompson  
Director Resource Management Stan Shawver  
Treasurer Tom Darrough  
Director Human Resources Jenna Redel-Reed  
Sheriff Captain Gary German  
Employee Recognition Committee Kelle Westcott  
Benefits & Risk Management Hilary Matney  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:31 p.m.

**Employee Recognition Committee**

**1. Employee of the Quarter**

Kelle Westcott said the following employees were nominated for Employee of the Quarter for the 3<sup>rd</sup> quarter of 2015:

Dan Marshall	Resource Management
Gary Crapenhof	Facilities Maintenance
Barbara Youngblood	Collector
Joseph Fulkerson	Boone County Jail
Les Werner	Court Marshall
Lakshmi Sankaran Nayar	Information Technology

Lakshmi Sankaran Nayar was awarded the Employee of the Quarter.

The Commissioners congratulated all those nominated and thanked them for their dedicated service to the County.

**Treasurer**

**2. First reading; 2014 Tax Sale Surplus for Darren and Amra Bunten**

Tom Darrough said this is pretty straight forward. The County Counselor has reviewed this and determined that Darren and Amra Bunten are the appropriate parties for this tax surplus. They will be receiving a check for \$17,344.14.

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. First reading; Revision to the Investment Policy**

Tom Darrough said he has made several changes to the Investment Policy as developed by Nicole Galloway. By Missouri statute, we need to have an Investment Policy. The adjustments that have been made are not trivial in the overall scope of things.

Through a lot of research and discussions with a lot of well educated and informed people within the field of municipal securities, we can increase the return greatly over the period of one year without incurring risk that is anything to consider as an issue.

The state also issues the securities and the type of investments that are available to us as an investor and within that, they are setting the maximum percentage. With this adjustment, we have increased the ability to buy government agency securities from a 60% threshold to 80%

and furthermore government agency callable securities from a threshold of 30% to 50% to increase our return as reflected on page nine of the Investment Policy.

I did some number crunching about three days ago and taking last year's portfolio, with the things that we can do, there is a minimum of \$300,000 that we could increase our return. We are taking things that are in Treasuries or CD's which are paying just above nothing and putting them into callable securities or just straight bullet securities with these government agencies. These have defined government backing. Certain others have implied backing. So, explicit or implicit, there is nothing outside of this realm because we are not allowed to do so.

The return goes up with the risk, that's how it works. I don't think the risk is appreciable. If you think the Federal Farm Credit or Federal Home Loan Bank Bonds are a risk and fail, our concerns are much greater than our investment pool here in the county. With these government backed securities, there has never been a single default in U.S. history.

Commissioner Miller said it would be in the best interest of everyone if this was reviewed with June Pitchford, Wendy Noren and C. J. Dykhouse before a second reading as they were involved with the drafting of the current Investment Policy.

Mr. Darrough said he would do that.

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 direction of the County Treasurer.

**Sheriff's Department**

**4. First reading; Cooperative Agreement between Boone County Sheriff's Department and Wright City Police for K-9 Training Services**

Captain German said this is a cooperative agreement to provide basic K-9 training services. The Wright City Police Department already has the dog and they have selected a handler. This will just be training for the handler and dog. It will be re-training for the dog and re-acquainting it with the new handler. This will be for a period of eight weeks, 40 sessions, at a cost of \$3,600.

Commissioner Atwill asked if this is the first agreement.

Captain German said Cooper County was the first and then they assisted Boonville.

Commissioner Atwill asked if there have been inquiries from others.

Captain German said they have received an inquiry from Calloway County and they may want to do something this coming Spring as well as an inquiry from MUPD who has a bomb dog.

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.

**Public Works**

**5. First reading; Budget Revision to re-zone Public Works property**

Stan Shawver said he is here at the request of Chet Dunn who could not attend. This is a

budget revision to fund the re-zoning of the land at Barnes School Road and Hwy. 124. This became surplus with the acquisition of the property from MoDOT at Hwy. 124 and Hwy. 63. These funds will cover the design and engineering.

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.

## **Human Resources**

### **6. First reading; Budget Revision regarding Workers Comp. Code Change**

Hilary Matney said the Public Administrator was classified as clerical which is a lesser rate than the Public Administrator rate. The Public Administrator rates are higher because they travel outside the office so there is a higher comp. rate. The P.A. had been classified as clerical for several years and this was detected in the audit of 2014. The 2015 numbers have been changed. There will be no changes for 2016 because the codes have been changed in the AS400.

Commissioner Atwill asked if there is a special classification for the Public Administrator.

Ms. Matney said it is for those who do some clerical work and some work outside the office.

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.

**7. First reading; County Four Hour Holiday on December 24, 2015.**

Jenna Redel-Reed said this is a request for an order declaring December 24, 2015 a four hour holiday for all county employees. This year, Christmas Eve falls on a Thursday and Christmas Day on Friday and historically, per county policy, the Commission has the authority to declare Christmas Eve as a holiday. It is a good idea for the Commission to get out ahead of this and declare what will occur on this day throughout the county. In the absence of this declaration, each individual office handles it on their own and without the authority of the Commission, as a paid partial holiday, for the hourly employees of those offices, they don't have a way to let them out early. With this order, all county employees, no matter what shift they work, will get four hours of holiday pay on December 24<sup>th</sup>.

Commissioner Miller said she presented this at the all elected officials meeting and they were all in concurrence with this decision.

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.

**Resource Management**

**8. First reading; Consultant Services Agreement with Allstate Consultants to prepare documents for re-zoning of property on Barnes School Road and Highway 124**

Stan Shawver said this is an agreement with Allstate Consultants to do the design work and

graphics preparation in association with the re-zoning request for the property at Barnes School Road and Highway 124. It is not to exceed \$10,000.

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.

**9. First reading: Approval of Security Agreement and Letter of Credit for Manchester Heights Wastewater System Improvements**

Stan Shawver said this was an oversight. In reviewing documents, we realized that the Letter of Credit for the Manchester Heights Sewer System as well as the Security Agreement with the Boone County Regional Sewer District were not completed. We had them, never brought them forward to the Commission and we are doing so now.

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.

**10. First reading; Approval of extension of Security Agreement and Letter of Credit for Sunrise Estates NE & NW Sewer Connect**

Stan Shawver said this is a sewer project taking out the lagoon and inserting the sewer line connect at Sunrise Estates. This does not expire yet, but will do so while the Stormwater Coordinator is on leave, so we thought it best to proceed and get this extended at this time.

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.

**11. First reading; Approval of extension of Security Agreement and Letter of Credit for Rocky Fork Wastewater Treatment Plant – Collection System Project**

Stan Shawver said this is a similar situation except this will result in a reduction because so much of the project is done.

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.

**12. Second reading; Contract for Services between Boone County and The Missouri Department of Agriculture (1<sup>st</sup> read 10-27-15)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached agreement between Boone County and The Missouri Department of Agriculture to remonument corners of the United States Public Land Survey.

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



Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #513-2015**

**13. Second reading; Consulting Services Agreement with Howe Company, LLC for Design and Bidding services for work on Red Rock Road (1<sup>st</sup> read 10-27-15)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached Consultant Services Agreement between Boone County and Howe Company, LLC for design and bidding services for the removal and replacement of a multi-barrel culvert on Red rock Road.

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

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #514-2015**

**14. Second reading; Consulting Services Agreement with Howe Company, LLC for Design and Bidding services for work on Mt. Zion Church Road (1<sup>st</sup> read 10-27-15)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached Consultant Services Agreement between Boone County and Howe Company, LLC for design and bidding services for the removal and replacement of a multi-barrel culvert on Mt. Zion Church Road.

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

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #515-2015**

## **Commission**

### **15. Emergency Communications Center progress report**

Commissioner Miller said we have asked for an update on the Emergency Communications Center which began in February. Erik Miller of PWArchitects and Joe Gruender of Little Dixie Construction are here to give the Commission and the public an overview on how the project is progressing and any concerns they may have and what they anticipate going forward.

Erik Miller said a lot of progress has been made and as of September, we are listed as 45% complete and we are putting that at 50% today. Throughout the process, there has been 26 weather days added to the contract. This is not from an official standpoint as Little Dixie has been doing an extremely good job and is doing everything to make up those lost days.

Now that the facility is pretty close to being fully enclosed, which should happen within the next month, we will be able to work inside regardless of the weather. Currently, we are in the process of laying out all the interior walls and building the steel stud partitions. We are also in the rough-in stage with electrical, plumbing and mechanical work where they will be running electrical wiring and putting in overhead plumbing where needed. After that, comes the finishing work which is most of the drywall.

We have been under construction just over seven months and at this point, the perception and the hope is that we will be done sometime in May of 2016. We are all hopeful that everything runs smoothly so we can make that date. Through the process, we have had 59 RFI's (Request for Information) and all of those have gone smoothly as this is the official way of communication. There have been no job safety issues and to this point, we have experienced nine change orders.

So far, we have only presented two of these change orders to Commission. The first was for the poor soil condition that we started off with at the construction entry which involved the road and the second was adding the telephone and fiber conduit to Roger Wilson Drive for the communication loop covering redundancy.

We were able to do a Change Order credit on the soil amendment. It was completed quicker than anticipated and had less observation than needed and the credit back was almost \$5,500. There were several other miscellaneous items such as adding guardrails for safety on the loading dock where there was much activity and one where the Boone County Fire Marshal asked us to add a visual fire alarm to the exercise room space. We just yesterday had a structural change where we added a few beams.

Commissioner Miller said these are all small items as her change order authorization is \$7,500 and she has not reach that amount in any of these change orders subsequent to the first two big items discussed earlier.

Erik Miller said that the total for the nine change orders is \$150,453.89. The soil change order was \$75,268 and the fiber conduit change order was \$54,024, The other seven change orders amounted to just over \$30,000.

Things have been going very well on a very complex project. We will be entering a phase of the project where there are many complex things, especially on the communication side. The

contractor has been very professional and we are working on ways to avoid change orders and speeding up things when possible.

Commissioner Atwill said the grade level in front of the Sheriff's annex turned out much better than anyone expected. That was a major concern and turned out very well.

Commissioner Miller said just yesterday the Sheriff's Department requested that any dirt that is available on the hill, have this to be smoothed out and they would seed and mulch and this would make it easier to mow. Little Dixie, at no cost, will fill in that area and the Sheriff will be able to maintain it and we will have a better campus overall by doing this.

Commissioner Atwill said the front access that comes around the Sheriff's main office feels narrow. This was not included in the original plans to widen it, but this will become something that will need to be addressed soon and perhaps this should be looked at now.

Erik Miller said as of now, we have limited all construction activity to the construction drive so we are not encumbering that now. Certainly, it would be wise, looking forward, if we did want to widen this, to get some ideas in place. It is too late at this point right now with winter coming.

Commissioner Miller said that she would like Captain German to work with Derin Campbell to look at it from an internal standpoint and if they think something needs to be done, then we can go to the architect.

Erik Miller said we will be ready if that is the decision.

Commissioner Atwill said that there is a good access for the rear that won't go away, but the impression is that once we are operational and running, we will need to be in a position to need to have access on the front road for big equipment and the back road was not intended

for day-to-day use.

Erik Miller said that late in the process, the back road will be capped. It will still be gravel and there will be improvements to the rutting so this actually becomes the second means for access for emergency vehicles and for the larger vehicle deliveries. There will be a gate up at the property line between this property and the Fire District site which is still county property. There will also be a gate at the back of the parking lot so there will be two barriers that have to be passed through. Those can be opened and used by any heavy deliveries.

There were no additional comments or questions.

**16. Public Comment**

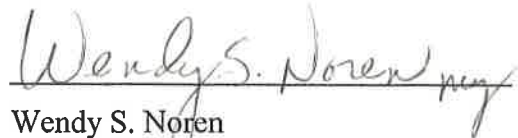
None

**17. Commissioner Reports**


None

The meeting adjourned at 2:15 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