

TERM OF COMMISSION: December Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Conference Room 301 / Conference Call

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Auditor June Pitchford
Human Resources Director Jenna Redel
Boone County Counselor CJ Dykhouse
Director of Resource Management Bill Florea
Director of Emergency Management Operations Chad Martin
Boone County Circuit Clerk Christy Blakemore
Boone County Circuit Clerk's Office Manager Debbie Lee
Chief Building Inspector David Forward
Deputy County Clerk Jodi Vanskike

Public Present: Chairman of the Building Code Commission Dan McCray

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

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

Purchasing

1. Second Reading: Cooperative Contract: 06913- Radio Base Stations (Analog Transmitter Project) for the Emergency Communications Center

Commissioner Parry moved now on this day that the County Commission of the County of Boone does hereby approve City of Columbia Cooperative Contract 06913 -Radio Base Stations (Analog Transmitter Project) for the Emergency Communications Center.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #587 -2020**

2. Second Reading: Amendment One 57-OCT19 Tri-County Bicentennial Monuments

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment One 57-OCT19 Tri-County Bicentennial Monuments.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #588 -2020**

Circuit Clerk

3. First Reading: Circuit Clerk Garnishment Department Account 92100

Circuit Clerk Christy Blakemore discussed that they had a new safe in the budget for this year, and in August the State Courts Administrative Office had two safes to give away. Clerk Blakemore stated they went and looked at the safe, had the safe moved to their office and then had a new keypad put on it. The Circuit Clerks office is looking to go ahead and get it listed and tagged.

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.

Sheriff's Department

4. Second Reading: Appointment of William L. Womack, DO, FACEP (Medical Director)

Commissioner Parry moved now on this day the County Commission of the County of Boone does hereby appoint the following:

Name	Department	Period
William L Womack, DO, FACEP	Boone County Sheriff Dept Medical Director	December 17, 2020 thru December 31, 2021

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #589-2020**

Emergency Management

5. First Reading: Adoption of the Boone County Emergency Operations Plan

Director of Emergency Management Operations, Chad Martin, is requesting approval and signatures of all Commission members on the Emergency Operations Plan, which is a document that establishes coordination of response activities for disasters from levels of individual families or businesses all the way to a national level.

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.

6. First and Second Reading: CARES Act Funding Centralia R-VI School District

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Centralia R-VI School District. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.
The motion carried 3 to 0. **Order #590 -2020**

7. First and Second Reading: CARES Act Funding Harrisburg R-III School District

Commissioner Parry moved now on this day the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Harrisburg R-III School District. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #591-2020**

8. First and Second Reading: CARES Act Funding Sturgeon R-V School District

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Sturgeon R-V School District. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.
The motion carried 3 to 0. **Order #592 -2020**

9. First and Second Reading: CARES Act Funding Cedar Creek

Commissioner Parry moved now on this day the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Cedar Creek. The terms of the agreement are set out in the attached.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #593-2020**

- 10. First and Second Reading: CARES Act Funding Columbia Independent School**
Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby approve the attached contract for CARES Act funding with Columbia Independent School. The terms of the agreement are set out in the attached.

Commissioner Parry seconded the motion.
The motion carried 3 to 0. **Order #594-2020**

Resource Management

- 11. Second Reading: Release of Stormwater Security Agreement and Cash Deposit for Sycamore Hollow Plat 3**

Commissioner Parry moved now on this day the County Commission of the County of Boone does hereby approve the cash deposit held by the Boone County Treasurer in the amount of \$40,552.32. Said Cash Deposit was issued on behalf of Frederick and Susan Hill for Stormwater Improvements located at Robinson Rd and Hwy 124., Hallsville, MO 65255. The work has been completed as required. The original Commission Order accepting the Cash Deposit is 436-2020.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #595 -2020**

- 12. Second Reading: Acceptance of Stormwater Security Agreement and Irrevocable Letter of Credit for Ravenwood Plat 1**

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby approve the attached Erosion and Sediment Control Security Agreement and Irrevocable Letter of Credit between the County of Boone and Fred Overton Development, Inc. The terms of the agreement are stipulated in the attached security agreement.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #596-2020**

13. Second Reading: Security Deposit Release of the Performance Bond from West Bend Mutual Insurance Company

Commissioner Parry moved now on this day the County Commission of the County of Boone does hereby release the Performance Bond from West Bend Mutual Insurance Company in the amount of \$60,238.25. Said bond was issued on behalf of Fischer Ag LLC for Stormwater Improvements located at 8321 E. St. Charles Rd. Columbia, MO 65202. The work has been completed as required. The original Commission Order accepting the Performance Bond is 132-2018.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #597-2020**

14. A public hearing on re-adoption of the Building Codes

Commissioner Atwill opened the public hearing. No one from the public was present to speak. Commissioner Atwill closed the public hearing.

Counselor

15. Second Reading: Certificate of Approval for the Industrial Development Authority of Boone County's Bond Issuance for the Baptist Home Project.

Commissioner Thompson moved now on this day, that the County Commission of the County of Boone hereby authorizes the Presiding Commissioner to execute the attached Certificate of Approval for the Industrial Development Authority of Boone County, Missouri to issue debt not to exceed \$10,000,000 for The Baptist Home.

Commissioner Parry seconded the motion

The motion carried 3 to 0. **Order #598-2020**

Human Resources

16. First Reading: Temporary Amendment of Personnel Policy 3.7

Human Resource Director, Jenna Redel, read the following memo:

Now on this day the County Commission of the County of Boone does hereby temporarily modify County Personnel Policy 3.7 as follows:

3.7 Salary Adjustments

The County Commission may appropriate funds in the annual budget for salary adjustments. The salaries of employees who are being compensated at a rate that is higher than the top of their identified salary range will be included in the merit pool calculation for the employees' respective offices or departments for budget year 2021 and 2022. After that time, employees with pay rates at or above the top of their assigned range will not be included in the merit pool calculation of the employees' respective offices or departments. In general, there are two (2) categories of salary adjustments:

1. **Merit Increase:** This increase is allocated by the Administrative Authority from funds authorized by the County Commission and is based upon employees' documented meritorious performance. Increases may vary from employee to employee depending upon performance levels. Appointing authorities may award a merit increase to an employee who is being compensated at a rate higher than the top of their identified salary range.
2. **Biennial Adjustment:** Every two years, in odd numbered years beginning in 2017, the County will evaluate its pay ranges to determine if an increase is warranted due to inflation and/or other factors which impact the market competitiveness of the County's pay ranges. The Human Resources Department will review the Consumer Price Index as certified by the Missouri State Tax Commission to measure inflation since the last time the pay ranges were adjusted and report that information to the County Commission. The Commission will make a determination of whether and to what extent to adjust pay ranges. Subject to availability of funding and approval, the County will increase the minimum and maximum rate of pay for each range at a uniform rate.

An employee whose rate of pay is below the adjusted minimum for their position will receive a pay increase up to the adjusted minimum, effective on the date the ranges are adjusted.

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. First Reading: Temporary Amendment of Personnel Policy 2.4

Human Resource Director, Jenna Redel, read the following memo:

Now on this day the County Commission of the County of Boone does hereby temporarily amend, through December 31, 2022, County Personnel Policy 2.4 to modify the maximum allowable vacation leave balance for employees due to the COVID-19 pandemic.

For calendar year 2021, the maximum vacation leave balance permitted will be 720 hours.

For calendar year 2022, the maximum vacation leave balance permitted will be 600 hours.

For calendar year 2023, the maximum vacation leave balance cap will return to three times an employee's annual vacation accrual amount.

Any vacation leave balance above the maximum leave balance permitted will be converted to sick leave on the employee's anniversary date.

The maximum amount of vacation leave for which an employee may receive reimbursement when they separate from County employment remains three times the employee's annual accrual rate.

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.

Auditor**18. First and Second Reading: Approval of 2021 Budget**

Commissioner Parry moved now on this day, the County Commission of Boone County does hereby approve and adopt the Boone County Operating Budget for fiscal year 2021. The adopted operating budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached schedule of Commission Directed Changes to the fiscal year 2021 Proposed Budget. Final wage and benefit appropriations for each department have been calculated using actual salaries in effect as of December 11, 2020, along with all approved range re-classifications having an effective date of January 1, 2021.

Total appropriations are set forth by line item and are summarized as follows:

- 1) by category of expenditure (i.e., class 1, class 2, etc. up to and including class 9.);
- 2) by office, department, or spending agency; and
- 3) by fund.

Spending may not exceed appropriations at the class level for a given office, department, or spending agency without approval pursuant to the County's Budget Adjustment Policy. Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's fiscal year 2021 Budget. The Proposed Budget submitted by the County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission-directed changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with the County's Purchasing Policy adopted by the County Commission.

The County Commission tentatively fixes the property tax rates necessary to finance the budget and which are shown in the attached Draft Revenue Commission Order.

The County Commission authorizes the County Auditor to re-appropriate unspent fiscal year 2020 grant funds which may be carried forward into fiscal year 2021 according to the terms of the grant award upon determination that a remaining balance of the grant award is available for re-budgeting. In addition, the County Commission authorizes the County Auditor to re-appropriate unencumbered fiscal year 2020 appropriations for the following projects which are continuing into fiscal year 2021: ERP project; replacement telephone system project; Facilities Maintenance Courthouse Painting project; Facilities Maintenance Courthouse bitumen roof coating project; and Facilities Maintenance Courthouse door control project.

Commissioner Thompson seconded the motion

The motion carried 3 to 0. **Order #599-2020**

Commission

1. Public Comment

None.

2. Commissioner Reports

None.

Meeting adjourned at 1:47pm

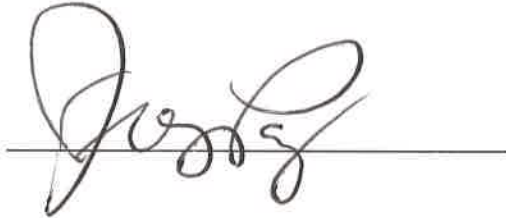
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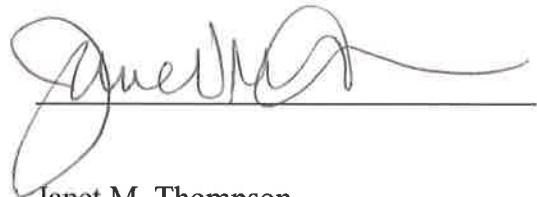
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner