

TERM OF COMMISSION: December Session of the November Adjourned Term

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

PRESENT WERE: District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 1:30 p.m. by Acting Presiding Commissioner Skip Elkin.

Subject: Purchasing Department

Melinda Bobbitt, Purchasing Department Director, and Marlene Ridgeway, Purchasing Department Buyer, were present on behalf of these items.

A. First Reading of Sole Source Renewals for 2003

Melinda Bobbitt stated in 2001 the Purchasing Department presented vendors that are sole source vendors. These are on-going sole source contracts. This is the following vendors the department is requesting be renewed through December 31, 2003:

<u>Vendor Name</u>	<u>Description</u>	<u>Department</u>	<u>Sole Source #</u>
Accutime Corporation	Time Clock Software	Public Works	20-071502
Al Schepers Motors, Inc.	International DT466 Engine Parts and Castrol TranSynd Synthetic 50W Oil	Public Works	06-123102
CarteGraph	Maintenance	Public Works	12-123102
Crown Power & Equipment	OEM Parts for Case Backhoes and Wheel Loaders	Public Works	27-123102
Election Systems & Software	Election Ballot Stock	Clerk	21-123102
ESRI – Kansas City	Software Main for GIS System	Assessor	19-123102
GW Van Keppel	Chip/Seal Spreader Parts/Repairs	Public Works	07-123102
Knapheide Truck Equipment	Parts & Repairs Heavy Equip.	Public Works	13-123102
Mid-States Technology	Auto/Heavy Truck Engine and Transmission Service and repair-BG Products	Public Works	25-081902
Structural Preservation Systems	Carbon Fiber Strengthening of Bridges	Public Works	22-123102
Tri-State Construction	Parts for Motorgraders	Public Works	08-123102
Word Tech Business Systems	Optika eMedia Maintenance	Assessor	01-043002

Commissioner Elkin asked what the process is for renewing sole source contracts. Commissioner Miller stated some of these vendors were new for 2002.

Commissioner Elkin stated he was not sure if these would be renewed individually or renewed as one Commission Order.

Commissioner Miller stated it makes sense that if the Department has identified them as a sole source supplier because they are the only supplier for a specific product that the Commission would go ahead. She recommended that anything the Commission is uncomfortable with would be removed and adopts the ones that the Commission is comfortable with.

Mrs. Bobbitt stated 2002 was the first year sole source vendors had assigned numbers.

Commissioner Miller stated on the spread sheet there was only one sole source vendor that was denied. Mrs. Bobbitt stated that vendor was the only one denied and the Department is only recommending the renewal of the vendors listed above.

Commissioner Miller stated she does not have a problem approving the renewal of the recommended list because many are software maintenance providers or parts for specific equipment that can only be received from one vendor.

Commissioner Elkin asked Mrs. Bobbitt if she has checked with each department about the renewal of the sole source vendors. Mrs. Bobbitt she has contacted the departments and they did wish to renew the vendors.

There was no further discussion on this item.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

B. First Reading of Bid 69-29OCT02 (Culvert Liner Installation) and Budget Revision

Marlene Ridgeway stated she and the Public Works Department have reviewed the responses received and recommend awarding the base bid to Capital Railroad Contracting, Inc for having the lowest and best bid meeting the minimum specifications. The total contract amount is \$34,000.00 to be paid from organization 2040 account 71100 pending the approval of a budget revision.

Commissioner Miller requested Greg Edington to discuss what is involved with the culvert liner installation.

Greg Edington, Public Works Maintenance Operations Manager, stated the basic premise is the location of the culvert is in an area that cannot be closed off because of a park. The

Public Works Department thought it would be best not to close the road at all. The vendor will come in and put in a pipe and route out a liner of sorts inside the pipe while maintaining the same water flow. This will not have any penetration into the road surface.

Commissioner Miller asked if this was competitive with replacing a pipe. Mr. Edington stated it is more expensive than wholesale replacement but the value is that the road will not have to be closed.

Commissioner Miller stated she was curious to know how this liner installation was compared to replacement because it makes sense not to close the road.

Commissioner Elkin stated it is to his understanding that this pipe is fairly deep and it would be a major project to replace the pipe. Mr. Edington stated that was correct about the pipe size.

David Mink, Public Works Director stated if the Department was to contract the replacement of the pipe by conventional means, then it would be competitive in price. If the replacement was done by in-house staff, then the price may not look as competitive.

Commissioner Miller stated she was curious about the cost of lining culverts because there are so many in the County that needed to be replaced on a yearly basis. Mr. Edington stated there has to be a certain situation to make it valuable.

Commissioner Miller stated she does not have a problem with this recommendation.

Commissioner Miller stated the budget revision is to transfer funds in Department 2040 (Public Works – Maintenance Operations) to and from various line items. This budget revision is requesting to decrease 2040-91300 (Machinery and Equipment – New) by \$14,000, decrease account 2040-92300 (Machinery and Equipment – Replacement) by \$15,000, decrease account 2040-92400 (Trucks – Replacement) by \$95,000, decrease account 2040-26200 (Rock) by \$36,000, increase account 2040-71100 (Outside Services) by \$56,000, and increase account 2040-60200 (Equipment Repairs and Maintenance) by \$104,000. This is to balance the funds for year end close out.

Commissioner Miller asked how the department was able to decrease the amount for rock because she believes this is the first time since she has been in office that there has been a savings for rock. Mr. Edington stated the department has been doing weekly tracking on surface and project rock. The \$36,000 is the savings from project rock and the department is on target for surface rock.

Commissioner Miller stated she believes this is the first time in the ten years she has been in office that the department has not had to put in more money for the rock budget. She believes the solution is to monitor the rock.

There was no further discussion about this item.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

C. First Reading of Bid 74-12NOV02 (Georgetown Subdivision Storm Drainage Improvements)

Marlene Ridgeway stated she and the Public Works Department have reviewed the responses received for the above referenced bid. They recommend award to Lehman Construction of California, MO for having the lowest and best bid meeting the minimum specifications. The department contacted references for Lehman Construction since this is the first time the County has done business with this firm and received positive feedback on their quality of work. The total contract award is \$144,049.00 to be paid from organization 2045 account 71100.

Commissioner Elkin asked if there was Department of Natural Resource Grant funds to help with the cost of this project and what is the amount of the funding. David Nichols, Public Works Design and Construction Manager, stated \$100,000 was made available for a match but the match will only be for 50% of the County’s cost. Some of the design fees and construction inspection fees will be reimbursed. The total project will be reimbursed up to 50%.

Mr. Nichols noted the permit will be coming forward with a mitigation plan for some of the drainage. \$250,000.00 was budgeted for this project.

There was no further discussion on this item.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Court Administration – Second Reading and Public Hearing for Approval of Budget Amendments

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1243-10100: Judicial Grants and Contracts – Salaries and Wages	\$6,812.00
1243-10200: Judicial Grants and Contracts – FICA	\$521.00

1243-10325: Judicial Grants and Contracts – Disability Insurance	\$31.00
1243-03451: Judicial Grants and Contracts – State Reimbursement	\$7,364.00

Said budget amendment is to establish a budget for the Family Centered Out of Home Pilot Project October 1, 2002 to December 31, 2002.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 519-2002**

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1243-71101: Judicial Grants and Contracts – Professional Services	\$15,000.00
1243-03451: Judicial Grants and Contracts – State Reimbursement	\$15,000.00

Said budget amendment is to establish a budget for the Homestudies and Child Orders of Protection Project October 1, 2002 to December 31, 2002.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 520-2002**

Subject: Prosecuting Attorney – Authorize Presiding Commissioner to sign DOVE Grant Award of Contract

Commissioner Elkin moved to authorize the Acting Presiding Commissioner to sign the DOVE Grant Award of Contract for the STOP Violence Against Women Grant Program.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 521-2002**

Subject: Second Reading and Approval of Lease Agreement (Child Support Services)

Commissioner Miller moved to approve the office lease agreement with Heartland Investments, L.L.C. This agreement obligates funds to be appropriated in the 2003 budget and will not be valid until the 2003 budget is adopted by the Boone County Commission.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 522-2002**

Subject: Sheriff's Department

Sheriff Ted Boehm and Detective Rene Atkins were present on behalf of these items.

A. First Reading of Budget Revisions

Sheriff Boehm stated the first budget revision is to request funds be transferred from 1251-48050 (Sheriff – Cellular Phones to be decreased by \$3,000), 1251-59000 (Sheriff – Gasoline to be decreased by \$1,500), 1251-59105 (Sheriff – Tires to be decreased by \$1,500) and increase 1251-91301 (Sheriff – Computer Hardware) by \$6,000.00. This would be for the purchase of two laptop computers for the School Resource Officers. These Officers will be at several different schools and will be mobile.

Commissioner Miller asked if this was part of the grant for the School Resource Officers. Sheriff Boehm stated the money that will be used for the match will be coming from the Sheriff Forfeiture Funds.

Commissioner Miller stated when an employee is hired; the purchase of the equipment is a part of hiring the employee. Sheriff Boehm stated he believes some of the equipment is being purchased with forfeiture funds that are available.

Sheriff Boehm stated after meetings with school officials and discovering the schools are also having space availability problems, a decision was made to have these officers in a mobile working situation. Funds have been identified in the budget that can be used for the purchase of the two laptops.

Commissioner Miller asked how money was saved on cellular phones this year. Sheriff Boehm stated the department is required to repay the County if there are any personal calls on the cellular phone every month. By doing this on a monthly basis, the department has not incurred the amount of time they thought they would use for this year.

There was no further discussion on this budget revision.

Sheriff Boehm stated the second budget revision is to transfer funds from 1251-91300 (Sheriff – Machinery and Equipment decrease by \$1,669), 1251-91400 (Sheriff – Auto/Truck decrease by \$2,572), 1251-92300 (Sheriff – Replacement Equipment decrease by \$909), and 1251-9240 (Sheriff – Replacement Auto/Truck increase by \$5,150). This budget revision is for the purchase of a Ford Explorer. There was funding left over in class 9 and in the forfeiture fund, the Department is requesting to replace a 1995 Jeep. The department currently has two four-wheel drive vehicles in the fleet and in the winter months these vehicles are needed.

This 1995 Jeep was in the rotation of replacing vehicles each year. This was not accomplished in 2002 so they are requesting to replace this vehicle now.

Commissioner Miller asked if this vehicle was in stock. Sheriff Boehm stated this vehicle will have to be ordered.

Commissioner Elkin asked if this would utilize a state contract. Sheriff Boehm stated that was correct.

Commissioner Miller stated it makes sense to use the left over funds to purchase a vehicle since this vehicle was left out of the rotation for replacing vehicles.

There was no further discussion on these items.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule these items for a second reading at the next available meeting with an appropriate order for approval.

B. First Reading of Budget Amendment

Sheriff Boehm stated this budget amendment is also for the purchase of the same Ford Explorer. This is requesting to increase account 2500-92400 (Forfeiture Funds – Replacement Auto/Truck) by \$5,416.00.

There was no further discussion on this item.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval after the required ten day waiting period.

C. Authorize Presiding Commissioner to sign DOVE Grant Application

Detective Atkins stated she resubmitted this grant application and needs it to be re-signed

by Commissioner Stamper. This was originally brought forward to the Commission about a month ago for a signature.

Commissioner Miller moved to authorize the Presiding Commissioner to sign the DOVE Grant Application for the Boone County Sheriff's Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 523-2002**

Subject: Human Resources – First Reading of Job Reclassification

Betty Dickneite, Human Resources Director, was present on behalf of this item.

Betty Dickneite stated the Job Classification Committee received a request from the Recorder of Deeds to review two office specialist positions in that office to be reclassified to Deputy Recorder. The Committee reviewed the request and forwarded the request to consultant who did the pay study. The consultant has given a recommendation, based on the information submitted by the Recorder of Deeds on the work done by the two employees. The consultant has recommended these two positions be reclassified to Deputy Recorders from Office Specialists. The Office Specialist position is a pay range 15. The Deputy Recorder position is a range 21. The current employees in the Office Specialist position are making \$9.32 per hour. The minimum of pay range 21 is \$10.52 per hour.

If this is approved by the Commission, this would leave only one Office Specialist in the Recorder of Deeds Office.

The Assessor submitted requests earlier this year for two employees and these recommendations were approved by the Commission.

Commissioner Miller asked if the Recorder of Deeds feels as if all the employees in that office do the same work and should receive the same pay. Mrs. Dickneite stated except for one position. The people who are in the positions that are being requested to be reclassified have four years experience in this office. The other Office Specialist in the Recorder of Deeds Office only has two years experience. The Recorder of Deeds is saying that the two employees in the positions being requested to be reclassified have more responsibility for reviewing, recording, and indexing recorded legal transactions. The Recorder sees this as a difference between an entry level position would do.

Commissioner Elkin asked if there could be no Office Specialists. Mrs. Dickneite stated that is correct because two positions have been reclassified from Office Specialists in the

Assessor's Office and the recommended two positions in the Recorder of Deeds Office. There are currently nine positions classified in the County as Office Specialists. If this recommendation is approved, there would be seven Office Specialists left in the County, one in Planning and Building Inspection, one at Corrections, one in the Recorders Office, one in the Assessor's Office, just to name a few offices.

Mrs. Dickneite stated the Office Specialist classification was what the consultant was trying to get to as being a generic type of job title for the County. There was resistance from the Office Holders in doing this because they liked the distinction with the individual positions in the various departments. There was resistance to adopting this concept. They have moved away from the consultant's original proposal and the structure of it. There has been a lot of push to review these positions and what the duties are and the consultant has spent a lot of time reviewing the responsibilities. The consultant supports it based on the descriptions has from them.

Commissioner Miller asked if Mrs. Dickneite thought the remaining seven Office Specialists would be reclassified. Mrs. Dickneite stated she hoped those positions would not be reclassified because there has been an opportunity to do this. Any time an office holder or department head feels a position is not correctly classified they would have to submit a request to the job classification committee to review the request. She believes there will be some of these requests into 2003.

Mrs. Dickneite stated she believes the pay plan has been supported by the office holders and department head. There have been two exceptions and believes there will be some questions on certain positions. She does not believe this will be a large scale issue.

There was no further discussion on this item.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Mrs. Dickneite noted at the same time the job reclassification committee submitted the request from the Recorder of Deeds Office a request was submitted for the Sheriff's Department. The consultant did not support the request from the Sheriff's Department. To her knowledge, this will bring closure to this issue except for the recommendation for new positions from the consultant. She has not brought these recommendations forward and will not until the 2003 budget is approved by the Commission.

Subject: First Reading of Contract with the Curators of the University of Missouri (Medical Examiner Services)

Commissioner Miller requested this item be held until Commissioner Stamper is present.

Subject: Authorize Presiding Commissioner to sign Affidavits for Missouri Association of Counties

Commissioner Miller stated three affidavits have been forwarded to the Auditor to have the current amounts added, which would show how the County would be affected by the loss of revenue. The Prisoner per diem is a reduction in the daily per diem for state prisoners given to counties. By the Hancock Amendment, it requires the State not reduce what they have given to the counties in the previous year for services provided. The Missouri Association of Counties is filing suit under the Hancock Amendment for this item.

The Assessment Fund is similar to the Prisoner per diem, which would also be receiving a reduction in payment from the State for assessing county parcels by \$620 to \$590. The Missouri Association of Counties is filing suit under the Hancock Amendment for this item.

The County Employee Retirement Fund (CERF) Challenge is being done because the CERF Board had legislation passed requiring any employee after February 26, 2002 to have 4% more taken out of their check for CERF as of January 1, 2003. When the employee was hired this did not exist because the legislation was not signed until August 2002. MAC believes this is unfair to employees and their main concern was the retroactivity of this legislation. If this would have been done for all employees, there might not have been a concern.

There was no further discussion of this item.

Commissioner Elkin stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Authorize Use of Commission Chambers (Boone County Bar Association, Inc.)

Commissioner Elkin moved to authorize the use of the Commission Chambers of the Roger B. Wilson Boone County Government Center on December 18, 2002 from 7:00 to 9:00 p.m. by the Boone County Bar Association/Learning for Life Explorer Post.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 524-2002**

There were no Commissioner Reports at this time.

Commissioner Elkin stated there has been discussion and a request from an official to possibly close County Offices on Christmas Eve. Commissioner Stamper had informed Commissioner Elkin in the past the Commission has left that to the discretion of each elected official or department head and the Commission would not take any formal action on this.

Commissioner Miller stated she agreed with leaving this to the discretion of each elected official or department head.

Commissioner Elkin asked if it would be appropriate to have a memo circulated to each elected official or department head stating such. Commissioner Miller stated that would be appropriate.

There was no public comment.

The meeting was adjourned at 2:12 p.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Don Stamper
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner