

TERM OF COMMISSION: January Session of the January Adjourned Term

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

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

The meeting was called to order at 9:30 a.m.

Subject: First Reading of Petition to Vacate the Right of Way of Branch Drive

Wes Bolton, Allstate Consultants, was present on behalf of this item.

Wes Bolton stated this is a proposal to vacate the right of way for Branch Drive. The street has never been built and it is not used for public access. Allstate Consultants is working with Breakthrough Construction, as they are the current owners of all the surrounding property, and they are requesting this vacation.

Commissioner Miller asked what is the length of Brush Drive. Mr. Bolton stated it is approximately 500 feet.

Commissioner Elkin stated this road dead ends into nothing.

There was no further discussion on this item.

Commissioner Schnarre 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: Purchasing Department – First Reading of Bid 75-02DEC03 (Shop Fluids Term and Supply)

Melinda Bobbitt, Purchasing Department Director, was present on behalf of this item.

Melinda Bobbitt stated the bid for Shop Fluids Term and Supply was issued on November 14, 2003 and closed on December 9, 2003. Seven bids were received. Upon the completion of the bid evaluation, Purchasing and Public Works recommend award to McCollister and Company DBA United Lubricants for submitting the low bid.

This is a term and supply contract for the period of January 1, 2004 to December 31, 2004 and may be renewed for two additional one-year periods. Invoices will be paid out of

organization 2040 – Public Works Maintenance Operations, account 59050 – Engine Fluids. \$12,250 per year is budgeted for these products.

There was no further discussion on this item.

Commissioner Schnarre 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 award.

Subject: Sheriff's Department – Second Reading and Approval of Budget Revisions

Major O.J. Stone and Major Warren Brewer were present on behalf of these items.

The Commissioners' main concern is with the amount to be transferred into the gasoline line item budget. Major O.J. Stone stated the department used the past history of gasoline expenditures. The average price of gasoline was \$1.06 per gallon in 2002 and \$1.28 in 2003. The department also had eleven more vehicles in 2003. The average gallons used in 2002 was 5,166 gallons and 6,500 gallons in 2003. The amount of gallons per month used increase and also the price per gallon increase.

Commissioner Miller asked if the eleven additional vehicles' gas use was budgeted for 2003. Major Stone stated the department did not know what would be done with the mileage and they did try to account for the additional mileage.

Commissioner Schnarre asked what the gasoline budget is for 2004. Major Stone stated the department did increase the gasoline budget for 2004 based on 2003 experiences.

Commissioner Miller moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1255-10100: Corrections – Salaries and Wages	\$25,060.00	
1251-23580: Operations – Minor Equipment	\$3,300.00	
1251-48000: Operations – Telephones		\$3,500.00
1251-48200: Operations – Electricity		\$1,700.00
1251-59000: Operations – Gasoline		\$18,800.00
1251-60200: Operations – Equipment Repairs		\$3,500.00

1251-71600: Operations – Equipment Lease		\$230.00
1251-85620: Operations – Other Medical		\$630.00

Said budget revision is to transfer funds between Correction and Sheriff Operations to cover budget shortfalls for FY2003.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 1-2004**

Major Warren Brewer addressed the concerns the Commissioners had with the amount for prescription drugs for the inmates. He noted there is no correlation between the cost of prescriptions and the number of inmates at the jail.

Commissioner Miller asked how many open positions there are at the jail since \$70,960 is being used in these budget revisions. Major Brewer stated one officer has been on military leave for all of 2003 and two additional officers since early December that are on military leave. They did not hire all the additional corrections officers from Proposition L funds until June 2003.

Commissioner Miller asked for an explanation about the cost for natural gas, electricity, and gasoline. Major Brewer stated it is not the usage that is the cause for the increase it is the actual cost of natural gas, electricity, and gasoline.

Major Brewer noted the extradition costs may not be reimbursed immediately and the money that does come back will go into the general fund.

Commissioner Schnarre stated they are working on trying to control prescription costs for the inmates.

Commissioner Elkin moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1255-10100: Corrections – Salary and Wages	\$45,900.00	
1255-60200: Corrections – Equipment Repairs	\$2,000.00	
1255-23025: Corrections – Resident Supplies		\$5,000.00

1255-23030: Corrections – Kitchen Supplies		\$5,000.00
1255-23501: Corrections – Prescription Drugs		\$20,200.00
1255-48100: Corrections – Natural Gas		\$3,000.00
1255-48200: Corrections – Electricity		\$7,800.00
1255-59000: Corrections – Gasoline		\$2,200.00
1255-58600: Corrections – Extradition		\$4,700.00

Said budget revision is to cover budget shortfalls for Corrections for FY2003.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 2-2004**

Major Brewer stated the population this morning was 194 in house and 30 out of house.

Subject: Authorize Presiding Commissioner to sign Certificate of Expenditures for Series 2003 Bonds

Kay Murray, Boone County Treasurer, was present on behalf of this item.

Kay Murray stated a blanket approval is needed to allow her to withdraw funds for the Health Center, JJC, and Government Center projects construction costs.

Commissioner Miller moved to authorize the Boone County Treasurer to withdraw funds from Bank of New York for Bond Construction Costs from Special Obligation Refunding and Improvement Project Monies Series 2003 pending Presiding Commission's signature on construction cost request.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 3-2004**

Subject: Facilities Maintenance – First Reading of Budget Revision

Ken Roberts, Facilities Maintenance Manager, was present on behalf of this item.

Ken Roberts stated this budget revision is to decrease the emergency line item by \$3,500 and increase the telephone line item by \$250 and miscellaneous supplies line item by \$3,250. This will cover the cost of general cleaning supplies, janitorial paper goods and office telephone that exceeded the budgeted amount for FY2003.

Mr. Roberts stated he decrease the budget for miscellaneous supplies in 2003 because of a new term and supply contract, hoping for savings, unfortunately the savings did not meet the demands. He has increased this line item for FY2004. Purchasing has also negotiated a new contract for paper goods.

There was no further discussion on this item.

Commissioner Schnarre 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: Clerk’s Office – First Reading of Budget Revision

Commissioner Schnarre stated the Clerk’s Office has submitted a budget revision to decrease emergency by \$12,976, increase other claims deductible by \$9,276 and increase auto claims deductible by \$3,700. This will cover the repair costs to a Sheriff’s vehicle and the cost of Public Official Bonds for Kay Murray and Connie Hendren.

There was no further discussion on this item.

Commissioner Schnarre 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.

Commissioner Reports

Commissioner Schnarre

Jail Visitor’s Report December 16, 2003

Commissioner Schnarre stated the Board of Jail Visitor’s inspected the Juvenile Justice Center on December 16, 2003. The Board inspected the kitchen, “high security” and “low security” wings and found all to be clean, safe and secure.

Notice of Payment from Department of Public Safety

Commissioner Schnarre stated Local Emergency Planning Committee has received \$2,141.02 from the Hazardous Materials Emergency Preparedness fund.

Commissioner Miller

Commissioner Miller requested

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 9:53 a.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner