

TERM OF COMMISSION: October Session of the August Adjourned Term

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

PRESENT WERE: Presiding Commissioner Don Stamper  
District II Commissioner Skip Elkin  
Deputy County Clerk Shawna Victor

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

**Subject: Employee Recognition of the 3<sup>rd</sup> Quarter**

Marlene Ridgeway, Chair of the Employee Recognition Committee, there were ten nominees for employee of the quarter. The employee chosen for the 3<sup>rd</sup> quarter is Carol Perry of the Information Technology Department and works at the Sheriff's Department.

Sheriff Boehm commented on Carol's hard work at the Sheriff's Department and her willingness to help everyone.

Michael Mallicoat, Information Technology Director, commented on Carol's work ethic and how she helped a Sheriff's Department employee finish the DOVE Grant application when the computers were having problems.

Kevin Crane, Boone County Prosecuting Attorney, commented on Susie Barr and Sheila Sublett, who were nominees for the Employee of the Quarter.

Major Warren Brewer commented on Chris Evertsen, Crystal Homan, and Chanté Wright, who were nominees for Employee of the Quarter.

Michael Mallicoat commented on Trudy Fisher and Chuck Jones, who were nominees for Employee of the Quarter.

Ken Roberts, Facilities Maintenance Manager, commented on Gary Crapenhof, who was a nominee for Employee of the Quarter.

Greg Edington, Public Works Maintenance Operations Manager, commented on Alan Everwein and Ricky Harvey, who were nominees for Employee of the Quarter.

Commissioner Stamper congratulated all the employees, who were recognized today, noted All County employees are the heart and soul of County government, and their work is appreciated.

**Subject: Sheriff's Department – Second Reading and Public Hearing for approval of Budget Amendment**

Commissioner Stamper opened the floor for a public hearing.

There was no one wishing to speak on this issue.

Commissioner Stamper closed the public hearing.

Commissioner Stamper moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
1251-03411: Sheriff's Department – COPS In School Grant	\$13,157.00
1251-10100: Sheriff's Department – Salary and Wages	\$10,500.00
1251-10200: Sheriff's Department – FICA	\$803.00
1251-10300: Sheriff's Department – Health Insurance	\$988.00
1251-10325: Sheriff's Department – Disability	\$48.00
1251-10350: Sheriff's Department – Life Insurance	\$11.00
1251-10375: Sheriff's Department – Dental Insurance	\$87.00
1251-10400: Sheriff's Department – Worker's Compensation	\$470.00
1251-10500: Sheriff's Department – Match	\$250.00

Said budget amendment is to establish a budget for the COPS in Schools Grant November 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 458-2002**

**Subject: Purchasing Department**

Marlene Ridgeway, Purchasing Department Buyer, was present on behalf of these items.

**A. First Reading of Bid 41-13AUG02 (Food Products and Kitchen Supplies Term and Supply)**

Marlene Ridgeway stated she and the Sheriff's Department have reviewed the bids submitted and recommend award to Sysco Food Services of Kansas City, Inc for having the best bid meeting the minimum specifications. We evaluated the responses on the basis of cost, service and quality. Although we found that both of these companies were very competitive, Sysco responded to most of the items identified and have given us fixed prices for *Categories A* (Canned and Dried Foods), *D* (Frozen Foods), *F* (Bakery Products), and *G* (Kitchen Supplies). The first initial contract period will run through March 31, 2003, with options to renew on a semi-annual basis.

This is a new term and supply contract, hence no need for purchase orders.

Commissioner Elkin thanked Marlene and Melinda Bobbitt, Purchasing Department Director, for their work on this bid. He noted this bid will save the County quite a bit of money.

Mrs. Ridgeway stated she believes it could be a \$10,000 savings. This will also improve the inventory control. Standard menus and an on-line ordering system have been established.

There was no further discussion on this issue.

Commissioner Stamper 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.

**B. First Reading of Bid 61-03OCT02 (South Facility Addition)**

Marlene Ridgeway stated she and the Public Works Department have reviewed the bid submitted and recommend award to Little Dixie Construction LLC for having the lowest and best bid meeting the minimum specifications. Total contract cost is \$101,813.00, including the base bid, the Electrical Receptacles and Alternate 1 – Installation of Storage Loft. This is to be paid from organization 2040 account 91200. The amount budgeted for this item was \$75,000 so award is based on the approval of a budget revision.

There was no discussion on this item.

Commissioner Stamper 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 of bid and approval of budget revision.

**Subject: Public Works – Second Reading and Approval of Change Order #1 for Harold Cunningham Road Project**

Commissioner Stamper moved to approve Change Order #1 for the Harold Cunningham Road Project with Terracon Consultants.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 459-2002**

**Subject: Facilities Maintenance**

Ken Roberts, Facilities Maintenance Manager, was present on behalf of these items.

**A. First Reading of Contracts with Architects**

Ken Roberts stated the contracts are with Butler Rosenbury and Corsair to be added to the list of pre-qualified architects for possible future use by the County.

There was no discussion of this item.

Commissioner Stamper 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 Budget Revision**

Ken Roberts stated this budget revision is for transferring funds to pay for outstanding invoices and other bills for Facilities Maintenance.

There was no discussion of this item.

Commissioner Stamper 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: Personnel Advisory Committee – Second Reading and Approval of Recommendation to Revise Personnel Policy Manual (Bereavement Leave)**

Commissioner Stamper moved to approve the recommendation from the Personnel Advisory Committee to revise the Personnel Policy Manual Section 5.2 (Bereavement Leave) to include “son-in-law” and “daughter-in-law” in the definition of immediate

family.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 460-2002**

**Subject: Treasurer’s Office**

Kay Murray, Boone County Treasurer, was present on behalf of these items.

**A. Second Reading to Authorize Presiding Commissioner to sign Arbitrage Rebate Document**

Commissioner Stamper moved to authorize the Presiding Commission to sign the Arbitrage Rebate document for Series 1993 Special Obligation Bonds.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 461-2002**

**B. Second Reading and Approval of Budget Revision**

Commissioner Elkin moved to approve the following budget revision:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT DECREASE</b>	<b>AMOUNT INCREASE</b>
1123-86800: Emergency and Contingency – Emergency	\$17,966.00	
1190-86885: Non- Departmental – Fines, Forfeitures and Penalties		\$14,466.00
1190-71105: Non- Departmental – Legal Services		\$3,500.00

Said budget revision is to cover payments to the IRS for Arbitrage.

Commissioner Stamper seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 462-2002**

**C. First Reading of Budget Revision**

Kay Murray stated this budget revision is requesting the transfer of funds to be able to hire a part-time non-benefited employee for the Treasurer's Office.

There was no discussion on this time.

Commissioner Stamper 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.

**D. Treasurer's Monthly Report (September)**

Kay Murray submitted the September Treasurer's Monthly Report, Treasurer's Investments – Inventory by Maturity Report (October 21, 2002), and Treasurer's Investments – Portfolio Management/Portfolio Summary (September 30, 2002) to the Public Record.

Ms. Murray reviewed the September Treasurer's Monthly Report.

**Commissioner Reports**

*Commissioner Stamper*

*Monthly Animal Control Report*

Commissioner Stamper submitted the Monthly Animal Control Report for July, August, and September 2002 from the City of Columbia/Boone County Health Department (dated October 18, 2002).

*Commissioner Elkin*

None to report at this time.

Commissioner Stamper requested the October 24, 2002 Commission Meeting be moved from 1:30 p.m. to 1:00 p.m. start time.

There was no public comment.

The meeting adjourned at 10:12 a.m.

Attest:

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Don Stamper  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner