

TERM OF COMMISSION: February Session of the February 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: Public Hearing – Location of a Correctional Facility

Commissioner Schnarre stated this is a public hearing for the Community Supervision Center. This is an application that will be submitted to the State Department of Corrections by the Boone County Commission and Reality House for a minimum 30 bed facility, with a maximum bed capacity of 50 to 60.

The State Department of Corrections is planning on putting up seven of these facilities across the State. These facilities will be used for parole and probation violators. These facilities will be used at the local level for people in the probation and parole system with the hopes that in the long term to clear bed space in the maximum security prisons.

This will be funded with Federal grants. These facilities have to be completed by 2006.

Commissioner Schnarre stated the Commission is looking to place this facility on the Law Enforcement campus located on Prathersville Road in Columbia. This facility will be placed on property that the Commission is currently leasing to Reality House and the facility will be operated by Reality House.

The Commission has notified residents within a 600' radius of the proposed location. This is a requirement of the application.

Commissioner Schnarre opened the floor for a public hearing on this issue.

Commissioner Miller stated Reality House has been doing a similar program for the last 30 years and this program has been successful. She believes it makes sense to place this facility on the law enforcement campus with the Correctional Facility, Juvenile Justice Center, Reality House, National Guard Armory, and the Fire Training Facility. This is a location that meets the needs of different facilities because of the location on a highway interchange.

Commissioner Miller supports the Commission supporting the sublease of Reality House

to the State to be able to make this new program work.

Commissioner Elkin concurred with Commissioner Miller.

Commissioner Schnarre noted the application is due Friday, February 28, 2003 to the State Department of Corrections.

There were no further comments on this item.

Commissioner Schnarre closed the public hearing.

Subject: Reality House – First Reading to Sublease Property for Correctional Facility

Commissioner Schnarre stated this is a first reading of a contract to sublease property to the Department of Correction for the Community Supervision Center from Reality House. The County Commission is allowing Reality House to sublease property to the State Department of Corrections.

There was no discussion and no public comment.

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: Sheriff's Department

Major O.J. Stone and Captain Beverly Braun were present on behalf of these items.

A. First Reading of Budget Amendment

Major Stone stated this budget amendment is establishing a revenue and expenditure budget for the SEMA agreement, which is the next item. This will purchase equipment which will be reimbursed by SEMA funds.

Commissioner Miller asked if this is the Weapons of Mass Destruction Grant. Major Stone stated that is correct.

Commissioner Miller stated this grant is for the City of Columbia, Boone County, the University, Boone County Fire Protection District, and Boone Hospital Center.

There was no further discussion and no public comment.

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 after the required 10 day waiting period with an appropriate order for approval.

B. First Reading of Contract with State Emergency Management Agency

Major Stone stated this is the agreement to purchase the equipment from the Weapons of Mass Destruction Grant.

Commissioner Elkin asked if this is for First Responders. Major Stone stated it is not specifically for First Responders. Some of the equipment is designed to be in addition to equipment for First Responders. One of the equipment purchases is for tying all the radio frequencies of all emergency management agencies together so they can communicate.

Commissioner Miller stated that is for First Responders and all First Responders need to communicate.

There was no further discussion and no public comment.

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.

C. Federal Annual Certification Report on Sheriff's Forfeiture Funds

Captain Braun stated this is an annual report the Sheriff's Department submits to the U.S. Department of Justice and U.S. Department of Treasury on how the Department has spent their forfeiture funds. This report requires the signature of the Sheriff and the Presiding Commissioner.

Commissioner Miller asked how the money was spent. Captain Braun stated \$49,943.55 was spent on overtime, equipment and other items associated with the Drug Unit.

Commissioner Miller moved to authorize the Presiding Commissioner to the Federal Annual Certification Report on the Boone County Sheriff's Department Forfeiture Funds.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 75-2003**

Subject: Purchasing Department

Melinda Bobbitt, Purchasing Department Director, was present on behalf of these items.

A. Second Reading and Award of Bid 09-11FEB03 (Prisoner Transport Van Conversion)

Melinda Bobbitt stated the Purchasing and Sheriff's Departments reviewed the above referenced bid and recommend awarding to Bob Barker Company for having the best bid meeting the specifications. The total contract amount including the interior video package and installation is \$8,295.00. Only one bid was received but it was within the budgeted amount of \$9,495.00.

Commissioner Elkin moved to award bid 09-11FEB03 for Prisoner Transport Van Conversion to Bob Barker Company.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 76-2003**

B. First Reading of Maximus Inc. Agreement

Melinda Bobbitt stated this is an agreement with Maximus Inc. of Springfield, Illinois for the Cost Allocation Plan for the Auditor's office. The plan will be based on actual costs for the year ending December 31, 2002.

The Auditor's office requests to extend the contract for one more year and to continue to purchase this service from Maximus Inc. The Professional Consulting Services Agreement is being brought forward for approval and signature.

The total cost of contract is \$6,500 to be paid from department 1190 (non-departmental) account 71101 (professional services). The 2003 budget for this line item is \$6,600.00.

Commissioner Miller stated this is an annual agreement and it allows the County to know what the overhead charges are. This is basically done for the Child Support Enforcement.

June Pitchford, Boone County Auditor, stated the County administers a Title IV-D Child Support Enforcement Program. This is a federally funded program. The funds are disbursed through the State of Missouri. The State reimburses 100% of the County's direct costs and indirect costs only if the County can identify and prove the indirect costs. In order to prove the indirect costs, the County has to prepare a Cost Plan that meets Federal requirements.

Every year, the County contracts for the compilation of that report. The County is able to use this information for other purposes such as recovering indirect costs to the General

Fund from the Road and Bridge Fund and recover indirect costs from other contracts.

Mrs. Pitchford stated the Plan costs the County approximately \$6,500 and the County is able to recover almost \$40,000 in indirect costs.

Commissioner Elkin asked when the report is issued. Mrs. Pitchford stated the company will begin their work as soon as the ledger is closed, which is usually in late March. It has to be signed and delivered to the State in June. The Cost Plan covers the most recently completed fiscal year, which would be 2002. During 2002, the County has been invoicing the State for indirect costs, using a provisional rate obtained from the previous report. This Cost Plan will calculate the actual indirect costs and will give a provisional rate which will be used in the future.

There was no further discussion and no public comment.

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: Public Works

A. Second Reading and Approval of Budget Revision

Commissioner Miller moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
2040-60200: Public Works Maintenance Operations – Equipment Repairs	\$40,000.00	
2040-26200: Public Works Maintenance Operations – Rock	\$23,395.00	
2040-71100: Public Works Maintenance Operations – Outside Services		\$3,800.00
2040-10110: Public Works Maintenance Operations – Overtime		\$6,750.00
2049-71300: Public Works Administration – Rebates		\$19,800.00
2049-71400: Public Works Administration – Replacement		\$33,045.00

Said budget revision is to cover 2002 expenditures for the Public Works Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 77-2003**

B. Second Reading and Approval of Contract with Mitzel and Scroggs (JJC Expansion Project)

Commissioner Miller stated this is a contract with Mitzel and Scroggs for Phase I of the JJC Expansion Project. This contract will give the County a report with schematic drawings and an estimate on what this expansion will be that can be used with the bonding plan.

Commissioner Miller moved to approve the Proposal for Consultant Services with Miztel and Scroggs Architects, Inc for the JJC Expansion Project – Feasibility and Cost Study.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 78-2003**

C. Second Reading and Approval of Contract with Engineering Surveys and Services (Ludwig Drive Project)

Commissioner Miller stated this is a project the County is doing in conjunction with the City of Columbia for drainage in Germantown Subdivision. The City has offered to participate because this project will protect the City. Engineering Surveys and Services has done work on the Georgetown Drainage Project; much of this area has been surveyed. It is reasonable to use the same consultant instead of using a different consultant and have the work redone.

Commissioner Miller moved to approve the Proposal for Consultant Services with Engineering Surveys and Services for the Ludwick Boulevard Drainage Structure Improvement Project.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 79-2003**

Subject: Planning and Zoning and Public Works – Second Reading and Approval of Storm Water Permit Application

Stan Shawver, Planning and Zoning Director, was present on behalf of this item.

Stan Shawver stated this is a joint permit application with the City of Columbia and the University of Missouri to be submitted to the Department of Natural Resources so the County can act as a permittee for the Phase II EPA Regulations.

Commissioner Miller moved to approve the Storm Water Management Program for Boone County Missouri and authorize the Presiding Commissioner to sign Form L – Application for Co-Permittee Small MS4 General Permit and Form M – Application for Storm Water Permit.)

Commissioner Elkin seconded the motion.

Commissioner Miller stated this would not have happened if it were not for the Joint Task Force and their hard work.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 80-2003**

Subject: Contracts with City of Columbia

A. Second Reading and Approval of Contract with City of Columbia (Health Department Services)

Commissioner Elkin moved to approve the contract with the City of Columbia for Health Department Services.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 81-2003**

B. First Reading of Contract with City of Columbia (Animal Control Services)

Commissioner Schnarre stated this is an annual contract with Animal Control Services and the County will reimburse Animal Control Services for their work in the County.

There was no further discussion and no public comment.

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: Collector's Office – First Reading of Budget Revision

Patricia S. Lensmeyer, Boone County Collector of Revenue, was present on behalf of this item.

Patricia Lensmeyer stated this budget revision is requesting to move \$429 from 1150-23850 (Minor Equipment and Tools) to 1150-92300 (Replacement Machinery and Equipment) to replace the refrigerator in the Collector's Office. This will make the refrigerator a fixed asset of the County.

Commissioner Miller asked if all the big refrigerators are fixed assets of the County. Mrs. Lensmeyer stated she was unsure.

Commissioner Miller stated the small refrigerators were supplied to each office with the building and some offices brought in their own big refrigerator and she wanted to know when the refrigerators became fixed assets of the County.

Mrs. Lensmeyer stated this could become a problem with the physical location of other refrigerators in this building.

There was no further discussion and no public comment.

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: Auditor's Office

June Pitchford, Boone County Auditor, was present on behalf of these items.

A. Report of Annual Inventory

June Pitchford stated the Auditor's Office does a physical inspection of inventory every year alternating the offices that are inspected. This year the Auditor's Office did an inspection of the inventory for the Courts, Juvenile Office, JJC, Circuit Clerk, and Facilities Maintenance. The Sheriff's Department was scheduled to be inspected but the Auditor's Office was unable to complete the inspection.

The Auditor's Office makes a list of the assets that are assigned to a given office and the conducts a physical on-site inspection of the assets. For items that are not located, the Office is given an opportunity to look for the items. There are times when items have been moved or broken and thrown away and a disposal request form is not prepared. Typically, an office prepares a disposal request form when they want the asset moved or want it sold. There are some items that are not discovered to be gone until a physical inventory is conducted.

Mrs. Pitchford is bringing forward the results of the physical inspection of inventory and the assets on the list that the Auditor's Office was unable to locate. She has also presented disposal forms for signature. The Auditor's Office is not requesting the Commission approval to dispose of these items but Mrs. Pitchford does not have the authority to remove assets from the physical inventory records.

Commissioner Elkin stated the assets in the Circuit Court would be reduced by approximately \$97,000. Mrs. Pitchford stated that is correct and almost half of the assets listed are old software packages that are obsolete to the Circuit Court. The State has replaced this software and implemented new software.

Mrs. Pitchford stated the computer equipment indicated by the Circuit Court was not found or is not being used but was destroyed without a proper disposal form.

She noted the Auditor's Office did follow-up numerous times to make sure that the items on the list were the items that needed to be on the list. The personal computers that cannot be located were purchased in 1988.

Commissioner Miller asked what can be done in the future so the list is not as large because the policy is not being followed properly. Mrs. Pitchford believes they are still working on the procedures for the computer equipment.

The remainder of the items and for any office where there is a large volume of public, tags get picked off from items, items get broken or moved around. The value on some of the items is not that much, such as \$50.00, a question is raised about why the Auditor's Office is tagging these items. The reason is, for example, all items are tagged or they are not. Mrs. Pitchford stated she cannot visually determine the difference in prices of items; therefore, the Auditor's Office tries to place inventory tags on all chairs, tables, and file cabinets. As a result, there are some small dollar items listed on the inventory. The Auditor's Office tries to place inventory tags where they are not noticeable but sometimes these tags are removed.

Commissioner Miller asked if the County has considered doing bar code tags. Mrs. Pitchford stated the County has given this consideration but this is not a priority for her office at this time. Bar code labels are not as durable as the existing tags.

Commissioner Miller stated she thinks the inventory could be taken annually if there were bar code tags.

Commissioner Miller stated she believes they need to work with the offices to make them understand what this list looks like to the public when items cannot be found. Mrs. Pitchford stated the bi-annual inventory is working but with staff turnover in some offices it is easy for individuals to be unaware of these items. She believes there are challenges to doing a bi-annual inventory but it is not physically possible to inventory all offices every year.

Commissioner Schnarre asked if Mrs. Pitchford is comfortable with the list and if there are any items that should concern the Commission. Mrs. Pitchford stated she believes it will be important for the County to strengthen the physical controls over computer equipment and the disposal of the equipment. In 2002, the County did a massive disposal of computer equipment. There needs to be control over those assets when they arrive and waiting installation and during the disposal process.

Mrs. Pitchford stated she does not see anything on the list that should be alarming or concerning to anyone. She believes the copier in the Circuit Clerk's office was hauled away by a vendor when a replacement copier was purchased. This copier was purchased in 1985.

Commissioner Miller asked if each office is given a list of their inventory. Mrs. Pitchford stated a list is given when a physical inventory is completed.

Commissioner Miller believes when this list is given to the office, that's when a discussion should be held about the office being responsible for tracking the items on the list.

Mrs. Pitchford stated since the inventory taking process was only done by one accountant she believes the process was more accurate this year. She noted in the past, a list has been provided to an office and asked for assistance in locating some equipment.

Mrs. Pitchford reviewed the list of computer equipment. The County had taken a large number of computers and equipment out of service and stored it on the third floor while evaluating the most appropriate means of disposal. Once the Commission decided to dispose of the equipment in mass to a vendor through proposals, a list was created describe the assets and the vendor was to take the equipment. She believes this process broke down.

The Court's list of computer equipment, for which the Court prepared disposal forms and sent a copy to her office, she does not know where the original forms are, as these items never made it to Commission for approval. These items were not included on the list prepared for the massive disposal. She believes this equipment went with the massive

disposal. This is old equipment.

Mrs. Pitchford noted six personal computers and three monitors were found during a physical inventory done by Sue Lake and Carlow Strus that were on the list to be disposed of.

The equipment needs to be moved as quickly as possible after it is taken out of service because more money can be received for it.

Commissioner Elkin stated they are working on the disposal process.

There was no further discussion on this item.

Commissioner Miller moved to accept the Boone County Auditor's Report of Obsolete and Unlocated Fixed Assets from the 2002 Physical Inventory and authorize the removal of the listed items from the Boone County Inventory List.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 82-2003**

B. First Reading of KPMG Audit Engagement Letter

June Pitchford stated the County follows a Request for Proposal (RFP) process for selecting the external auditors. There is not a rigid rotation cycle established however historically the County tends to change the outside independent auditors approximately every six to eight years. This is a beneficial time frame because it allows for a new outside auditor to find new things and within three years the outside auditors know the County well and are able to help the County with recommendations. Also to guard against familiarity, it is important to change audit firms. The County has used KPMG for three years.

KPMG has submitted an engagement letter outlining the scope of work and their audit fees. The audit fees are a little more than what Mrs. Pitchford included in the budget but there are sufficient funds to cover that. The annual audit will cost \$71,300 for this year. She believes the fee last year was less than \$68,000.

Mrs. Pitchford stated the reason for the increase in fees is because the auditing community, which is self regulated, in the wake of the financial scandals in the past few years has had their standard setting body, American Institute of CPA's, have strengthened the auditing standards. An additional reason is because of the complexity of the County government. The increase is primarily due to the additional work required in order for

KPMG to follow the auditing standards.

Commissioner Miller stated each year one department is chosen for a more in depth audit. Mrs. Pitchford stated this is determined by KMPG based on their risk assessment.

Commissioner Miller stated there has been discussion of doing an outside audit of the Self-Health Trust and requested Mrs. Pitchford speak with KPMG when they are here about this audit. Mrs. Pitchford stated she has discussed this with Jackie Dippel, Partner with KPMG and this might be cost prohibitive for the County.

There was no further discussion and no public comment.

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

Notice of Voluntary Annexations

Commissioner Schnarre stated the County has been notified of the following voluntary annexations:

- Approximately 10 acres of land owned by the City of Columbia, located generally west of Scott Boulevard and north of Millbrook Drive (Perche Creek Electrical Substation), and
- Approximately 0.04 acres of land owned by the City of Columbia, located on the south side of Brown Station Road, approximately one-half mile west of State Route 763 (City well site)

Commissioner Miller

Regional Economic Development, Inc.

Commissioner Miller stated she attended the REDI Board meeting on February 19, 2003. She noted Vicki Pratt has resigned and the board has posted this opening. Ms. Pratt did a lot of excellent work for REDI.

She noted REDI does not attract retail and that has always been something the Chamber of Commerce was supposed to take care of but in actuality, neither group is identifying retail opportunities and recruiting those businesses. There needs to be a focus to keep the County a regional market place.

There was a retreat on the lack of use of incentives in the community. From the retreat, David Griggs, President of REDI, felt more research needed to be done on all incentive opportunities allowed by State Statute and a report given to the REDI Board of Directors on what and when it makes sense to use an incentive. Mr. Griggs has appointed a subcommittee to investigate all possible incentives that businesses are seeking.

The subcommittee consists of Richard Mendenhall, Paul Land, Charlie Diggs, Joe Moseley, with David Griggs acting as the chair. This committee will review the issue and bring a report to the REDI Board of Directors. The Board of Directors will review the report and may bring a document forward for the City Council and County Commission for consideration.

Commissioner Elkin suggested using the Truman School at the University for research on Community Incentives. The Truman School has a formula established for cost benefit analysis. Commissioner Miller stated she would make this suggestion to REDI.

Commissioner Elkin stated there should be criteria set for businesses looking for incentives.

Commissioner Elkin

Update of Boone County Fairgrounds Master Plan Workshop

Commissioner Elkin stated there was a light turnout at the Boone County Fairgrounds Master Plan Workshop on February 24 in Ashland but he believes there was good discussion at the Workshop. A few more activities and events were identified. An update on the previous Workshop was given.

Commissioner Miller stated she was pleased with the Workshop.

There was no public comment.

The meeting adjourned at 10:28 a.m.

Attest:

Keith Schnarre
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner