

TERM OF COMMISSION: August Session of the July 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 9:32 a.m.

**Subject: Purchasing Department**

Heather Turner, Purchasing Department Buyer, was present on behalf of these items.

**A. Second Reading and Award of Bid 47-20JUL04 (Judy School Road and Timmons Road Bridge Project)**

Commissioner Miller moved to award bid 47-20JUL04 for the Judy School Road and Timmons Road projects to Widel, Inc.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 329-2004**

**B. Second Reading and Award of Bid 45-08JUL04 (Pavement Repair and Drainage Improvements)**

Commissioner Miller moved to award bid 45-08JUL04 for Pavement Repair and Drainage Improvements to APAC-Missouri.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 330-2004**

**C. Second Reading and Award of Bid 48-27JUL04 (Lumber Bridge Boards)**

Commissioner Elkin moved to award bid 48-27JUL04 for Lumber Bridge Boards to Lacrosse Lumber Company.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 331-2004**

**D. Second Reading and Approval of Amendment #1 for Bid 20-18MAR03 (Street Name Signs Term and Supply)**

Commissioner Elkin moved to approve Amendment #1 to bid 20-18MAR03 for Street Name Signs Term and Supply.

Commissioner Miller seconded the motion.

There was no discussion and on public comment.

The motion passed 3-0. **Order 332-2004**

**E. Second Reading and Award of Bid 49-13JUL04 (Regulatory Signs)**

Commissioner Miller moved to award bid 49-13JUL04 as follows:

- Category A: Traffic Signs – Custom Products Corporation
- Category B: Barricades, Cones, Markers – Custom Products Corporation
- Category C: Sign Posts – J & A Traffic Products

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 333-2004**

**F. First Reading of Bid 31-08JUN04 (Mobile Office Building) and Budget Amendment**

Heather Turner stated the bid for the Mobile Office Building for the Sheriff's Department closed on June 8, 2004. Four bids were received. Purchasing and the Sheriff's Department recommend award to Satellite Shelters, Inc. for submitting the lowest and best bid.

Total cost of contract is \$20,524.00 and will be paid out of department 2540 – Sheriff Civil Charges, account 91200 – Building and Improvements. \$21,000 was originally budgeted for this project.

Captain Kevin Merritt stated the Commission had requested a few weeks ago that one

budget amendment be done for the start-up costs for the Substation. This is that budget amendment.

Commissioner Miller noted this budget amendment will increase the Sheriff Civil Charges Building and Improvements account by \$44,650.

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

**Subject: Sheriff’s Department**

Captain Kevin Merritt was present on behalf of these items.

**A. Second Reading and Public Hearing for Approval of Budget Amendment**

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
2540-91200: Sheriff Civil Charges – Buildings and Improvements	\$175.00

Said budget amendment is to establish a budget to pay for soil testing at the site of the North Substation on Highway 124.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 334-2004**

**B. Second Reading and Public Hearing for Approval of Budget Amendments and Contract**

Commissioner Elkin moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
2540-91200: Sheriff Civil Charges – Buildings and Improvements	\$1,000.00

Said budget amendment is to increase the budget for engineering fees to design an on-site treatment system at the North Substation on Highway 124. The County Commission approves the agreement with Marshall Engineering and Surveying Inc for the design of the on-site treatment system.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 335-2004**

**Subject: County Counselor – 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	\$1,600.00	
1126-10100: County Counselor – Salary and Wages		\$1,600.00

Said budget revision is to approve the County Counselor's request to increase the hours for the secretary position in the County Counselor's office from 20 hours per week (0.5 FTE) to 24 hours per week (0.6 FTE).

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 336-2004**

**Subject: Information Technology – First Reading of PDA Support Policy Proposal**

Michael Mallicoat, Information Technology Director, was present on behalf of this item.

Michael Mallicoat stated upon a recommendation of the Information Technology Advisory Committee (IT AC), I am presenting this policy proposal for PDA support for your review and approval. The main purpose of the policy is to define the Personal Digital Assistant (PDA) service and support policy to be provided by the Information Technology Department. The following is the proposed policy:

### **Purpose**

The purpose of this policy is to define the Personal Digital Assistant (PDA) service and support policy to be provided by the Information Technology department.

### **Background**

The Information Technology department recognizes that Personal Digital Assistants, or PDAs, have grown in popularity and functionality throughout the county. The class of PDAs includes Palm Pilots, pocket PCs, handheld computers and other personal organizers. These devices are not currently budgeted and purchased by the county. Individuals who own these devices personally, however, find it useful to be able to synchronize them with their office e-mail and calendars.

### **Authorization**

This policy has been reviewed and approved by the Information Technology Advisory Committee, comprised of all elected officials and department heads in Boone County government, and has been made enforceable under Commission Order #nnn-yyyy, dated month, year.

### **Hardware**

Hardware is the sole responsibility of the owner. In addition to the PDA device itself, this also includes the docking cradle and connecting cables. The IT department is not responsible for troubleshooting hardware or replacements/enhancements/upgrades to the hardware.

### **Data Integrity**

The integrity of the data on these devices is the sole responsibility of the user. Backup and restoration of the data is accomplished through synchronizing the device with a PC through the use of a docking cradle. There is no mechanism in place at the IT department level to backup and restore data from PDA devices.

### **Specific Devices**

Due to the large variety of PDA devices and associated operating systems, the IT department is recommending that users select devices that use IT department-approved compatible hardware and operating system software. Currently the most common and approved operating system software is the Palm OS and Windows CE.

### **Synchronization to the Desktop**

The IT department will support the use of Intellisync software to synchronize the PDA device with GroupWise for calendaring and e-mail. The owner of the device is responsible for purchasing a licensed copy of Intellisync, and providing proof of purchase to the IT Helpdesk technician. The IT department at this time is not able to support installation or use of third party software applications such as databases, non-supported calendar or e-mail systems or replacements/enhancements/upgrades to the operating system.

Commissioner Miller stated this is a reasonable policy.

Commissioner Elkin stated this proposal has been brought forward because PDAs are more widely used and the use will continue to grow in the future.

Commissioner Miller noted this policy also clarifies that the County does not purchase PDAs.

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: Receive and Accept Kensington Lane Subdivision Plat**

Thad Yonke, County Planner, was present on behalf of this item.

Thad Yonke stated this is a re-plat of a lot in County Downes Subdivision. All infrastructures were in place. The only upgrade that had to be done was the fire hydrants. This is due to County Downes being considered a major subdivision.

Commissioner Elkin moved to receive and accept Kensington Land Subdivision plat.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. Order 337-2004

**Subject: Appointment of Proposition L Funding Oversight Committee**

Commissioner Schnarre stated this oversight committee will oversee how the Proposition L funds are divided and being used by the departments. There will be one representative from each department that receives Prop L funds on the oversight committee. The idea is for the committee to have at least one meeting before the budgets are turned into the Auditor's office.

Commissioner Elkin moved to appoint a committee to oversee Proposition L funding. This committee will be named and called therein, The Proposition L Advisory Committee. The committee members will be responsible solely as an advisory committee for the governing of Proposition L funding.

The committee will consist of members from the following departments:

- One representative from the Prosecuting Attorney's Office,
- One representative from the Sheriff's Department
- One representative from the Auditor's Office
- One representative from the Circuit Court
- One County Commissioner

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 338-2004**

**Subject: First Reading of Budget Amendment for E-911**

Commissioner Miller stated this budget amendment will increase the machinery and equipment account of the E-911 budget by \$18,900. This will establish a budget to pay the final invoice for the mapping system interface project. This project pin-points 911 calls on a map to help emergency responders.

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.

**Subject: First Reading of Amendment to Agreement with HomeCare of Mid-Missouri**

Commissioner Miller stated this amendment will change the reimbursement rates for homemaker/personal care services to be the same rate as authorized by the State of Missouri. The rates for homemaker/personal care are now \$13.92 per hour (\$3.48 per ¼ hour). The rates for respite care are now \$12.08 per hour (\$3.02 per ¼ hour).

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: Appointment to Central Region Workforce Investment Board**

Commissioner Miller moved to appoint Curtis E. Chick to the Central Region Workforce Investment Board for a term that will expire on August 10, 2006.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 339-2004**

**Subject: June Treasurer's Report**

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

Kay Murray submitted the Reconciliation of Bank Statement and Cash Investments for June 2004 to the Public Record. Ms. Murray reviewed and discussed these documents.

**Commissioner Reports**

*Commissioner Schnarre*

*Notice of Voluntary Annexation*

Commissioner Schnarre stated the County has been notified of a voluntary annexation of approximately 1.53 acre of land owned by the Boone County Regional Sewer District, located east of State Route 763 and south of Prathersville Road.

*Commissioner Miller*

*Smart Growth Coalition*

Commissioner Miller stated she attended the Smart Growth Coalition meeting. There was a recap of the election. They will do another candidate forum in October.

There was discussion about issues of land trust conservation easements and transfer development rights. The Coalition would like to work with the County on a five year plan to do conservation easements. The Green Belt Land Trust has proposed to hold the easements.



There was also a report on the transportation infrastructure financing the City of Columbia is doing and the County is looking at participating in the study.

The Coalition has members that are also on the Storm Water Taskforce and Bonne Femme Watershed Citizens group.

There was an update on the North Central Neighborhood Association's overlay district zoning ordinance.

*JJC Update*

Commissioner Miller stated the new classroom will be open on August 16. The old class room will be retiled. This will be done with a change order and may put the project over budget.

They were finishing the masonry work on the outside of the building.

They are on schedule and the projected completion is for the first part of September.

*Commissioner Elkin*

No reports at this time.

There was no public comment.

The meeting adjourned at 10:19 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