

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre  
District II Commissioner Skip Elkin  
Deputy County Clerk Shawna Victor

The meeting was called to order at 1:32 p.m.

**Subject: Purchasing Department**

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

**A. First Reading of Bid MM43 (Hot Bituminous Asphalt Term and Supply)**

Heather Turner stated the Bid for Hot Bituminous Asphalt Term and Supply was issued on October 14, 2004. The bid closed on November 3, 2004. Three bids were received. Upon completion of the bid evaluation, the Public Works and Purchasing Departments recommend award for the lowest and best bids in the following order. Please note Christensen Asphalt submitted a “no bid” for UPM Cold Mix while Capital Quarries submitted a “no bid” for everything except UPM Cold Mix. Therefore, Purchasing recommends awarding two secondary supplier contracts in order to have back-up contracts in place for all products.

Primary Supplier: APAC-Missouri, Inc.  
Secondary Supplier: Christensen Asphalt  
Secondary Supplier: Capital Quarries

The contract will run through December 31, 2005. There are no requisitions, as this is a Term and Supply contract.

Commissioner Schnarre asked if these bids were lower than last years. Ms. Turner stated that is correct.

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.

**B. First Reading of City of Columbia Contract 102/2002 (Radio Maintenance Repair Term and Supply)**

Heather Turner stated Boone County's contract for Radio and Auxiliary Equipment – Install, Maintenance, and Service Term and Supply will expire on December 31, 2004. The Sheriff's Department has requested permission to utilize the City of Columbia's contract for Radio Maintenance and Repair rather than renew our own contract. The Sheriff's Department sent one car to the City's contractor for a comparison installation and saved almost \$300 utilizing the City's contract pricing. We are recommending that the County utilize the City of Columbia's contract for Radio Maintenance and Repair with Wireless USA.

This is a Term and Supply contract which will run through March 30, 2005. There are two (2) one-year renewal options remaining on this contract.

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. First Reading of Bid 76-23NOV04 (Pre-Numbered and Labeled File Folders)**

Heather Turner stated The Bid for Pre-Numbered and Labeled File Folders closed on November 23, 2004. Five bids were received. Purchasing and the Circuit Clerk's Office recommend award to Safe Business Systems for submitting the low bid.

Total cost of the contract is \$8,416.79 to be paid out of department 1221-Circuit Clerk, account number 23000 – Office Supplies. The remaining balance in this account is \$9,600.

Ms. Turner noted the Circuit Clerk has requested the second reading be waived as the delivery time is five weeks and they will need these folders at the beginning of the year.

There was no objection by the Commission to this request.

Commissioner Elkin moved to award bid 76-23NOV04 for Pre-Numbered and Labeled File Folders to Safe Business Systems.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 499-2004**

**Subject: Authorize Use of Courtyard Square (S.M.A.R.T. Advisory Board)**

Commissioner Elkin moved to authorize the use of the Courtyard Square on December 6, 2004 from 10:30 to 11:30 a.m. for a Presentation of S.M.A.R.T. Course Certificates sponsored by the S.M.A.R.T. Advisory Board.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 500-2004**

**Subject: Salary Study Report**

Jude Williams, Public Sector Personnel Consultants, was present on behalf of this item.

This is the final report for the FY2005 Salary Plan Update for Boone County, Missouri. A copy of this report is available in the Boone County Clerk's Office and the Boone County Human Resources Department.

Jude Williams gave a PowerPoint presentation about how Public Sector Personnel Consultants got their information, their evaluation of the information and their conclusions. This study looked at benchmark jobs, analyzed data, recommends salary range changes, analyzed and reported on the fiscal impact, reviewed exempt positions, and analyzed shift differential.

A survey was done of comparator employers and compared the County's midpoint structure with prevailing rates. This survey found that the County is competitive for 51% of the benchmark job classes and not competitive for 49% of the benchmark job classes. Competitive was defined as within 5% of the prevailing rates. Boone County's salary structure competitive relationship has improved from the 2001 to the 2004 rates by 4.08%.

There were some changes in salary ranges.

Mrs. Williams stated this study recommends not reducing any ranges if the prevailing rate had decreased, no increases of more than four ranges or 10% and placing benchmark prevailing rates as close to the midpoint as possible. It is also recommended to have a permanent policy of placing salary competitiveness at 100% of the prevailing rates, have the prevailing rates be +/- 5% of the surveyed jobs and reallocate job classes to different salary ranges.

Other recommendations include adjustment of salaries for those below the minimum of the salary range for their position. This is only eight employees and would cost the County \$4,412. Also, the County should continue to move employees who are between

the minimum and midpoint closer to the midpoint.

This study also reviewed shift differential. They believe Boone County's shift differential is competitive.

They believe the RN position that is classified as non-exempt is appropriate for that position.

There was discussion about the shift differential, the range of two positions at Public Works and what kind of fiscal impact this would have on the County.

The fiscal impact would be \$366,695 for FY2005 to increase salaries by 3%.

There was no further discussion on this item.

### **Commissioner Reports**

*Commissioner Schnarre*

#### *Notice of Voluntary Annexation*

Commissioner Schnarre stated the County has been notified of a voluntary annexation of 1.56 acre of land owned by Kassie L. Claughton, located on the east side of U.S. Highway 63, just northeast of the present City limits.

*Commissioner Elkin*

No reports at this time.

There was no public comment.

The meeting adjourned at 2:07 p.m.

Attest:

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Keith Schnarre  
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