

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 Commission Daniel Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
County Counselor C. J. Dykhouse
Senior Buyer Amy Robbins
Human Resources Assistant Jennifer Feltner
BCRSD General Manager Tom Ratermann
Mid Missouri Regional Planner Susan Galeota
Mid Missouri Regional Planner David Bock
Juvenile Office Cindy Garrett
Accountant Jason Gibson
Local Emergency Planning Committee Chair Terry Cassil
Fire Chief Scott Olsen
Fire District Retention Manager Josh Creamer
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 9:31 a.m.

Sewer District

1. Public hearing for Community Development Block Grant (CDBG) for Manchester Heights Sanitary Sewer Neighborhood Improvement District

BCRSD General Manager Tom Ratermann said that he would like to give a brief overview of the project. Manchester Heights is a Subdivision northeast of the city of Columbia served by a sanitary sewer lagoon owned and operated by the Board of Trustees of the Manchester Heights Sewer District under a permit by the Department of Natural Resources that expired May 18, 2011. In May of 2010 we organized a meeting at the Sewer District to discuss a possible Neighborhood Development District (NID). The NID petition was

presented to the neighborhood at that meeting.

Mr. Ratermann said the project that was promoted was eliminating the existing lagoon and replacing the existing sewer mains because they were sub-standard. The proposal extended the main to an existing sewer main about 1800 feet south of the Subdivision to another Subdivision. The cost estimate was \$338K not to exceed \$346K. There were 22 of 29 owners, representing 76% of ownership and 89% of the land sign the petition. In May of 2010, the NID was created and in August of 2010, the Commission authorized the NID to proceed with Commission Order 382-2010.

A consulting firm was retained in June of 2011 and preliminary construction plans were given to the Sewer District. Also, an income study was done of the residents in Manchester Heights and it was determined that they conditionally qualify for funding through the Community Development Block Grant and the United States Department of Agriculture Rural Development Program.

What we are proposing is a \$210K grant from the State of Missouri through the Community Block Grant Program (CBDG), \$261K low interest loan from USDA Rural Development and \$15K would be local responsibility.

Susan Galeota said that an environmental assessment was conducted for loan qualification and the grant program. There were no major issues. There was a small amount of land in a flood plain, so flood plain permits will be required as well as the usual DNR construction permits and sewer extension permits. A cultural resource survey was required because there were some artifacts in an unspecified location but within a certain distance. The survey was done and nothing significant was found. The only concern on the timing of the project is the potential habitat for bat nesting. Trees will eventually need to be removed and Tom is aware of this.

Commissioner Atwill opened the meeting to the public and asked if anyone present would like to speak on behalf or against this proposal.

Harold Bossaller said that he is a property owner in Manchester Heights and has been involved from the beginning in 2009 when the neighborhood received a notice from the DNR that we were in violation of the discharge laws. We started the process on how to solve the problem working closely with the DNR who gave us an extension to look for ways to secure funding to correct the problem. Through research, we applied for the CBDG and the USDA loan. As one of the trustees, I just want to correct the system and eliminate the lagoon.

The Commissioners thanked Mr. Bossaller for his work on this issue.

There were no other speakers and Commissioner Atwill closed the Public Hearing.

2. First reading; Community Development Block Grant Application

David Bock said that as part of the Community Development Block Grant application, a needs assessment was conducted. This enables the County to think through what are the needs of the residents. Commissioner Miller, REDI, Census Data and the Board of Realtors were used as references to determine the top five needs.

The Commissioners reviewed this top five needs list; Balanced economic growth within the county, wastewater improvements, stormwater improvements, roads and technical training. All Commissioners agreed on the needs listed.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk

to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Juvenile Office

3. First reading; Budget Amendment Probation Services Grant

Cindy Garrett said this is a renewal grant which the Division has been receiving since 1996 and it funds two Deputy Juvenile Officers.

There were no comments or questions.

Commissioner Atwill said that a second reading will occur after the mandatory 10 day waiting period for Budget Amendments.

4. First reading; Budget Amendment Moral Reconciliation Therapy Services

Cindy Garrett said that this also is a renewal grant and this year the only difference is that we are asking them to pay for moral reasoning therapy.

Commissioner Miller asked what "reconciliation" means.

Ms. Garrett said it is a type of cognitive therapy.

There were no further comments or questions.

Commissioner Atwill said that a second reading will occur after the mandatory 10 day waiting period for Budget Amendments.

Purchasing

5. First reading; Cleaning Services for Centralia Commission Office

Amy Robbins read the following memo:

The Purchasing Department and the Boone County Commission Office requests approval of the attached Purchasing Agreement for Office Cleaning Services for the Centralia, MO Boone County Commission Office. At \$150 per month expenses will not exceed the formal bid threshold amount however, a formal agreement was desired for budget purposes.

Invoices will be paid from department 1125 – Centralia Office, account 60125 – Custodial / Janitorial Services.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

6. First reading; Computer and Peripheral Surplus Disposal

Amy Robbins read the following memo:

The Purchasing Departments requests permission to dispose of the following list of surplus PC & Peripheral equipment through MRC Recycling Center. MRC Recycling will pick up our surplus at no charge. They are a State of Missouri, DNR Level Four recycling center. No computer items are land-filled. Purchasing will obtain a Certificate

of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

Prior to Computer surplus coming to Purchasing for disposal, Information Technology has removed the hard-drives for destruction by their department. Their procedure for PC disposal is:

Once all the data is copied or recovered for the user, IT removes the hard drive and memory from the PC. The memory is held to be used for upgrading other PCs at the county that can benefit. IT sometimes removes parts that can be used as spare if the model is current enough. (ie Power Supplies, Video Cards, etc.) The hard drive is held for a minimum of 30 days in case a user identifies something is missing. After 30 days IT may reuse the hard drive in other county PCs if there are failures. If a hard drive goes unused or fails and IT needs to physically dispose of it, they drill a 5/8" hole through the drive and the data platters. Once IT has collection of "drilled" drives, they deliver them to PC recycling vendor, MRC Recycling Center.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

County Counselor

7. First reading; Elimination of the 911 Telephone Tax.

C. J. Dykhouse said that the Commission agreed to eliminate the telephone land line tax established in 1985 if the April 4th ballot issue increasing the sales tax was passed. After the tax initiative passed, staff was given instructions to prepare the appropriate Commission Order to effectuate that. The Commission Order before you today for a first reading is consistent with the statute in that a rate is suppose to set prior to September 1 of each year. In the past, the County has routinely kept the rate at 2%. This is following the protocol of the Department of Revenue, allowing the County Clerk's Office and the Treasurer to notify all the telecommunications services that are registered with us to give them adequate time to make adjustments to their billing systems so effective January 1, 2014, this will no longer be effective.

Commissioner Atwill said that this telephone sales tax is being replaced by the new sales tax and will result in a lower telephone bill on land lines.

Commissioner Miller said this is a result of honoring our commitment.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Treasurer

8. First reading; LEPC CEPF Grant Application FY 2014

Terry Cassil said that this grant is a renewal from previous years. It has been prepared by our department and the Treasurer's office. It has been approved by MERC. LEPC will be going forward with the exercises, specifically one that will be offered this Friday and

Saturday for first responders on Hazardous Materials. This will involve about 60 personnel, mostly local and at no cost to the County.

Commissioner Miller noted that this is an enhancement to all the good things that LEPC is currently doing.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Auditor

9. First reading; Budget Amendment – 911/Joint Communications Consultant Services

Jason Gibson said this budget amendment is following the RFP for a consultant for the new 911 department. This is appropriating funds based on the proposals we have received. The contracts are still in process, but we are trying to get the budget amendment settled before the contract approval.

There were no comments or questions.

Commissioner Atwill said that a second reading will occur after the mandatory 10 day waiting period for Budget Amendments.

10. Second reading; Budge Amendment to appropriate funds for capital projects in the Courthouse (1st reading 8-8-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to appropriate funds for capital projects in the Courthouse.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
4061	71201	Courthouse Expansion	Construction Costs		321,695
4061	71231	Courthouse Expansion	Owner's Cost		6,300
			Total		327,995

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #380-2013**

Human Resources

11. First reading; Approve two new positions, Director 911 Joint Communications and Director, HR & Risk Management

Jennifer Feltner said that the Human Resources Department asks for acceptance and approval of two new positions as recommended by the Job Classification Committee. A new exempt position titled Director, 911 Joint Communications at pay range 62 and a new exempt position titled Director, HR & Risk Management at pay range 55 and that the HR department immediately begin recruitment efforts towards both of these positions.

Commissioner Miller noted that as long as there is no established budget for 911, there can be no recruitment for the 911 Director.

Commissioners Atwill and Thompson concurred and also that HR can begin the recruitment process for the HR Director position.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Office of Emergency Management

12. Office of Emergency Management 2014 Update

Fire Chief Scott Olsen said that this is an update of the first six months and a proposed 2014 budget. The calendar year is the budget year and coincides with SEMA and Homeland Security. The department is asked to start the budget process mid year and after some back and forth, finally settle on the 2014 budget which is before you as well as those projects that are completed or on-going for 2013.

Josh Creamer highlighted the projects for 2013 that the Office of Emergency Management has been involved with. Those projects include Mitigation, Planning, Preparedness, Response and Recovery. Planned projects for 2014 include update and revise the EOP (Emergency Operations Plan), ID training plan for local stakeholders, plan and conduct drills and exercises to test components of the revised EOP and develop hazard & response specific annexes in support of EOP.

Chief Olsen reported out on the OEM 2014 proposed budget reviewing personnel, operations and travel expenses.

Commission

13. Public Comment

None

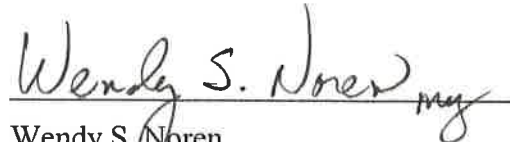
14. Commissioner Reports

Commissioner Atwill said he visited the traffic flow this morning at the St. Charles roundabout and said all was moving smoothly.

There were no additional Commissioner Reports.

The meeting adjourned at 10:20 a.m.

Attest:


Wendy S. Noren
Clerk of the County Commission

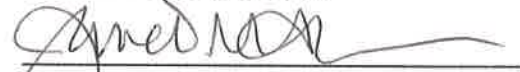

Daniel K. Atwill

Presiding Commissioner



Karen M. Miller

District I Commissioner



Janet M. Thompson

District II Commissioner