

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 Commission Daniel Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Senior Buyer Amy Robbins
Manager Road Maintenance Operations Chet Dunn
Health Department Specialist Kala Wekenborg
Auditor June Pitchford
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:34 p.m.

Assessor's Office

**1. Second reading; Budget Revision – Video Conferencing Equipment and Software
(1st reading 12-17-19)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget revision re-classify appropriations to cover costs associated with the purchase of video conferencing equipment and software.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2010	91301	Assessment	Computer Hardware		56,787
2010	91302	Assessment	Computer Software		5,100
2010	70050	Assessment	Software Service Contract		3,270

2010	60050	Assessment	Equip. Service Contract		10,700
2010	48002	Assessment	Data Communications		750
2010	71101	Assessment	Professional Services	76,607	
			Total	76,607	76,607

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #564-2013**

Purchasing

2. First reading; Bid Award 48-25NOV13, Mechanic Services – Heavy Equipment Term & Supply

Amy Robbins read the following memo:

The Bid for Mechanic Services – Heavy Equipment and Trucks - Term and Supply closed on November 25, 2013. Three bids were received and Public Works recommends awarding by low bid per equipment type as follows:

Heavy Equipment

Primary Supplier – Tri-State Construction Equipment Company – John Deere Equipment

Primary Supplier – Crown Power & Equipment – Case & Kubota Equipment

These Term & Supply contracts will be paid out of department 2040 - PW Maintenance Operations, account number 60200 – Equipment Repairs/Maintenance. A portion of

\$250,000 is budgeted for 2014.

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.

3. Second reading; Bid Award 47-22NOV13, Carpet Cleaning Services Term and Supply (1st reading 12-17-13)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 47-22NOV13 – Carpet Cleaning Services Term and Supply to Atkins Building Services, Inc. of Columbia, MO. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #565-2013**

4. Second reading; Bid Award 40-29OCT13, Video Conferencing Solution for Face-to-Face Video Meetings (1st reading 12-17-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings to Visual Systems Group Inc., dba VSGi. The terms of the agreement are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #566-2013**

5. Second reading; Bid Award 49-02DEC13, Holographic Weapon Sights (1st reading 12-17-13)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid 49-02DEC13 – Holographic Weapon Sights to Black Rifle, LLC of Columbia, MO. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #567-2013**

Health Department

6. First reading; Establishing Food Inspection Fees for 2014

Kala Wekenborg said the fee matrix presented to Commission is a result of a work session to determine fees to re-coup costs. After determining the fees, there will be a slight increase from the previous year.

Commissioner Atwill said that this has been a topic of previous discussions.

Commissioners Miller and Thompson said that the increase of \$10 - \$15 is quite reasonable.

Ms. Wekenborg said that there was communication with the Collector's Office to make sure this increase coincides with the billing cycle.

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

7. 1st & 2nd reading; Adoption of the FY2014 Boone County Budget

Commissioner Atwill noted that there has been two public hearings conducted on the proposed budget prior to this request for adoption.

Auditor June Pitchford concurred that two public hearings have been conducted and have complied with all the conditions prior to getting Commission approval on the budget. Also, state law requires that if the Commission authorizes any change to the proposed budget, they must be identified and made available at time of Commission adoption. Attached is a schedule of proposed changes as mandated by state law. One notable change is in the General Fund where there were significant savings realized by making computer hardware purchases in 2013 and this purchase has been removed from the 2014 budget. Lastly, there is a reference to the County Adjustment Policy which will be presented to Commission in the next several weeks.

Commissioner Atwill said this has been reviewed numerous times and the Commissioners thank the Auditor's Office for a job well done.

Commissioner Miller moved on this day, the County Commission of the County of Boone does hereby adopt the Boone County operating budget for fiscal year 2014. The adopted budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached Schedule of Changes to the Proposed Budget.

Total appropriations are set forth by line item and are summarized as follows:

- 1) by category of expenditure (i.e., class 1, class 2, etc up to and including class 9.);
- 2) by office, department or spending agency; and,
- 3) by fund.

Appropriations may not be exceeded at the class level for a given office, department, or spending agency without approval pursuant to the County's Budget Adjustment Policy. Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's FY 2014 Budget. The Proposed Budget submitted by the County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with the Budget Adjustment Policy and the County Purchasing Policy adopted by the County Commission.

The County Commission authorizes the County Auditor to re-appropriate unspent FY 2013 grant funds (which may be carried forward into FY 2014 according to the terms of the grant award) upon determination that a remaining balance of the grant award is available for re-budgeting.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #568-2013**

Human Resources

8. Second reading; Proposed changes to pay range for Field Services Technician and Senior Sign Maintenance Specialist (1st reading 12-17-13)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the following job reclassification in class code 3028: Senior Sign Maintenance Specialist, salary range 29 to salary range 31 and job reclassification in class code 3034: Field Services Technician, salary range 23 to salary range 26, both effective January 1, 2014.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #569-2013**

9. Second reading; Establish new position in the Auditor's Office – Senior Accountant/Financial Analyst (1st reading 12-17-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the recommendation by the Job Classification Committee to establish a

new position classification titled Senior Accountant/Financial Analyst within the County's Salary Plan, effective January 1, 2014. The position will have a new class code number 1006, Range 43, and be classified as non-exempt.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #570-2013**

Public Works

10. Second reading; Request to hire a second full-time employee into position #146, Maintenance Worker II (1st reading 12-17-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize Chet Dunn, Road Maintenance Operations Manager, to over-hire into position #146, Maintenance Worker II, and move Caleb O'Keef into said position taking effect December 23, 2013 and continuing until June 30, 2014. The additional cost will be covered from budgetary savings.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #571-2013**

11. 1st & 2nd reading; Closure of Breedlove Dr. during inclement winter weather

Chet Dunn said Public Works has had an issue with this road for many years. The steep hill is very dangerous and when it snows, anyone trying to go down the hill will eventually lose control. Recently, we had a motor grader slide down the hill and almost ended up in the creek, a forty foot fall. No one lives in the affected area where we are proposing the closure

during inclement weather. The only use is as a short cut. People not used to this and going there for the first time have no idea of the dangers involved during bad weather.

Commissioner Thompson said that there are other, safer ways to travel in the area. This is not the only route.

Commissioner Miller asked if the hill can be removed.

Mr. Dunn said not realistically, as a bridge about 2,000 feet would need to be constructed.

Commissioner Atwill asked if there has been any consideration on a permanent closure and who is affected by this.

Mr. Dunn said that has been considered and the only affect on a permanent closure is travel time. There are no access points for residents.

Commissioner Miller said that the alternate route using Thomas Hill Road and Tucker School Road does not take up much travel time. It needs to be kept open beyond Thomas Hill Road because of the subdivision.

Mr. Dunn said there is the subdivision off by Fiddle Creek.

Commissioner Atwill said that this could be considered later if conditions merit this decision.

Mr. Dunn said Public Works plans on putting up three different signs at different location points to alert drivers of the possible closure of the roadway. The only time to go down there would be if there was an injury accident. The signage approach is better because any permanent barricades put up will eventually be destroyed.

Commissioner Miller asked Mr. Dunn to check with County Counsel to make sure the language on the signs to be posted will cover County liability before they are erected.

Mr. Dunn said he would do that.

There were no further comments or questions.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize, in the interest of public safety, the temporary closure of Breedlove Drive due to the hazardous terrain and dangerous conditions created by winter weather. The closure would take place beginning at Fiddle Creek Lane and continue approximately 3,000 feet to the east. This section of Breedlove Drive would only be closed during inclement winter weather.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #572-2013**

Resource Management

12. Second reading; Agreement between County of Boone and the Department of Agriculture for remonumentation of survey corners (1st reading 12-17-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Agreement between Boone County and the Department of Agriculture for remonumentation of survey corners. The terms of the agreement are stipulated in the attached Contract for Services. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract for Services.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #573-2013**

Commission

**13. 1st & 2nd reading; Appointment of Michael Morrison to Community Services
Advisory Commission**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Michael Morrison	Community Services Advisory Commission	December 19, 2013 through December 19, 2016

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #574-2013**

14. Public Comment

None

15. Commissioner Reports


None

The meeting adjourned at 1:58 p.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