

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  
Director Resource Management Stan Shawver  
GIS Manager Jason Warzinik  
Treasurer Nicole Galloway  
Court Assistant Administrator Mary Epping  
Director Purchasing Melinda Bobbitt  
Director Human Resources Jenna Redel-Reed  
BCRSD General Manager Tom Rattermann  
Director Children's Community Service Kelly Wallis  
Deputy County Clerk Mike Yaquinto

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

### **Purchasing**

#### **1. First reading; Cooperative Contract #35-14, Police Supplies and Equipment**

Melinda Bobbitt read the following memo:

On behalf of the Boone County Sheriff's Department, Purchasing requests permission to utilize the Jackson County, Missouri cooperative contract #35-14 for Police Supplies and Equipment with Ed Roehr Safety Products, Inc., of St. Louis, Missouri to purchase supplies and equipment on an as needed basis.

This is a term and supply contract that Jackson County, Missouri has awarded with a cooperative purchasing clause. Sheriff's Department has \$16,800.00 in the 2014 FY budget under Dept 1251 (Sheriff) and account 92300 (replacement machinery and

equipment) to purchase tactical entry vests.

Commissioner Miller said the County had a contract with Ed Roehr on their own at one time and if this is a good price compared to what the County had.

Ms. Bobbitt said that the cooperative contract is a good price.

There were no further questions or comments.

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.

**2. First reading; Partial RFP Award Recommendation – 27-10JUN14 – Purchase of Service Contracts for Boone County Community Children’s Services**

Kelly Wallis said funds for these contracts were made available after the Putting Kids First successful effort to pass a tax to create the Boone County Community Children’s Services Fund. That happened in November of 2012 and the funds started to accrue in April, 2013 and at that time the Commission put together a very knowledgeable and experienced board. Information was available at that time, but not all that was needed to make important decisions. After gathering community input and talking to key informants in the community, the Children’s Services Fund put out RFP’s and these contracts are a result of those first RFP’s.

There are 18 contracts between the two RFP’s. There are 10 for Service Contracts and eight for Pilot Programs with more to come.

Commissioner Atwill asked how soon these services will begin.

Ms. Wallis said as soon as the contracts are executed which should be Thursday afternoon.

There were no further questions or comments.

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. First reading; Partial RFP Award Recommendation – 28-24JUN14 – Pilot Programs that Provide Innovative Services, Boone County Children’s Services Fund**

See item #2.

**4. First reading; Bid Award 49-31OCT14 – Street Sweeping Services Term & Supply**

Melinda Bobbitt read the following memo:

49-31OCT14 – Street Sweeping Services Term & Supply opened on October 31, 2014.

Two bids were received and Public Works recommends award to Contractors and Municipal Sweeping Services, Inc. of St. Peters, MO for offering the lowest and best bid for Boone County.

This is a term and supply contract and invoices will be paid from department 2040 – Public Works Maintenance Operations, account 71100 – Outside Services. \$22,000.00 was budgeted for this contract in 2015.

Commissioner Atwill asked when the County would use this service.

Commissioner Miller said it is used after chip and seal to get the excess rock off the road so it

does not go into the creek. It is also used in subdivisions for curb and gutter clean-up.

There were no further questions or comments.

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.

### **5. First reading; Computer and Peripheral Surplus Disposal**

Melinda Bobbitt 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 questions or comments.

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.

### **Boone County Regional Sewer District**

#### **6. First reading; Agreement for provision of Wastewater Collection and Treatment Services between BCRSD and Bruce & Deborah Horman**

Tom Rattermann said Bruce and Deborah Horman started a building and the result was they sub divided a lot in the Manchester Heights subdivision. That subdivision is subject to the Manchester Heights Sanitary Neighborhood Improvement District.

The purpose of the agreement is to provide some resolutions to how they share the costs. In paragraph 2.1 of the agreement there are four terms. The first term states there were additional engineering expenses incurred by the Boone County Regional Sewer District in the amount of \$1,056.00 and they will pay that to the Sewer District. Term two applies to the payment of \$5,000.00 for the sewer line and cleanout extension. In term three, upon the effective date of this agreement, the developer shall pay the County the sum of \$8,424.24 for one approximate share of the neighborhood cost of constructing sewer improvements to serve the NID and term four states upon completion of all work to serve the NID, the developer shall pay the County an additional amount equal to one share of the neighborhood cost of constructing

sewer improvements to serve the NID as determined by the NID final assessment process and in accordance with said process. This has been reviewed by County Counsel and signed by Bruce and Deborah Horman and the Sewer District.

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.

### **13<sup>th</sup> Judicial Court**

#### **7. First reading; Budget Amendment to attend training for the purpose of Limited Driving Privilege Certification**

Mary Epping said this is required training for our DWI Court and Veterans Treatment Court to allow a judge to continue to issue a Limited Driving Privilege to defendants. The Department of Highway Safety will be reimbursing us through OSCA, but because of the short notice of the training we have to front the cost of travel.

There were no comments or questions.

Commissioner Atwill said a Public Hearing and second reading will occur after the mandatory ten day waiting period for budget amendments.

### **Treasurer**

#### **8. First reading; Tax Surplus Disposal LeRoy Bennet**

Nicole Galloway said this is a disposition of tax surplus after the Collector sale. If there is an amount paid over the amount owed, it goes into the tax surplus fund for the benefit of the original owner. In this instance, LeRoy Bennett and Alice L. Jackson were tenants in common. Alice L. Jackson passed away and because they were tenants in common, LeRoy Bennett can claim one-half of the surplus.

Commissioner Miller inquired about the other half of the surplus.

Ms. Galloway said that is a probate matter and the County does not get involved in that. If a member of her family came to claim that portion, they would need an order from the court.

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.

**9. First reading; Tax Surplus Disposal Mary E. White**

Nicole Galloway said there are six different owners and each one can claim 1/6 of the surplus. At this time, only Mary E. White has come forward to claim her surplus.

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.

GIS

**10. First reading; Approval to pursue USGS 3D Elevation Program cost-share**

Jason Warzinik said the GIS Department is seeking approval to pursue cost-sharing opportunity G14AS00126 made available through the USGS 3D Elevation Program to offset costs related to the Assessor's Office LiDAR flight for 2015. The 3DEP is new and is replacing the funding mechanism used in 2009 when the original LiDAR flight was done here in mid Missouri.

The program was started in July by President Obama by allocating \$13.1 million nationwide so it is a competitive grant program. We are highlighted as a high priority because we are along the Missouri river, but the main goal for the program is to focus on coastal communities. The likelihood of getting anything is slim, but this the first time for this grant which will be multi-years so we will give it a shot. As far as costs to the County, up front there are no costs. Long term, the data is provided by the Federal government without restriction.

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.

**Human Resources**

**11. First reading: Consideration of the following Salary Study items:**

- **Adopt Salary Range Schedule 2015 & 2015 Pay Plan Final**
- **Adoption of new position titles and ranges**



- **Approve biennial review of Boone County Pay Ranges**
- **Amendment of Personal Policies 1.4 and 3.7**
- **Amend flexible hiring rate and flexible transfer policies**

Jenna Redel-Reed said that this was a priority for the County. For most of 2014, elected officials and department heads have been working together on the Personnel Advisory Committee to review salaries for all positions in the County. The Committee looked at our competition in the local market as well as other public funded entities. The result was that the County salaries were significantly under those of competitors, so much so, that the County mid-point lined up with the starting salaries of the competition. The result of the study has led the Committee to make recommendations for both the Pay Plan and Salary Structure going forward.

First, the committee recommends the Commission adopt the Salary Range Schedule for 2015 as created by the Auditor's Office. This accomplishes the goal of moving the pay ranges in-line with the competition.

Next, the committee recommends the Commission adopt the Pay Plan for 2015. The Pay Plan outlines every position in the County with a range. For the most part, the ranges stay the same as prior to the Salary Study. There are a few offices that have requested their pay ranges move down slightly which will be detailed later. There are a few in the Public Safety subset of Boone County government that had increases this year.

Also, the committee recommends the Commission adopt the new position titles and ranges per the Salary Study Subcommittee.

Another recommendation for consideration is a biennial review of Boone County Pay Ranges starting in 2017. This review of pay ranges will determine if an increase is warranted due to inflation and/or factors impacting market competitiveness.

The committee also recommends the approval of the modification to the County Personnel Policy with regard to 1.4 and 3.7. These modifications will take into account the biennial review and allowing administrative authorities to give pay increases above the maximum.

In addition, the committee recommends the amending of the Flexible Hiring Policy and Flexible Transfer Policy. These two policies are amended in order to provide Administrative Authorities with the flexibility to compete for highly qualified individuals and to compete where the desired job skills are scarce.

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.

**12. First reading; Job Classification Committee recommendations for titled positions of Services Coordinator, System Support Analyst I and System Support Analyst II**

Jenna Redel-Reed said the Job Classification Committee agreed to bring forward the following recommendation to establish a Services Coordinator classification, class code 1015 with pay range of 31. This position will handle help desk requests for I/T as well as do some initially trouble shooting. Also recommended is the division of the current position titled System Support Analyst into two classifications; System Support Analyst I, class code 1055, range 39 and System Support Analyst II.

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.

**13. First reading; Salary Study Subcommittee recommendations to positions in the Prosecutor's Office, Sheriff's Department and 13<sup>th</sup> Judicial Circuit.**

Ms. Redel-Reed said the Prosecutor's Office requested the title change to three positions and to change the pay range for one other position. The Salary Study Subcommittee recommends the establishment of Legal Assistant I, range 25 to replace the current classification of Legal Secretary, range 25 and to establish Legal Assistant III, range 33 to replace Budget Admin/Child Support Specialist, range 33 and Criminal Investigations Specialist, range 33. The pay range change is for the position titled Bad Check/Tax Program Administrator, changing from range 33 to range 30.

The Sheriff's Department and 13<sup>th</sup> Judicial Circuit changes are as follows:

- Deputy Sheriff, change pay range from 33 to 38
- Create new classification for Civil Process Deputy, range 33
- Corrections Officer, change pay range from 27 to 32
- Corrections Corporal, change pay range from 30 to 36
- Deputy Court Marshall, change pay range from 27 to 29

Commissioner Atwill thanked Ms. Redel-Reed for all the hard work she has done in putting this study together and getting the salary structure in line.

Ms. Redel-Reed said she received a lot of support and assistance from the elected officials and department directors. It was a coordinated effort.

Commissioner Miller said this was five years behind because we did not have the staff that could deal with this huge undertaking.

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.

### **Resource Management**

#### **14. 1<sup>st</sup> & 2<sup>nd</sup> reading; Findings of Fact and Conclusions of Law, Conditional Use Permit for David G. Allen/St. Charles Tower, Inc.**

Stan Shawver said these are the findings from the Public Hearing conducted last Tuesday. This formalizes those findings. Also, under Additional Findings, two further facts have been included. They are 1) The Federal Government has endorsed wide-spread availability of cellular communications through the adoption of the Telecommunications Act of 1996 and 2) The State of Missouri encourages the widespread availability of wireless services by adopting the Uniform Wireless Infrastructure Development Act.

There were no comments or questions.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby adopt the Findings of Fact and Conclusions of Law relative to a request by David G. Allen on behalf of St. Charles Tower, Inc., for a transmission facility including a 110' tower on 2.33 acres located at 5170 S. Scott Blvd., Columbia.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #553-2014**

**Commission**

**15. 1<sup>st</sup> & 2<sup>nd</sup> reading; Organizational Use of the Courthouse Plaza by Leigh Britt on June 13, 2015**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Courthouse Plaza by Leigh Britt for June 13, 2015 from 5:00 p.m. to 7:00 p.m.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #554-2014**

**16. 1<sup>st</sup> & 2<sup>nd</sup> reading; OEM November 2014 Expenses**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Boone County portion of the November 2014 expenses for the Office of Emergency Management in the amount of \$18,074.02.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #555-2014**

**17. 1<sup>st</sup> & 2<sup>nd</sup> reading; Rescind Commission Order 433-2014 per non-conformance to County Policy concerning use of government facilities**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby rescind Commission Order 433-2014 per non-conformance to County Policy that states Government Center Chambers and Boone County Conference Rooms may

only be reserved up to three months prior to the event date.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #556-2014**

**18. 1<sup>st</sup> & 2<sup>nd</sup> reading; Organizational Use of the Government Center Chambers by the Boone County Democratic Central Committee for December 13, 2014, January 8, 2015 and February 12, 2015**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Chambers by the Boone County Democratic Central Committee for the following dates and times:

December 13, 2014	11:00 a.m. to 1:00 p.m.
January 8, 2015	7:00 p.m. to 9:00 p.m.
February 12, 2015	7:00 p.m. to 9:00 p.m.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #557-2014**

**19. Public Comment**

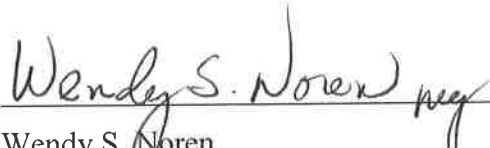
None

**20. Commissioner Reports**

None

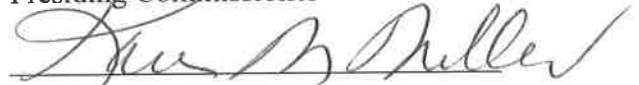
The meeting adjourned at 9:57 a.m.

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

