

TERM OF COMMISSION: October Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District II Commissioner Janet Thompson
Prosecuting Attorney Dan Knight
Senior Buyer Liz Palazzolo
Deputy County Clerk Michelle Thompson

The meeting was called to order at 1:30 p.m.

Prosecuting Attorney

- 1. First Reading; Request to Transfer Above “ATS” (Authorized Transfer Salary):
First Assistant Prosecuting Attorney**

Dan Knight presented a memo that the Commission had already seen and that was discussed in a previous staff meeting. The memo is dated October 2nd, 2018 and is included at the end of these minutes.

Dan Knight said that Tracy Gonzalez is leaving, and we are going to try and look to promote from within for this position. We are hoping to hire above the Flexible Hiring Rate on this.

There were no comments or questions from the Commission.

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; Request to Transfer Above “ATS” (Authorized Transfer Salary):
Assistant Prosecuting Attorney III**

Dan Knight presented a memo that the Commission had already seen and that was discussed in a previous staff meeting. The memo is dated October 2nd, 2018 and is included at the end of these minutes.

Dan Knight said the Assistant Prosecuting Attorney III position was created two years ago and we would like to fill that spot. We are going to try and transfer somebody from within the office into that position and we are going to want to hire that person above the Flexible Hiring Rate on this position as well.

Commissioner Thompson said it is nice they have people they can promote from within.

Commissioner Atwill said we are lucky that people want to live here. Your contemporaries in other counties can't always have the selection you've got.

Dan Knight said that yes, I agree. That is very true. The market is so strong for lawyers right now. We haven't had as many applicants as we used to.

Commissioner Thompson said it is not just the market, but it is also that they have shrunk class size.

There were no more comments or questions from the Commission.

Commissioner Atwill stated this is a first 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.

Purchasing

3. First Reading; Bid Award: Contract 42-31AUG18C for Preprinted Envelopes for the Collector's Office

Liz Palazzolo read the following memo:

Contract 42-31AUG18C is being awarded to the Curators of the University of Missouri, on behalf of University of Missouri Printing Services for the purchase of preprinted envelopes for the Collector's Office. The contract is established in accordance with section 70.220 of the Revised Missouri Statutes (RSMo) which allows counties and political subdivisions to contract with each other directly. In this case the acquisition of preprinted envelopes has not been competitively bid but is allowed by the cited Missouri statute.

Invoices will be paid from Department 1150 for Collector, Account 23001 for Printing. \$12,000.00 has been budgeted for purchases.

There were no comments or questions from the Commission.

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

4. **Second Reading; Approval of Security Agreement & Irrevocable Letter of Credit:
Clear Creek Estates (1st read 10-9-18)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached Erosion and Sediment Control Security Agreement and Irrevocable Letter of Credit between the County of Boone and JQB Construction, Inc.

The terms of the agreement are stipulated in the attached Security Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #452-2018**

Commission

5. **First & Second Reading; Application for Organizational Use of Boone County
Conference Rooms/Courthouse Plaza: Mid-Missouri Peaceworks**

Commissioner Atwill moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Courthouse Plaza and in the event of rain, the Boone County Commission Chambers, by Mid-Missouri Peaceworks on November 11, 2018 from 12:00 pm to 3:30 pm.

Commissioner Thompson seconded the motion.

The motion carried 2 to 0. **Order #453-2018**

6. Public Comment


None

7. Commission Reports

None

The meeting adjourned at 1:36 p.m.

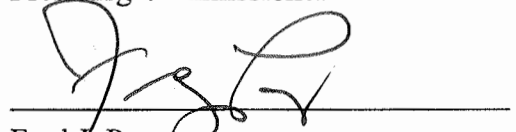
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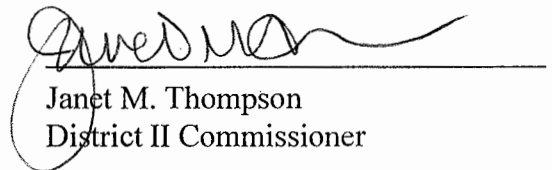
Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner



DANIEL K. KNIGHT, Prosecutor

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TO: Boone County Commission

FROM: Boone County Prosecuting Attorney's Office
Daniel Knight – Prosecuting Attorney

DATE: October 2, 2018

The Boone County salary study was completed in 2017 and a new classification of Assistant Prosecuting Attorney III was added to our organizational chart as part of that study. The new classification was designed to be a deputy to the First Assistant Prosecutor and the office will only ever have one Assistant Prosecutor III. We chose not to use this new position in 2017 or 2018. We would like to implement that reclassification change in our 2019 budget.

To implement that change, it is our intent to transfer one of our current employees from an APA II to APA III. We will be requesting a salary above FHR as part of that transfer. We are working with Human Resources and the Auditor's Office to complete the Request to Transfer Above "ATS" (Authorized Transfer Salary) form, following established County policy, per Commission Order 146-2006.

Due to Tracy Gonzalez leaving the office on January 1, 2019 to join the 13th Judicial Circuit, we will also be bringing forward a Request to Transfer Above "ATS" for position 201, First Assistant Prosecuting Attorney.

We have identified savings from staff turnover to allow both of our requests to transfer above FHR to be budget neutral.