

TERM OF COMMISSION: May Session of the May Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper  
District I Commissioner Karen M. Miller  
Deputy County Clerk Brian Wright

The Presiding Commissioner called the meeting to order at 1:32pm.

**Subject: Purchasing Department**

Melinda Bobbitt, Purchasing Department Director, was present on behalf of these items.

*A. Second Reading to Award a Bid to Furnish and Install Fencing*

Commissioner Stamper moved to award bid 18-24APR01 as follows:

<b>FOR</b>	<b>TO</b>
Furnish and Install Furniture	Designer Fence Company

Said bid is awarded per the attached recommendation of the Purchasing Department. It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreements.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 234-2001**

*B. First Reading to Award a Bid for Treasurer Investment Tracking Software*

Melinda Bobbitt stated that on March 16, 2001 the Purchasing Department received a request from the Boone County Treasurer to issue a Bid for the Furnishing, Delivery, Installation and Training for a *Treasurer Investment Tracking Software and Maintenance* package. She stated that the Bid was issued on March 23, 2001 and was closed on April 18, 2001. She noted that two bids were received from Commerce Bank and SymPro.

Melinda Bobbitt stated that the Purchasing Department recommends awarding the Bid to SymPro of Emeryville, California, for having the lowest and best bid meeting the minimum specifications. She stated that the cost of the contract to SymPro is \$38,000.00. She noted that this price includes the purchase of the software and five years of maintenance.

Commissioner Miller asked what was the budget for this item.

Melinda Bobbitt stated that she had met with both Kay Murray, Boone County Treasurer, and June Pitchford, Boone County Auditor, where the matter was discussed. She noted that she could not remember the budget for this item.

Commissioner Stamper stated that he did not think there was a budget for this item.

Melinda Bobbitt stated that according to Ms. Pitchford, the funds were scattered about the Treasurer's budget. She noted however that Ms. Pitchford believed there was enough money in the Treasurer's budget for this item.

Commissioner Stamper stated that it was not budgeted as a line item.

Commissioner Miller asked if the County had paid for this item by other means.

Commissioner Stamper stated that the County had paid the bank for it, as part of the bank Bid.

Commissioner Stamper stated that the item had been first read into the public record, and requested that it be returned at the next meeting for further discussion and final approval.

*C. First Reading to Award a Bid for Law Enforcement Equipment*

Melinda Bobbitt stated that on April 3, 2001 the Purchasing Department received a request from the Sheriff's Department to issue a Bid for a Term and Supply contract for Law Enforcement Equipment. She stated that the bid was issued on April 13, 2001 and was closed on May 2, 2001. She noted that eight bids were received from American Institutional Supply, ATD American, Galls Incorporated, Galls Incorporated, Green Supply, Law Enforcement Equipment Company, OMB Police Supply, Skaggs Companies Incorporated and Reddog Enterprise.

Melinda Bobbitt stated that the Purchasing Department and the Sheriff's Department recommend awarding the low bid, by line item with exception to ATD-American, Reddog and Law Enforcement Equipment. She stated that Law Enforcement Equipment did not meet Bid specification, noting that 4.7.6 was not available in Velcro fasteners. She noted that by not awarding to ATD-American, Reddog and Law Enforcement Equipment, the County can decrease its contracts, from award of this Bid, from eight to five contracts. She further noted that by not awarding to low bid on the items for these three vendors, the County can increase its dollars spent per year by \$133.74, adding that in actuality the County will save money in the long-run by increasing the efficiency of contract administration for this bid.

Melinda Bobbitt stated that the Purchasing Department is not providing a recommendation for award of section 4.9 (Bulletproof Vest). She stated that the Purchasing Department did not receive any bids for the specified bulletproof vest. She noted that the Purchasing Department will analyze its specifications for this sub-section and re-bid. She further noted that this is a Term and Supply contract, hence there are no Purchase Requisitions.

Commissioner Miller asked if this item had always been a Term and Supply contract in the past.

Commissioner Stamper stated that it had not always been a Term and Supply contract in the past.

Melinda Bobbitt stated that that last time the bid was awarded, it was a Term and Contract.

Commissioner Stamper stated that the item had been first read into the public record, and requested that it be returned at the next meeting for further discussion and final approval.

**Subject: Accept a Conditional Use Permit for Faye C. Nowell**

Stan Shawver, Planning and Building Director was present on behalf of this item.

Stan Shawver stated that at a previous Commission meeting a Conditional Use Permit was approved for Ms. Nowell, for a Dog Kennel and day-care for dogs, located at 5550 W. Gillespie Bridge Road. He stated that with that approval (Commission Order #209-2001), Planning and Building drafted an appropriate Conditional Use permit, which is ready to be accepted by the Commission today.

Commissioner Miller moved to approve a request for a Conditional Use Permit for Faye C. Nowell for a Dog Kennel and day-care for dogs, located at 5550 W. Gillespie Bridge Rd., Columbia with the following conditions:

- That there never be more than ten client dogs.
- The rights are non-transferable.
- Hours are Monday- Friday 7:00am to 7:00pm.
- No breeding of animals on the property.
- That the applicant complies with the business plan submitted with the application.
- Weekends by appointment only.

It is further ordered that the Presiding Commissioner be hereby authorized the sign the Conditional Use Permit.

Commissioner Stamper seconded the motion.

There was no discussion or public comment.

The motion passed 2-0. **Order 235-2001**

**Subject: Authorize Commission Chambers Use for Additional Training for Kiwanis Certified Instructors on June 2, 2001**

Commissioner Miller moved to authorize the use of the Commission Chambers for additional

training for Kiwanis Certified Instructors, sponsored by the Boonslick Kiwanis Club on June 2, 2001 from 10am-2pm.

Commissioner Stamper seconded the motion.

In discussion, Commissioner Stamper stated that it was good to see Civic Groups using the Commission Chambers.

The motion passed 2-0. **Order 236-2001**

**Subject: First Reading of a Sheriff Department's Request to Hire above the Base of the Range**

Major Warren Brewer, Sheriff's Department was present on behalf of this item.

Major Brewer presented a memorandum from Betty Dickneite, Human Resource Director, acknowledging a request for the hiring of a replacement RN for the Sheriff's Department. He also presented a memorandum from Karen Frederick, Auditor's office, noting that the funds were available for this item. He stated that this RN would replace the previous RN that only lasted two weeks.

Major Brewer stated that individual being hired, was number two person on the list of candidates, during the original interview process. He stated that the new RN is requesting a pay range of \$20/hr (9.5% over the base of the range). He noted that 8-10 people were interviewed for the position. He further noted that individual currently being considered, was still interested in accepting the position.

Commissioner Miller stated the request was justified, noting the applicant's qualifications and experience. She also noted the difficulty of the working conditions.

Major Brewer stated, for the record, that there are six officers in training. He stated that two new officers will start over the next several days. He noted that he also hired two more officers today, that will start next week. He further noted that he had a resignation turned-in today also.

Commissioner Miller asked if the County is going through the exit-interview process with the employees that are resigning at the Sheriff's Department.

Major Brewer responded affirmatively, noting that there are a variety of factors for the number of resignations within the Sheriff's Department. He stated that one of the major reasons is the number of single-parent families, employed through the Sheriff's Department, that cite the unavailability of child-care for the shift-work that the job requires. (He noted that other major factors included the decision to pursue a higher education full-time, and career advancement opportunities, and the hard working environment of the jail.) He stated that the desire for more money is not an overriding factor in the employees' decision to leave a County position. He

further noted that the pay-range and benefits of the County is still competitive.

Commissioner Miller asked if the single-parent households could possibly get on a more flexible schedule.

Major Brewer responded affirmatively, but noted that the number of individuals currently employed at the jail requires the employees to work a twelve-hour shift. He stated that the Sheriff's Department would need eight to ten more individuals for the jail to operate on three shifts, while still maintaining the necessary manpower. He noted that it is difficult for a single-parent household to find child-care available to work around this shift schedule.

There was no public comment on this issue.

Commissioner Stamper stated that the item had been first read into the public record, and requested that it be returned at the next meeting for further discussion and final approval.

**Subject: Discussion on an Animal Control Vehicle**

Stephanie Browning, Director of Public Health, was present on behalf of this item.

Commissioner Stamper stated that this issue was originally brought forward in a work-session this morning.

Stephanie Browning stated that in the 2001 budget, the County approved the purchase of an additional Animal Control vehicle. She stated that in the past, the arrangement between the City of Columbia and Boone County has been that any Animal Control vehicles would be purchased through the City. She noted that in the annual County Agreement with Animal Control it states that if any changes to provisions with capital equipment should occur, those needs would be addressed by the County Commission. She further noted that gas and maintenance for these vehicles is currently funded by the County.

Stephanie Browning stated that because Public Health was unaware that it would be receiving an additional vehicle for Animal Control. She stated that in the course of the City budget preparation, there was no capital item placed within the City budget for Animal Control. She noted that usually Public Health purchases the vehicle by means of a budget amendment through the City of Columbia. She further noted that she spoke with June Pitchford, Boone County Auditor, and requested that the County budget be amended, permitting the vehicle to be purchased as a capital item. She added that the vehicle would also be titled with the County.

Commissioner Miller stated that the request was logical.

Commissioner Stamper moved to authorize the modification of the budget and purchase documents for the purchase of an Animal Control vehicle, and requested that the Commission staff work with the Auditor's office to prepare the necessary documentation for approval by the

Commission.

Commissioner Miller seconded the motion.

The motion passed 2-0. **Order 237-2001**

**Subject: Commissioner Reports**

*Commissioner Miller*

*Mental Health report*

Commissioner Miller stated that the Boone County Board of Mental Health Trustees met this week. She stated that Mike Robertson, Information Technology (IT) web-master for Boone County, was invited to this meeting to discuss the possibility of hosting a web-page for the Mental Health Board of Trustees. She noted that the web-page would identify, through search capability, service providers throughout Boone County. She further noted that the County will be capable to host this page.

Commissioner Miller noted that Mr. Robertson will be working with the Board members and Craig Van Matre's office, noting that his office will be gathering all the information, in an electronic format, to avoid extra work in the IT department.

*Information Technology Advisory Committee (ITAC) report*

Commissioner Miller stated that every elected official and department head in Boone County has a seat in the Committee. She stated that all issues, relative to the workload of the IT Department, goes through the committee to receive its approval.

Commissioner Miller stated that prior to the meeting, she had sent an e-mail to every elected official and department head, requesting that each department review its programming requests, to see if they were still a "priority". She stated that at the meeting, the Committee went through the work requests, as the issues were prioritized by the ITAC Committee. She noted that through that effort, the Committee was able to move several projects into a lower priority level. She further noted that the goal of this effort was to use the 400 programming hours available in a month in an efficient and timely manner.

Commissioner Miller stated that Mr. Robertson presented his web "wish list" for e-government, adding it was his vision for the direction of the Web Page for the County Government. She stated that the web-committee will be meeting on May 24, 2001 to discuss these issues. She noted that she will be out of town when this meeting will occur, and asked if Commissioner Stamper or Commissioner Elkin would attend the Committee meeting in her absence.

Commissioner Stamper stated that he might have a scheduling conflict on that day.

Commissioner Miller stated that the other issue discussed by the Committee was the replacement

of County equipment versus supplemental equipment. She stated that currently in the budget process, a County office can request to replace a Computer. When the Information Technology Department replaces the computer, noting it is a core budget item, the department requests to retain the old computer. She noted that this action expands the office’s Class 9 Equipment Inventory. She further noted that the next year, the retained Computer is placed again in the budget process, effectively circumventing the budget process.

Commissioner Miller stated that the issue needed to be addressed to maintain a sense of “fairness” in every County office. She stated that the ITAC works on addressing the critical needs, on a pre-determined budget, and the circumvention of the budget process interferes with that sense of “fairness”. She noted that Melinda Bobbitt, June Pitchford and herself will be drafting a policy to take to the ITAC meeting next month, to eliminate this problem

*Public Works report*

Commissioner Miller stated that the Commissioner met with David Mink, Public Works Director, noting that they began looking at next year’s budget for Public Works. She stated that the County will be formalizing policies that have been habit in the past. She noted that Mr. Mink has requested that there be a more formal policy for many of the Public Works items.

*Public Entity Risk Institute*

Commissioner Miller stated that she had received a letter from the Institute, stating that a symposium over the Internet will be occurring. She stated that the Commission might want to sign-up of the program, noting that it could be of some value. She noted that it involves public risks involved in land-use planning. She further noted that the item would cost the County nothing, and the recipient receives a “White Paper” every day- which the recipient can choose to participate in or not.

Commissioner Miller stated that she would be gone next week.

There was no public comment.

The meeting adjourned at 2:00pm.

Attest:

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Don Stamper  
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