

- TERM OF COMMISSION: September Session of the July Adjourned Term
- PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Room 338
- PRESENT WERE: District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Director of Resource Management Stan Shawver
Director of Purchasing Melinda Bobbitt
Boone County Collector Patricia Lensmeyer
Boone County Clerk Wendy Noren
Deputy County Clerk Cameron Clarke

The meeting was called to order at 3:30 p.m.

Purchasing

1. RFP Award Recommendation: 26-05JUL11 – Electronic Payment Processing to ACH Direct, Inc. (first and second reading)

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt read the following memo:

The Request for Proposal for 26-05JUL11 – Electronic Payment Processing closed on July 5, 2011. Fifteen proposal responses were received.

The evaluation committee consisted of the following:

Patricia Lensmeyer, Boone County Collector
Aron Gish, Director of Information Technology
Elmo Hamburg, Senior Programmer Analyst
Brian McCollum, Accountant
Cheri Sapp, Chief Deputy Collector

The evaluation committee recommends award to ACH Direct, Inc, dba Federal Payments of Allen, Texas per their attached Evaluation Report. There is no cost to the County for this service as it is a convenience fee model. The Contractor is going to provide the Collector with six (6) Credit Card Terminals to use for the life of the contract. The fees charged to individuals using cards to pay taxes are as follows:

Credit/Debit Card Convenience Fee: 2.50%, minimum fee of \$1.50
Visa Debit Tax Program: \$3.95
IVR Convenience Fee: 2.50%, minimum fee of \$1.50
E-Check Fee: \$1.50

Boone County Collector Patricia Lensmeyer was present to share how this would

help her office. Ms. Lensmeyer stated this will allow her office to use one credit card and electronic check provider for online, phone, in person, and mailed in payments. Ms. Lensmeyer stated there would be consistent processing fees for all of these services. Ms. Lensmeyer stated the fees would be less than what they are currently paying. Ms. Lensmeyer stated this is a huge improvement over what they have been able to do. Ms. Lensmeyer stated her office was one of the first in the state to try and take this on. Ms. Lensmeyer stated she is very excited about this. Ms. Lensmeyer stated it is very important for this to be approved today because she needs to begin the process of notifying the current providers they are canceling their service, and be in time for the tax bills to be sent out.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid 26-05JUL11 – Electronic Payment Processing to ACH Direct, Inc, doing business as Federal Payments of Allen, Texas. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order # 394-2011**

2. **Sole Source Purchase – 106-113011SS – Emriver Em2 Moveable Bed Geomodel (first reading)**

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt read the following memo:

Resource Management requests permission to purchase an Emriver Em2 moveable bed geomodel from Little River Research & Design of Carbondale, Illinois as a sole source purchase. Manufacturer of said product states they are the sole source provider of this larger size model (17.9 square feet) and Resource Management requires the larger model. There are other manufacturers of 12 square feet models.

Attached is the sole source request form for signature and the sole source justification memo from Little River Research & Design. This sole source was advertised in the Columbia Missourian and the Columbia Daily Tribune on August 31, 2011.

Total cost of contract is \$5,404.80 and ½ will be paid from 2046- Stormwater Administration, 91300 – Machinery & Equipment and ½ paid from 2141 –DNR 319 Minigrants, 91300 – Machinery & Equipment.

Director of Resource Management Stan Shawver stated this is a stream table.

Commissioner Miller stated it has been ordered for educational purposes. Commissioner Miller 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 an appropriate order for approval.

3. Budget revision to purchase Emriver Em2 Moveable Bed (first reading)

Commissioner Miller stated this goes with the last item, and shows the funding for stormwater machinery and equipment is increasing by \$2905.00, salaries and wages is decreasing by 1500.00, receptions and meetings is decreasing by 855.00, advertising is decreasing by 150.00, testing is decreasing by 400.00, DNR Mini Grants machinery and equipment is increasing by 500.00, and equipment rentals is decreasing by 500.00. Commissioner Miller stated this item would be dealt with on Thursday.

Commissioner Miller 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 an appropriate order for approval.

Collector

4. Budget revision to purchase office furniture (first reading)

Boone County Collector Patricia Lensmeyer was present on behalf of this item. Ms. Lensmeyer stated the revision is moving money from the tax maintenance fund contingency to her budget. Ms. Lensmeyer stated this doesn't have to come before Commission, but it is her policy whenever her office is purchasing County owned furniture. Ms. Lensmeyer stated this is a microfilm cabinet that holds all of the microfilm rolls. Ms. Lensmeyer stated several years ago the Sheriff was kind enough to give her office a microfilm reader. Ms. Lensmeyer stated her office has been using cabinets that have not been designed for microfilm, and they will now use those cabinets for the daily work files. Ms. Lensmeyer stated she estimates there are 6 to 9 years of growth room in this cabinet.

Commissioner Miller thanked Ms. Lensmeyer for using her funds to purchase County equipment.

Commissioner Miller 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 an appropriate order for approval.

Sheriff's Department

5. Budget amendment to establish a budget for the 2011 Justice Assistance Grant (second reading, first read 9/13/2011)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to establish a budget

for the 2011 Justice Assistance Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2531	03411	FY11 JAG	Justice Assist. Grant		61,515.00
	71250	FY11 JAG	Fed Grant pymt to sub		36,909.00
	37220	FY11 JAG	Travel		956.00
	37230	FY11 JAG	Meals & Lodging		1,040.00
	23850	FY11 JAG	Minor Equip.		17,115.00
	91300	FY11 JAG	Mach & Equip		5,495.00

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order # 395-2011**

Resource Management

6. **Oberhaus Valley Plat No. 1. S35-T50N-R12W. A-2. Arthur and Bonnie Oberhaus, owners. David T. Butcher, surveyor.**

Director of Resource Management Stan Shawver was present on behalf of this item. Mr. Shawver stated is a final plat of a one lot subdivision that is on five acres, zoned A-2. Mr. Shawver stated this is on Varnon School Road, south of Hallsville. Mr. Shawver stated a house and garage are on the property, and they are separating off from the remaining tract of land. Mr. Shawver stated the Planning and Zoning Commission approved this at their September 15th meeting. Mr. Shawver stated it is now waiting to be received and accepted by the County Commission.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plat and authorize the presiding commissioner to sign it:

1. Oberhaus Valley Plat No. 1. S35-T50N-R12W. A-2. Arthur and Bonnie Oberhaus, owners. David T. Butcher, surveyor.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order # 396-2011**

County Clerk

2. **Budget revision to publish annual financial statement (second reading, first read**

9/22/2011)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover annual tax rate hearing notice printing:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1123	86800	Emergency	Emerg/Contingency	31.00	
1131	84400	County Clerk	Public Notices		31.00

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order# 397-2011**

Commission

3. Budget amendment to increase revenues and expenditures for current year assessment (first reading)

Commissioner Miller stated the condo assessment did not adopt a budget at the end of last year because there was no quorum, and because of the snow storm. Commissioner Miller stated the condo board budget is lean, and is typically just for snow removal and lawn care. Commissioner Miller stated this is needed to finish the year.

Commissioner Miller stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10 day hold required for budget amendments with an appropriate order for approval.

4. Bereavement leave policy revision (first and second reading)

Director of Human Resources Betty Dickneite was present on behalf of this item. Mr. Dickneite stated she was contacted by Commissioner Elkin about adding a revision to the bereavement leave policy in case of the death of an elected official. Ms. Dickneite stated the Commission wants to authorize up to two hours funeral leave with pay to attend the funeral of an elected official. Ms. Dickneite stated the fact this wasn't already in the policy manual was brought to attention with the unexpected death of Presiding Commissioner Ed Robb.

Commissioner Miller stated her and the County Clerk talked about it last night. Commissioner Miller stated this is a really good suggestion.

Commissioner Elkin stated this was a good idea from Wendy.

County Clerk Wendy Noren stated her and Commissioner Miller visited about how this had been handled in the past. Ms. Noren stated the last time this happened there were no detailed policies. Ms. Noren stated she checked the record from 1985, and no time sheets were kept. Ms. Noren stated the employees were certainly let off to attend the funeral if they wanted to go. Ms. Noren stated Commission is the ideal way to put this new policy in place. Ms. Noren stated Commission may want to consider doing this for the death other County employees.

Commissioner Miller stated she thinks this is a great solution.

Commissioner Elkin stated this is one of those things you never anticipate when you create policy. Commissioner Elkin stated you don't expect to lose a colleague.

Ms. Dickneite stated the bereavement leave policy applies to benefited employees only. Ms. Dickneite stated they talked about including all employees. Ms. Dickneite stated she needed direction on who to include in this new policy.

Commissioner Miller stated she believes the bereavement leave policy should only apply to benefited employees. Commissioner Miller stated the personnel policy manual is for benefited employees.

Commissioner Elkin stated they may want to tweak this a little more.

Commissioner Miller stated this will take care of the immediate need.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby amend the Boone County bereavement leave policy to include up to 2 (two) hours funeral leave with pay to attend the funeral of a Boone County Elected Official.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order # 398-2011**

5. Temporary Lease and Agreement with TAG Events, LLC for the Boone County Fairground (first reading)

Commissioner Elkin stated the current fairground manager let the Commission know that September 30th would be his last day. Commissioner Elkin stated this puts the County in a unique position. Commissioner Elkin stated the County is very fortunate to have a group of individuals step forward on a stop gap basis to take the reigns of the fairgrounds. Commissioner Elkin stated this will get us through until we can do an official request for proposal or applications for management. Commissioner Elkin stated this is a temporary lease and agreement that covers the management through

the end of the year. Commissioner Elkin stated this includes a \$45,000.00 monthly payment which covers the personnel, minor expenses, management, bookkeeping, accounting, and everything associated with managing this asset. Commissioner Elkin stated it is really difficult at this point to determine what the total expenses are, because it varies every month depending on the events. Commissioner Elkin stated this is a good faith estimate to determine what it's going to take personnel and expense wise to operate the facility. Commissioner Elkin stated he would like to thank the TAG group for stepping forward and taking care of this. Commissioner Elkin stated this is a draft agreement that CJ Dykhouse, County Counsel is working on with the attorney for TAG. Commissioner Elkin stated the official lease will be ready by the Thursday Commission meeting. Commissioner Elkin stated the key things in the agreement are the monthly payments, the fact that any maintenance expenses over \$5,000 will be paid by the County, and utilities will be split with TAG. Commissioner Elkin stated he is working with Boone Electric to reduce the utility cost.

Commissioner Miller asked Mike Teel and Brent Gibson from TAG to come forward. Commissioner Miller stated this gives the County three months of cleanup of the facilities before a long term lease is awarded, and gives the County an idea of the money that comes in and goes out. Commissioner Miller stated Mike will work with the auditor to develop an accounting system. Commissioner Miller stated with Mike being involved on the fair board years ago, and often being involved in these types of events, he could really benefit the County long term. Commissioner Miller stated the monthly fee that is being paid will more than pay for what the County would have to pay to just clean up the facility. Commissioner Miller asked Mr. Teel and Mr. Gibson to share why they want to do this. Commissioner Miller stated Mr. Teel and Mr. Gibson have been at the fairgrounds for several weeks helping the County for nothing.

Mr. Teel stated he thinks that once the County has the records of the income generated by this facility it will be eye opening. Mr. Teel stated other monies are generated by spending money outside the fairgrounds. Mr. Teel stated they plan to keep records of this.

Commissioner Miller stated good records on what the costs are for each event will help the County evaluate the RFP's.

Mr. Teel stated their plan is to have everything on computer and available at the touch of a button.

Ms. Lensmeyer thanked Mike for stepping up, and told the Commission she thinks he is a good choice.

Commissioner Elkin stated Brent was being awful quiet.

Mr. Gibson stated he is a numbers cruncher by trade, so he will leave the speaking to Mr. Teel.

Commissioner Elkin stated he thinks Mr. Teel has some great ideas for the fairgrounds that will make a world of difference. Commissioner Elkin stated the Good Samaritans are out there this week, and there will probably be over 300 RV's. Commissioner Elkin stated this will help the County determine where to invest money and ultimately determine what the overall community return on the investment is.

Mr. Teel stated their goal is to make everything transparent.

Commissioner Miller stated they will be able to identify things that community groups can help with, such as painting. Commissioner Miller stated a group of kids recently did some recycling work out there. Commissioner Miller thanked Mr. Teel and Mr. Gibson for stepping up, and said she just wanted to introduce them to the public and let the public know they were the ones who have stepped up.

Commissioner Miller 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 an appropriate order for approval.

6. Budget revision to cover cost of Temporary Lease and Agreement with TAG Events, LLC (first reading)

Commissioner Elkin stated this is the \$135,000.00 to cover the management and operations of the fairground through the end of the year. Commissioner Elkin stated to pay the bills an account must be set up and the money appropriated.

Commissioner Miller 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 an appropriate order for approval.

7. Contract between Boone County and the Missouri Good Sam Club for Fairground facility usage (first and second reading)

Commissioner Elkin stated the Good Sam Club is at the fairgrounds this week. Commissioner Elkin stated they want to sign a long term agreement with the County. Commissioner Elkin stated they want a one year commitment for them to come back next September. Commissioner Elkin stated the current manager of the fairgrounds didn't want to enter into an agreement since he is about to retire, and the new management company hasn't taken over yet. Commissioner Elkin stated the only change between this year and next year is that the RV hookup fee has been increased from \$7 to \$9 per day. Commissioner Elkin stated the Good Sam's have a raffle at the end of their event. Commissioner Elkin stated when the members go out into the

community and buy something they keep their receipts. Commissioner Elkin stated they write their name and contact info on the receipts, and it serves as a ticket for the raffle. Commissioner Elkin stated this allows the County to determine how much money they're spending in the community.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the contract between the Missouri Good Sam Club and Boone County, Missouri for usage of the Boone County Fairgrounds. The terms of this agreement are stipulated in the attached contract. It is further ordered a Boone County Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 2 to 0. **Order # 399-2011**

8. Public Comment

Ms. Noren stated she would like to enter the Presiding Commissioner rotating schedule into the minutes. The schedule is as follows:

PRESIDING COMMISSIONER APPOINTMENT SCHEDULE:

RSMo Sec. 49.060 -- The County Clerk will certify the vacancy in the office of Presiding Commissioner to the Governor.

RSMo Sec. 49.070 -- In the absence of the Presiding Commissioner, the County Clerk designates an Associate Commissioner to serve as Presiding Commissioner.

RSMo Sec. 49.160 -- In the absence of a quorum of the County Commission, the Presiding Judge of the Circuit Court appoints a Circuit Judge to sit for that Commission meeting.

Designation of Presiding Commissioner until the vacancy is filled by the Governor:

Tuesday 8:00 a.m. Tuesday September 27th

Skip Elkin

8:00 a.m. Tuesday September 27 through 8:00 a.m. Monday October 3

Karen Miller

8:00 a.m. Monday October 3 – 8:00 a.m. Monday October 10.

Skip Elkin

8:00 a.m. Monday October 10 – 8:00 a.m. Monday October 17

Karen Miller

8:00 a.m. Monday October 17 – 8:00 a.m. Monday October 24

Skip Elkin

8:00 a.m. Monday October 24 – 8:00 a.m. Monday October 31.

Karen Miller

8:00 a.m. Monday October 31 – 8:00 a.m. Monday November 7

Skip Elkin

8:00 a.m. Monday November 7 – 8:00 a.m. Monday November 14

Karen Miller

8:00 a.m. Monday November 14 – 8:00 a.m. Monday November 21

Skip Elkin

9. Commissioner Reports

Commissioner Elkin stated it has been difficult for us the last couple days with the loss of our colleague. Commissioner Elkin stated they will do their best to move forward and honor his service to the community. Commissioner Elkin stated it was an honor to work with him, and he would miss him. Commissioner Elkin stated he would just like to pay tribute to Commissioner Robb.

Commissioner Miller stated she agreed with that.

The meeting adjourned at 3:57 p.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner