

TERM OF COMMISSION: September Session of the July Adjourned Term

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

PRESENT WERE: District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin (Acting Presiding)
Boone County Treasurer Nicole Galloway
Director of Resource Management Stan Shawver
Deputy County Clerk Cameron Clarke

Presiding Commissioner Daniel K. Atwill was absent.

The meeting was called to order at 9:30 a.m.

Treasurer

1. Updates to the P-Card Policy and Administrative Procedures (first reading)

Boone County Treasurer Nicole Galloway was present on behalf of this item. Ms. Galloway stated the P-Card program was implemented in 2006, and since that time the administrative procedures had not been reviewed to reflect current practices. Ms. Galloway stated the policy has been updated to reflect what happens in practice. Ms. Galloway stated if someone wants to be part of the program, they will be able to refer to the policy more thoroughly. Ms. Galloway stated her office also looked at two years worth of transactions to determine if there were any consistent problems with the program, and found there were no consistent patterns of problems with any office or users. Ms. Galloway stated this really speaks to the controls the P Card program has. Ms. Galloway stated one of the things we also did was sent every elected official and department head an inventory of their P Card holders, along with their limits and transactions. Ms. Galloway stated it allowed them to review the transaction limit and credit limit they set for their cardholders, and there were some adjustments made. Ms. Galloway stated this will now take place annually. Ms. Galloway stated she would go over a summary of changes. Ms. Galloway stated Senate Bill 729 has changed the bid threshold. Ms. Galloway stated previously you could make purchases up to \$2,500, and then you would need to get three quotes to get your limit raised. Ms. Galloway stated now we're getting rid of all the quotes, but keeping the maximum allowable limit at \$2,500. Ms. Galloway stated the intent of the program is to pay for small dollar transactions and add flexibility. Ms. Galloway stated over the last two years, 94.5% of transactions are under \$1,500. Ms. Galloway stated previously when someone got a new card; they would have to arrange a face to face training with her office where they would run over the policy. Ms. Galloway stated now we will have the employees read through the policy and take an online quiz graded by the Treasurer's office. Ms. Galloway stated once they pass the quiz they will get their card in person and sign for it. Ms. Galloway stated we will also have an annual, five minute quiz to remind people about policies. Ms.

Galloway stated Ms. Bobbitt will receive reports to review transactions and make sure appropriate procurement practices are being used. Ms. Galloway stated her office will do an annual review of cardholder transactions to make sure everything is as it should be. Ms. Galloway stated she worked with the Auditor and Director of Purchasing to make sure they approved of the changes.

Commissioner Miller stated it sounds like an update was needed. Commissioner Miller stated she thinks the officials like this option for small transactions.

Ms. Galloway stated she thinks it provides appropriate flexibility. Ms. Galloway stated if they want to use it for a transaction over \$2,500 it just requires an email and approval to temporarily raise the limit. Ms. Galloway stated if you buy a lot of stuff online like IT, you have to have a lot of cards reissued due to fraud. Ms. Galloway stated Commerce Bank is really good about monitoring the account for fraudulent transactions. Ms. Galloway stated the day a fraudulent transaction shows up on the account, Commerce will have already contacted us.

Commissioner Elkin asked what department is the biggest P-Card user.

Ms. Galloway stated IT, the Sheriff's Department, and the Courts.

Commissioner Elkin stated he thinks from an efficiency standpoint it works really well for those departments.

Ms. Galloway stated IT has a lot of high dollar transactions, and the Sheriff's Department has a lot of low dollar, high volume transactions.

Commissioner Elkin 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.

Resource Management

2. Road & Bridge Improvement/Repair Agreement with Harrisburg (first reading)

Director of Resource Management Stan Shawver was present on behalf of this item. Mr. Shawver stated this is a 2012 application for funds to do some overlays. Mr. Shawver stated it is for \$11,000.

Commissioner Elkin 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. Road & Bridge Improvement/Repair Agreement with Hartsburg (second reading, first read 9/20/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the Village of Hartsburg and Boone County, Missouri for road & bridge improvement/repair. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 455-2012**

4. Budget amendment to reallocate prior years' funds for Harrisburg (second reading, first read 9/11/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to reallocate prior year funds for Harrisburg:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2049	84200	PW – Administration	Other contracts		30,000.00

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 456-2012**

Purchasing

5. Computer and Peripheral Surplus Disposal (second reading, first read 9/20/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by Purchasing to dispose of the attached list of computer and peripheral equipment through MRC Recycling Center.

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 457-2012**

6. Budget Revision to cover hiring a Senior Buyer (second reading, first read 9/20/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover an increase in salary and benefits for the hiring of a Senior Buyer:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1118	10100	Purchasing	Salaries & Wages		1,051.00
1118	10200	Purchasing	FICA		81.00
1118	10325	Purchasing	Disability Insurance		4.00
1118	10400	Purchasing	Workers Comp		4.00
1123	86800	Emergency & Contingency	Emergency	1,140.00	

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 458-2012**

Facilities Maintenance

7. Budget amendment to purchase a new truck, snowplow, and spreader (second reading, first read 9/11/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to purchase a new truck, snowplow, and spreader:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
6100	91400	Facilities Maint.	Replacement Auto/Truck		29,680.00
6100	91300	FM	Machinery & Equip		10,500.00

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 459-2012**

Sheriff's Department

8. FY 2012 Justice Assistance Grant agreement with the City of Columbia (second reading, first read 9/20/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the subrecipient monitoring agreement between the City of Columbia and Boone County, Missouri. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 460-2012**

9. Approval for consultant services with Malicoat-Winslow Engineers for Boone County Jail intercom (second reading, first read 9/11/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between Malicoat-Winslow Engineers, P.C. and Boone County, Missouri for consultant services on the Boone County Jail Intercom proposal. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 461-2012**

10. Budget amendment for jail intercom and fire alarm (second reading, first read 9/11/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to provide additional funds for engineering services related to the jail intercom and fire alarm:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
6200	71101	Capital Repairs	Professional Services		10,000.00

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 462-2012**

Commission

11. Agreement for Sewer Repair at Courthouse Plaza (second reading, first read 9/20/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the contract between the City of Columbia and Boone County, Missouri for sewer repair at the Courthouse Plaza. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 463-2012**

12. 911 Blue Ribbon Panel Appointment (second reading, first read 9/20/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby appoint the following citizens to serve on the 911 / Emergency Management Advisory Board:

- Dr. Bart Weschler, Chair

- Rusty Antel

- Lynn Behrns

- Ted Boehm

- Joel Bullard

- Ty Jacobs

- Dr. Mike Lyman

- R.D. Porter

- Steven C. Smith

This Board is formed for the purpose of providing a recommendation to the County Commission on the appropriate ballot issue to present to the voters in April, 2013 to fund 911-Joint Communications services and Emergency Management services to the citizens of Boone County, Missouri, and such other recommendations as requested by the County Commission. In order to properly plan and promote the planned ballot issue, the Board is requested to investigate the issues and make its recommendation to the Commission as soon as possible, and no later than early December, 2012.

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 464-2012**

13. Budget amendment to increase appropriations for transfers of residual balances related to the close out of debt service funds 304 & 385 (second reading, first read 9/13/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase appropriations for transfers of residual balances related to the close out of debt service funds 304 & 385:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1190	3912	Non-Departmental	OTI: From Debt Service Fund		57,904.00
3040	83917	2005 Series SPC OB Bonds –TXBL	OTO: To General Fund		16,411.00
3850	83917	2001 Series GO Bonds – Road	OTO: To General Fund		41,493.00

Commissioner Elkin seconded the motion.

The motion carried 2 to 0. **Order # 465-2012**

14. Public Comment

15. Commissioner Reports

Commissioner Miller reported that Commissioner Atwill is out recovering from a knee surgery.

The meeting adjourned at 9:48 a.m.

Attest:

Daniel K. Atwill
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner