

TERM OF COMMISSION: June Session of the April Adjourned Term

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

PRESENT WERE: Presiding Commissioner Daniel K. Atwill
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Senior Environmental Health Specialist Kris Vellema
Boone County Auditor June Pitchford
Deputy County Clerk Cameron Clarke

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

Health Department

1. Abatement of a property located at 7012 N Moberly Drive, parcel # 11-606-14-01-042.00 01 (first and second reading)

Senior Environmental Health Specialist Kris Vellema was present on behalf of this item. Ms. Vellema stated this lady called her last week. Ms. Vellema stated she didn't sign for the certified letter, but the hearing notice was sent first class mail, so that was the first she heard of this. Ms. Vellema stated she called her right away, and said she intends to take care of it herself. Ms. Vellema stated she asked that she make it clear today. Ms. Vellema stated she told her she thinks she can get it done by today or tomorrow. Ms. Vellema stated she explained to her that if she was unable to clean it in a reasonable amount of time, we would abate it on her behalf, and that we would still have the hearing just in case. Ms. Vellema stated we did receive a complaint, and it doesn't look like it has been mowed at all.

Commissioner Miller stated it's full of trash, how could you mow?

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 7012 Moberly Drive (parcel # 11-606-14-01-042.00 01).

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 288-2012**

2. Abatement of a property located at 167 E Cedar Court, parcel # 11-619-24-01-258.00 01 (first and second reading)

Senior Environmental Health Specialist Kris Vellema was present on behalf of this item.

Ms. Vellema stated the owner called her after receiving the hearing notice, and explained that she has some family members living there that were assuring her everything was fine. Ms. Vellema stated she sent her husband here last week to verify, and he saw this. Ms. Vellema stated they have taken swift action; there is a dumpster in the driveway that has already been filled up and emptied once. Ms. Vellema stated they have said they will finish cleaning this up, and have kicked the grandson out. Ms. Vellema stated she told the owner we will continue with the hearing just in case. Ms. Vellema stated she went by yesterday, and would say about half of it has been cleaned up. Ms. Vellema stated the owner indicated the inside of the property looks like the outside, and they intend to clean that too.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 167 E. Cedar Court (parcel # 11-619-24-01-258.00 01).

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 289-2012**

Purchasing

3. Cooperative Contract: OSCA-11-029 – Drug / Alcohol Testing Equipment and Services (second reading, first read 6/14/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the utilization of Office of State Courts Administrator cooperative contract OSCA-11-029 – Drug/Alcohol Testing Equipment and Services with Redwood Toxicology Laboratory, Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order 290-2012**

4. Amendment Number One – 26-29APR09 – Stab Resistance Body Armor (second reading, first read 6/14/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve amendment number one to bid 26-29APR09 – Stab Resistance Body Armor with Point Blank Enterprises. It is further ordered the Presiding Commissioner is hereby authorized to sign said amendment.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 291-2012**

5. Amendment Number One – 36-17AUG10 – Telephone Billing Audit Services (second reading, first read 6/14/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve amendment number one to bid 36-17AUG10 – Telephone Billing Audit Services with TelePlus Solutions Corp. It is further ordered the Presiding Commissioner is hereby authorized to sign said amendment.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 292-2012**

Public Works

6. Transfer Above ATS for Darren Kimbrel (second reading, first read 6/14/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by Public Works to transfer Darren Kimbrel into the position of Road Maintenance Superintendent at 109% of midpoint.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 293-2012**

7. Transfer Above ATS for Bryan Boyce (second reading, first read 6/14/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request by Public Works to transfer Bryan Boyce into the position of Road Maintenance Superintendent at 109% of midpoint.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 294-2012**

8. Transfer Above ATS for Chet Dunn (second reading, first read 6/14/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request by Public Works to transfer Chet Dunn into the position of Manger, Road Maintenance Operations at 107.5% of midpoint.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 295-2012**

9. Transfer Above ATS for Greg Edington (second reading, first read 6/14/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by Public Works to transfer Greg Edington into the position of Assistant Manager of Road Maintenance Operations at 116% of midpoint.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 296-2012**

10. Transfer Above ATS for Mike Glascock (second reading, first read 6/14/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by Public Works to transfer Mike Glascock into the position of Road Maintenance Superintendent at 109% of midpoint.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 297-2012**

Auditor

11. Budget revision to cover the reclassification of a part-time office specialist to a full-time account specialist (first reading)

Boone County Auditor June Pitchford was present on behalf of this item. Ms. Pitchford stated this budget revision reflects two changes, one of which was the reclassification of the part time office specialist position to a full time position. Ms. Pitchford stated when she met with the Commission several weeks ago, we discussed increasing the hours. Ms. Pitchford stated she wants to convey her appreciation for the Commission's support, and said it will provide depth on the bench for Meta's position. Ms. Pitchford stated the revision also reflects a four week period for cross training. Ms. Pitchford stated she has filled the position, and the new employee will begin on July 2nd. Ms. Pitchford stated this budget revision accomplished those changes, and the budgetary impact of \$15,000 has been annualized.

Commissioner Miller asked Ms. Pitchford if she had better candidates once the position was considered full time.

Ms. Pitchford yes, most people are looking for full time work. Ms. Pitchford stated people who are just looking for part time work are really looking for just part time work. Ms. Pitchford stated a full time employee will be able to help implement the things we need to do this year (ex. Imaging). Ms. Pitchford stated there are several other projects as well. Ms. Pitchford stated the support her office receives from IT is very helpful, but

it does take time. Ms. Pitchford stated we've had to allocate significant time to that. Ms. Pitchford stated we don't have programming dedicated to quality control, but we are doing some development. Ms. Pitchford stated Ginny is leaving, and taking a lot of institutional knowledge with her. Ms. Pitchford stated getting her replacement trained during the month of July will be very important. Ms. Pitchford stated July is the month between fiscal year audit closeout, and gearing up for the budget.

Commissioner Atwill asked when the budget process will begin.

Ms. Pitchford stated the very first thing will be a work session she schedules with the Commission, probably later this month or the first part of July. Ms. Pitchford stated there, we will set the budget calendar. Ms. Pitchford stated there may be some changes, including meeting with the Hospital Board of Trustees. Ms. Pitchford stated there may be some activities we want to establish now. Ms. Pitchford stated the state statutes are very quiet about the budget calendar; the only requirement is that budget requests are due to the Auditor September 1st.

Commissioner Elkin asked when we met with the department heads last year for a pre-budget meeting.

Ms. Pitchford stated it was in July or early August. Ms. Pitchford stated we do that after we have the audit financials. Ms. Pitchford stated those will be up so we meet our disclosure requirements. Ms. Pitchford discussed earlier budget deadlines for some department heads being effective vs. troublesome for others.

Commissioner Miller stated she thinks having one with Bob is good because there are so many more buildings, and we need to identify the course of action after we get all of these building projects, and what our goals are for replacement schedules. Commissioner Miller stated she doesn't think it would hurt to have that discussion earlier, rather than later.

Ms. Pitchford stated there may be some targeted areas like that instead of a blanket for all department directors. Ms. Pitchford stated there are a number of things we try to do outside of that very narrow statutory window. Ms. Pitchford stated as we become a more complex county, our budget process becomes more complex. Ms. Pitchford stated the statutory deadline remains fixed; requests are due by September 1st, and the budget to the Commission is due November 15th. Ms. Pitchford stated we try to utilize time prior to that window to relieve pressures.

Commissioner Miller stated she thinks that the department heads need to meet with the Commission and make sure we're on board with what they're putting in their budget before it's turned into Ms. Pitchford. Commissioner Miller stated the department heads have stuck stuff in the budget that we weren't supportive of, and then it wastes time.

Ms. Pitchford stated she will schedule a work session with the Commission, and said it

will be good to have Caryn and Jason present as well.

Commissioner Elkin stated he would like to get on the calendar for maintenance operations, because the superintendents are asking about 2013 projects. Commissioner Elkin stated GIS is printing out all of the roads and road counts so we can categorize roads by traffic counts and pavement type. Commissioner Elkin stated this will help prioritize different projects.

Commissioner Atwill stated he was involved from October on last year, and had to get quickly oriented to how this works. Commissioner Atwill asked if he could meet with Ms. Pitchford ahead of time to just talk about budgeting. Commissioner Atwill asked if there is a mechanism to show what the proposed budget is, and compare it to 2012.

Ms. Pitchford stated we have the ability to drill down from that very high level, to a class level, and then down to a fund level. Ms. Pitchford stated we can expand the level to include individual line items. Ms. Pitchford stated she would like to discuss what amount of detail would be helpful in work sessions. Ms. Pitchford stated she thinks it's good to take a step back and look at how we're sharing information, and how we're spending our time in these work sessions. Ms. Pitchford stated we have achieved a higher level of trust and cooperation among elected officials over the past few years.

Commissioner Atwill stated he would just like a little more education before we launch into it.

Ms. Pitchford stated under state law, there is no requirement for all of these work sessions. Ms. Pitchford stated state law actually contemplates that the budget officer receives the requests, interacts with the requesting offices, formulates a proposed budget, and gives it to the Commission. Ms. Pitchford stated that sets the stage for less cooperation than we might want to have. Ms. Pitchford stated the Commission's commitment to work sessions is voluntary, but it yields positive results. Ms. Pitchford stated she thinks other elected officials appreciate the opportunity to speak directly to the Commission, and not have their requests mediated through the Auditor. Ms. Pitchford stated it also allows the Commission to have much more insight.

Commissioner Miller stated it also provides us greater value to what they're trying to achieve. Commissioner Miller stated at one time, Ms. Pitchford would prepare the budget and identify the priorities after talking to the elected officials. Commissioner Miller stated when we didn't know the background; we might've said one thing is more important than it really was.

Ms. Pitchford stated it requires a collective effort, and it really does require effort at times.

12. Budget amendment to purchase routers for E911 emergency telephone (second reading, first read 6/7/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to purchase 2 Cisco routers required to connect the new 911 Patriot System to the City’s network:

| Department | Account | Department Name | Account Name | Decrease \$ | Increase \$ |
|------------|---------|---------------------------|-------------------|-------------|-------------|
| 2020 | 91301 | E-911 Emergency Telephone | Computer Hardware | | 3,243.00 |
| 2020 | 91302 | E-011 Emergency Telephone | Computer Software | | 840.00 |

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 298-2012**

Commission

13. Organizational Use of the Boone County Commission Chambers on September 15, 2012 from 9:00 a.m. to 5:00 p.m. by Missouri Cure for an annual conference (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Chambers by Missouri Cure on September 15th, 2012 from 9:00 am until 5:00 pm for an annual conference.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 299-2012**

14. Organizational Use of the Boone County Courthouse Grounds, Courtyard Square and Commission Chambers on December 8, 2012 from 7:00 a.m. to 12:00 p.m. by the Arthritis Foundation for a 5K Walk/Run (first and second reading)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Courthouse Grounds, Courtyard Square, and Commission Chambers by the Arthritis Foundation on December 8th, 2012 from 7:00 am until 12:00 pm for the Jingle Bell 5K Run/Walk.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 300-2012**

15. Budget amendment to increase budget to account for contributions from the Ed Robb Memorial Fund for Public Safety (second reading, first read 6/7/2012)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase the budget to account for contributions from the Ed Robb Memorial Fund for Public Safety:

| Department | Account | Department Name | Account Name | Decrease \$ | Increase \$ |
|------------|---------|------------------|-----------------------|-------------|-------------|
| 1190 | 3880 | Non-Departmental | Contributions | | 3,900.00 |
| 1190 | 91300 | Non-Departmental | Machinery & Equipment | | 3,900.00 |

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 301-2012**

16. NACO Credentials Voting Form (second reading, first read 6/14/2012)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the attached NACo 2012 Credentials (Voting) Form. The Presiding Commissioner is authorized to sign said form.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 302-2012**

17. Public Comment

18. Commissioner Reports

Commissioner Elkin reported he is unaware of any washouts with the rain on Saturday.

The meeting adjourned at 10:00 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