

TERM OF COMMISSION: February Session of the February Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 1:31 p.m.

Subject: Purchasing Department

Marlene Ridgway, Purchasing Department Buyer, was present on behalf of these items.

A. Second Reading and Award of Bid 03-14JAN03 (Bituminous Transport Distributor)

Marlene Ridgway stated the Purchasing and Public Works Departments are recommending award to G. W. Van Keppel. The departments are also requesting at this time the approval of disposal through trade-in of a 1968 5,000 gallon Fruehauf Oil Transporter, fixed asset tag 7577.

Commissioner Miller stated the transporter that is being disposed of would cost about the same amount to repair as it would to buy a new transporter.

Commissioner Miller moved to award bid 03-14JAN03 for Bituminous Transport Distributor to G. W. Van Keppel. The County Commission of the County of Boone hereby approves the disposal through trade-in of one (1) 1968 5,000 gallon Fruehauf Oil Transport (Fixed Asset Tag #7577).

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 54-2003**

B. Second Reading and Approval of State Contract C103008001 (Highway Patrol Cars)

Marlene Ridgway stated this is a request for approval for a contract with Joe Machens Ford, which holds the state of Missouri Cooperative Contract for Ford Crown Victoria Police Interceptors. This is a request for a total of 10 vehicles for a total contract value of

\$204,760.00.

Commissioner Elkin moved to approve state of Missouri Cooperative Contract C103008001 for the purchase of 10 model year 2003 Ford Crown Victoria Police Interceptors from Joe Machens Ford of Columbia.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 55-2003**

C. First Reading of Bid 06-21JAN03 (Community Boston Series Benches)

Marlene Ridgway stated she and the Court Administration Department have reviewed the bids and recommend awarding to ATD-American Company for having the lowest and best bid meeting the minimum specifications. They are providing five (5) Community Boston Series Benches for a total contract value of \$4,992.30. This is to be paid from organization 1230 account 91100. The amount budgeted for this purchase was \$5,375.00.

Commissioner Schnarre asked if these benches will be going in the courtrooms. Mrs. Ridgway stated this will be placed in the hallways to match other benches.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

D. First Reading of Bid 04-28JAN03 (Lawn Care Maintenance Term and Supply)

Marlene Ridgway stated the bid for Lawn Care Maintenance Term and Supply was issued on January 13, 2003 and closed on January 28, 2003. A total of five bids were received. Purchasing and Facilities Maintenance recommend award for the lowest and best bid to Breedlove Landscape Services.

This is a term and supply contract will be paid out of department 6100 (Facilities and Ground Maintenance), account 60400 (Grounds Maintenance). The original budget was \$8,400.00.

Commissioner Miller asked what the anticipated budget is for this since the budgeted amount is \$8,400.00. Ken Roberts, Facilities Maintenance Manager, stated the department will be saving money in 2003 for this over the amount budgeted in 2002. There were competitive bids that were submitted and he believes more work will be able

to be done in 2003 over what was done in 2002.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

E. First Reading of Sheriff Vehicle Disposal

Marlene Ridgway stated the following is a list of Sheriff Department vehicles that have recently been replaced. Purchasing is requesting Commission approval to dispose of these vehicles through the Kirksville Auto Action with Cornell Motors serving as the County’s representative.

YEAR	DESCRIPTION	APPROXIMATE MILEAGE	VIN #
1998	Ford Crown Victoria	65,538	2FAFP71W6WX158909
1999	Ford Crown Victoria	91,823	2FAFP71W3XX108163
1999	Ford Crown Victoria	79,788	2FALP71W2XX175837
1999	Ford Crown Victoria	84,285	2FAFP71W3XX175832
2000	Ford Crown Victoria	72,892	2FAFP71W2YX154178

There was no discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

F. First Reading of Disposal of Public Works Surplus

Marlene Ridgway stated a list from the Public Works Department has been submitted as identified surplus. These items are unusable, non-repairable or obsolete to the department. Most items are not tagged, but there are three items with disposal forms. The department is requesting approval to dispose of these items through Kemper Auction.

Mrs. Ridgway noted many of these items are shop parts and engines, for example, which are no longer usable by the department.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Public Works

A. Second Reading and Approval of Private Purchase Chip and Seal (Richardson Acres)

Commissioner Elkin moved to authorize the private pay chip seal for Richardson Acres.

Commissioner Miller seconded the motion.

There was discussion about the length of the roads that will be chip sealed. Commissioner Miller requested this information be included with the documents that will be held in the public record.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 56-2003**

B. First Reading of Change Order #2 (Benson Road Phase II)

David Nichols, Public Works Design and Construction Manager, was present on behalf of this item.

David Nichols stated this is the final design change order for Benson Road. When the department brought forward the 2003 budget, they proposed to downgrade the scope of this project. Along with this downgrade came additional design work from the consultant. A survey crew will have to go back out to the site to re-survey and confirm the design. This change order is in the amount of \$3,250.00.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

C. First Reading of Consultant Service Agreements (Design and Construction)

- A Civil Group
- Allstate Consultants

- Berger, Devine, Yaeger, Inc.
- Bucher, Willis and Ratliff Corp.
- Brush and Associates
- Engineering Surveys and Services LLC
- Farnsworth Group
- Peopping, Stone, Bach and Associates
- Shafer, Kline and Warren
- Smith and Company Engineers
- Terracon

David Nichols stated these are annual agreements the department has done business with in the past. There are a few new consultants being added for 2003. These are annual general agreements that allows for the insurance and other obligations to be agreed to upfront. When a project is identified, the department will go through a review process of the consultants. All consultants submitted qualifications with the agreements and this allows the department to decide which consultant is best for a specific project. Also, these annual agreements allow for the consultants to submit revised fee schedules.

Mr. Nichols stated he believes there are four or five other agreements that have not been returned and will need to go through the approval process at a later date.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

D. First Reading of Consultant Service Agreements (Facilities Maintenance)

Ken Roberts, Facilities Maintenance Manager, was present on behalf of this item.

- Butler/Rosenbury
- CM Engineering
- Chinn and Associates
- Malicoat-Winslow Engineers
- Mitzel and Scroggs
- Peckham and Wright
- Project Solutions
- Simon and Oswald
- Weatherproofing Technologies, Inc.

Ken Roberts stated these are pre-qualified consultant service agreements. Ten agreements were mailed to the consultants and nine have been returned for Commission approval.

Mr. Roberts noted there are four new consultants being used for 2003.

There was no further discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Clerk's Office

A. First Reading of Budget Revision

Commissioner Schnarre stated this budget revision is to cover 4th quarter 2002 unemployment expenses. The total amount of this budget revision is \$12,844.00.

There was no discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

B. First Reading to Approve Loss Control Policy

Commissioner Schnarre stated MARCIT, the County's insurance company, requires that Boone County issue a Loss Control Policy for all employees each year. The following is the policy statement:

Safety is the basic responsibility of all employees within Boone County. It shall be the primary consideration in the operation of daily business.

This administration recognizes the obligation to provide the safest possible working conditions for all its employees. The Loss Control Committee shall be responsible for implementation and maintenance of the loss control program as a whole.

Each supervisor shall be actively aggressive in support of our loss control program. They shall:

- 1) Provide personal leadership and achieve satisfactory results through safe practices.*
- 2) Take the initiative to establish and maintain safe worksites for every employee under their supervision.*
- 3) Consider safety as an integral part of their daily routine and quality of work.*

All employees shall be expected to follow established safe practices and procedures. They shall:

- 1) Cooperate fully with the loss control program so that work can be carried forth in*

such a manner as to ensure personal protection for everyone.

2) Follow all established safety rules and make safety a part of their daily job.

3) Aid in the general operation and maintenance of the loss control program.

We must all make a conscious effort to reduce unsafe acts and/or accidents. We must endeavor to be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must ensure that the overall safety and well being of every employee is a top priority in everything we do.

There was no discussion and no public comment.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Second Reading and Approval of Grant Proposal with University for Fairgrounds Master Plan

Commissioner Elkin stated this is the official documentation between Boone County and the University of Missouri Department of Parks and Recreation and Dr. David Vaught.

Commissioner Elkin moved to approve the Master Plan proposal for the Boone County Fairgrounds Master Plan Proposal with the Curators of the University of Missouri-Columbia and authorize the expenditure of funds in accordance with the grant proposal.

Commissioner Miller seconded the motion.

Commissioner Schnarre noted the amount of the grant is \$25,385.00.

Commissioner Elkin noted the first planning workshop will be held on Saturday February 15, 2003 at the Fairgrounds. There will be three additional planning workshops held throughout the County. The anticipated time to have a draft proposal is mid-May 2003 with completion of the plan will be in August 2003. At the time the plan is completed, the University will also complete the grant application for Land and Water Conservation Fund Grant.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 57-2003**

Subject: Accept Resignation of Board of Parks Commissioner

Commissioner Elkin stated he had a discussion with Charlene Nickolaus to clarify previous discussions but Mrs. Nickolaus still wanted to submit her resignation.

Commissioner Elkin moved to accept the resignation of Charlene W. Nickolaus from the Boone County Board of Parks Commissioners effective immediately.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 58-2003**

Subject: Authorize Use of the Courthouse Grounds (St. Patrick's Day 5K Run)

Commissioner Elkin moved to authorize the use of the Courthouse Grounds and the Commission Chambers of the Roger B. Wilson Boone County Government Center on Friday March 14, 2003 from 6:00 to 9:00 p.m. and Saturday March 15, 2003 from 6:00 a.m. to 12:00 p.m. for the St. Patrick's Day 5K Run.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 59-2003**

Commissioner Reports

Commissioner Schnarre

Notice of Voluntary Annexation

Commissioner Schnarre stated the County has been notified of a voluntary annexation of approximately 11 acres of land owned by Dennis M. Murphy, located on the south side of Vawter School Road, approximately 1,750 feet east of Scott Boulevard.

Boone Electric Cooperative C.A.S.H. Program

Commissioner Schnarre noted the balance of the C.A.S.H. program on January 1, 2003, was \$64,498.87, with \$2,805.64 in donations, \$28.97 in interest, and no disbursements leaving a balance of \$67,332.88.

The balance of the H.E.L.P. program on January 1, 2003, was \$16,905.54, with \$2,147.96 in donations, \$7.45 in interest, and \$521.07 in disbursements leaving a balance of \$18,539.88.

Notice of Payment from State Emergency Management Agency

Commissioner Schnarre stated the County received a payment in the amount of \$52,548.96 from SEMA for Large Project #1636. He believes this is for the Smith Hatchery Road project.

Commissioner Miller

Commissioner Training

Commissioner Miller stated the Commissioners attended training last week. There were several discussions about appropriations. There were workshops with other 1st class counties in the state.

Library Report

Commissioner Miller stated the Library Board will be holding a meeting this evening. A topic of discussion is “rules for behavior”.

Commissioner Elkin

Airport Advisory Board

Commissioner Elkin stated he attended the Airport Advisory Board meeting last week. There was discussion about the long range plan for the airport. There will be a volunteer fire department station built on Airport Drive and there are some concerns about getting water to the facility. There was discussion about creating additional T-Hangers.

He noted 93% of the time, the schedule of flights in and out of Columbia is on time.

The Airport is still targeting the \$60 per round trip fee with a connection to St. Louis.

Commissioner Schnarre discussed his trip to Washington D.C. with Columbia Mayor Darwin Hindman and Assistant City of Columbia Manager Paula Hertwig-Hopkins. They met with Senator Talent, Senator Bond, and Representative Hulshof. They discussed the three road projects for Columbia/Boone County and requested the projects be included in the Federal Highway Reauthorization bill. He also requested a copy of the federal audit of the Family Health Center.

There was no public comment.

The meeting adjourned at 2:03 p.m.

Attest:

Keith Schnarre
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner