

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 9:32 a.m.

Subject: Boone County Regional Sewer District

Tom Ratermann, Boone County Regional Sewer District General Manager, was present on behalf of these items.

A. First Reading of Budget Amendment for Change Order #1 for Fairway Meadows Pump Station

B. First Reading of Change Order #1 for Fairway Meadows Pump Station

Tom Ratermann stated this budget amendment will be revenue neutral to the County. There is one change order for the Fairway Meadows Pump Station.

The County and the Sewer District had acquired a grant from state of Missouri's Department of Economic Development to extend the sewer to ABC Labs. The Department of Economic Development will only award grants to County Commissions and City Councils. The County Commission is actually the owner on the construction contract for the Fairway Meadows Pump Station.

The Change Order is for \$8,975.00. The following are the six items that had to be added to the project:

- One Flow Meter (\$1,200.00)
- One Fence (\$500.00)
- Lagoon Sludge (\$3,950.00)
- One Manhole (\$1,050.00)
- 42.1 Tons of Rip Rap (\$1,473.50)
- One Regrade and seed lot (\$800.00)

Mr. Ratermann noted they initially presented that the lagoon should have 8" of sludge on average and the sludge was deeper than the 8".

In order for the Commission to approve the Change Order, the budget has to be amended.

Commissioner Elkin asked if this would close out the grant. Mr. Ratermann stated that is correct.

Commissioner Schnarre asked if Regional Economic Development, Inc. (REDI) is handling the grant. Mr. Ratermann stated that is correct.

Commissioner Schnarre stated he received a letter a few weeks ago about items that need to be completed on this project. Mr. Ratermann stated these items are being worked on. The Sewer District has to adopt an Affirmative Action Plan. The County will have to amend the engineering contract with Allstate Consultants to include some terms and conditions about affirmative action.

Commissioner Schnarre asked if these items have to be complete before this project and grant are closed out. Mr. Ratermann stated that is correct. He noted Bernie Andrews at REDI is working on the remaining punch list items and Mr. Ratermann is working on the two items he just listed.

There was no further discussion on these items.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule these items for a second reading at the next available meeting following the required 10 day waiting period with appropriate orders for approval.

Subject: Sheriff's Department – First Reading of Budget Amendment and Approve Disposal of County Property

Captain Beverly Braun was present on behalf of this item.

Captain Braun stated the first part of this budget amendment was actually done in 2002 but the equipment was not purchased before the year end.

The last item on the budget amendment is a replacement car washer. The Sheriff's Department has trustees wash the patrol cars with a car washer. The current car washer's warranty will end at the end of the month. The department would like to have this replaced.

Commissioner Miller asked if the other items for the budget amendment are carry over from 2002. Captain Braun stated that is correct.

Captain Braun noted this budget amendment is using Sheriff Civil Process Charge fund.

Commissioner Schnarre stated the department is requesting disposal of the old car washer

and buying a new car washer. Captain Braun stated that is correct and the new car washer will cost \$350.00.

There was no further discussion on these items.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule these items for a second reading at the next available meeting following the required 10 day waiting period with an appropriate order for approval.

Subject: Purchasing Department

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

A. Second Reading and Award of Bid 06-21JAN03 (Community Boston Series Benches)

Marlene Ridgway stated the department is recommending award to ATD-American Company for five Community Boston Series Benches for a total contract price of \$4,992.30. These benches will be placed in the Courthouse.

Commissioner Elkin moved to award bid 06-21JAN03 for Community Boston Series Benches to ATD-American Company.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 60-2003**

B. Second Reading and Award of Bid 04-28JAN03 (Lawn Care and Maintenance Term and Supply)

Marlene Ridgway stated the department is recommending award to Breedlove Landscaping Services. The annual cost is \$2,804.00 according to the bid tabulation.

Commissioner Elkin moved to award bid 04-28JAN03 for Lawn Care and Maintenance Term and Supply to Breedlove Landscaping Services.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 61-2003**

C. Second Reading and Approval of Sheriff Vehicle Disposal

Marlene Ridgway stated this is a recommendation to dispose of five Sheriff's Department vehicles through the Kirksville Auto Auction with Cornell Motors serving as the County's representative. This one 1998, three 1999, and one 2000 Ford Crown Victoria that will be disposed of through the auction.

Commissioner Elkin moved to approve the disposal of Sheriff Vehicles per the recommendation from the Purchasing Department as listed on the February 4, 2003 memo.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 62-2003**

D. Second Reading and Approval of Disposal of Public Works Surplus

Marlene Ridgway stated this is a recommendation to dispose of Public Works surplus through Kemper Auction. These items are unusable, non-repairable or obsolete to the Public Works Department.

Commissioner Miller moved to approve the disposal of surplus items from the Public Works Department per the recommendation from the Purchasing Department as listed on the February 10, 2003 and February 13, 2003 memo.

Commission Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 63-2003**

E. First Reading of Amendment to Bid 65-04DEC01 (Elevator Maintenance)

Marlene Ridgway stated the Purchasing Department is requesting an amendment to the original contract to recognize the company name change from Millar Elevator Service Company to Schindler Elevator Corporation. The change is effective immediately per the letter from Schindler Elevator Corporation.

There was no further discussion on this item.

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 Simplex Grinnell Maintenance Agreement

Marlene Ridgway stated this is a revised agreement with Simplex/Grinnell of Earth City, Missouri for a Life Safety Service agreement for alarms at the Boone County Jail to monitor and service existing Simplex fire alarm equipment. The sole source number is 16-123102 and the sole source approval was renewed by the Commission through December 31, 2003.

The Facilities Maintenance Department requests permission to continue to purchase this service from Simplex/Grinnell. The contract amount for 2003 is \$9,428.50.

Commissioner Miller asked what the budgeted amount is for this item. Mrs. Ridgway stated she was not sure.

Commissioner Miller requested the budgeted amount always be noted on memos for bids.

There was no further discussion on this item.

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 Change Order #2 (Benson Road Phase II)

Commissioner Miller stated this Change Order is needed because the scope of the project was changed. The Change Order is for the amount of \$3,250.00.

Commissioner Miller moved to approve Change Order #2 for the Benson Road Phase II project.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 64-2003**

B. Second Reading and Approval of Consultant Service Agreements

Commissioner Miller stated these are annual agreements to pre-qualify firms so the department can determine from this list which firms would be suitable for a specific project. Also, these agreements allow firms to submit new fee schedules.

Commissioner Miller moved to approve the following Consultant Service Agreements:

For Public Works 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

For Facilities Maintenance

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

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 65-2003**

Subject: Clerk’s Office

A. Second Reading and Approval of Budget Revision

Commissioner Miller stated this is a budget revision for 2002 4th quarter unemployment. This is an expense that cannot be anticipated each year.

Commissioner Miller moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency	\$12,844.00	
1192-10600: General Fund – Unemployment		\$12,844.00

Said budget revision is to cover 2002 4th quarter unemployment expenses.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 66-2003**

B. Second Reading and Approval of Loss Control Policy

Commissioner Miller stated MARCIT, the County’s insurance company, has requested a Loss Control Policy Statement be adopted by the Commission.

Commissioner Schnarre moved to adopt the Loss Control Policy Statement.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 67-2003**

Subject: Appointment to Boone County Senior Citizens Board

Commissioner Schnarre moved to re-appoint Glenda Faye Castrop to the Boone County Senior Citizens Service Board for a three year term to expire on January 31, 2006.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 68-2003**

Subject: Authorize Facilities Maintenance for Flag Protocol

Commissioner Miller stated this is a County policy and this will allow for the policy to be on the public record.

Commissioner Miller moved to authorize the Facilities Maintenance Department to lower the United States Flag in the event of a death of a principle figure of the Federal, State and/or Local Government, as a mark of respect to their memory.

It is hereby ordered that global tragedies that are honored by order of the President of the United States or the Governor of Missouri will also be honored by the County of Boone.

The Facilities Department of Boone County will follow protocol as outlined in the Federal Flag Code Book that describes proper display and respect for the United States Flag. If there is a question to length of time the flag is to be kept at half-mast, the Facilities Department will act upon the direction of the Boone County Commission.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 69-2003**

Commissioner Reports

Commissioner Schnarre

Notice of Payment from State Emergency Management Agency

Commissioner Schnarre stated the County received a payment from the State Emergency Management Agency in the amount of \$29,568.33. This is for Large Project # 1214. He believes this is a partial payment for the Harold Cunningham Road project.

Commissioner Miller

Housing Affordability Survey

Commissioner Miller stated the National Association of Counties (NACo) is conducting a County Housing Affordability Survey across the nation. Because the County does not handle many of the housing issues in Boone County, she had requested information from the Board of Realtors and Doris Chiles of the Columbia Housing Authority.

Senior Board

Commissioner Miller stated she attended the Senior Board meeting on February 12, 2003. They will be moving the meetings around to different Senior Centers in the County, which will give the Board an opportunity to hear from Senior's in the County. They will be having the next four meetings at the two Senior Centers in Columbia, the Senior Center in Ashland and the one in Centralia.

The Board is working on getting information out about the Senior Rx Program.

There was discussion about the new State Director of Health and Senior Services, Dick Dunn.

Commissioner Elkin suggested having the Board hold meetings with groups in Hallsville and Sturgeon where there are no Senior Centers.

Commissioner Elkin

Update of Boone County Fairgrounds Master Plan Workshop

Commissioner Elkin gave an update on the Boone County Fairgrounds Master Plan Workshop that was held on Saturday, February 15. He believes if the weather had not been as bad there would have been more people at the workshop. There were people that did ask questions that were at the Fairgrounds for another event. There was representation from the Fair Board, the Parks Commission, Mike Hood from the City of Columbia Parks and Recreation Department, and Youth Sports.

Commissioner Miller suggested Commissioner Elkin contact KMIZ because they did a web poll over the weekend about what people wanted to see at the Fairgrounds.

Commissioner Elkin noted there are three remaining workshops that will be held on February 24 in Ashland, March 10 in Centralia, March 31 at the Fairgrounds.

There was no further discussion.

There was no public comment.

The meeting adjourned at 9:58 a.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