

TERM OF COMMISSION: March 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 1:30 p.m. by Commissioner Elkin.

**Subject: Sheriff’s Department**

Captain Beverly Braun was present on behalf of these items.

**A. Second Reading and Approval of Budget Revision**

Commissioner Miller stated this budget revision is to cover hospital costs. This is something that is difficult to budget for each year. It is the responsibility of the County to cover medical costs for inmates. This is a significant hospital bill, totaling \$51,960.00.

Commissioner Miller moved to approve the following budget revision:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT DECREASE</b>	<b>AMOUNT INCREASE</b>
1255-48200: Corrections – Electricity	\$8,190.00	
1255-48300: Corrections – Water	\$3,000.00	
1255-71100: Corrections – Outside Services	\$39,600.00	
1255-10100: Corrections – Salaries and Wages	\$900.00	
1255-85610: Corrections – Hospital Costs		\$51,960.00

Said budget revision is to cover a budget shortfall in Hospital Costs for FY2002.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0 as follows: Commissioner Schnarre – Absent for vote,

Commissioner Miller – Yes, Commissioner Elkin – Yes. **Order 109-2003**

**B. Authorize Presiding Commissioner to sign Missouri Division of Highway Safety Hazardous Moving Violation Grant**

Captain Braun stated the department applied for this grant in May 2002. The DWI portion of the grant was awarded in November 2002 and the funding for Hazardous Moving Violations has finally been released. The department will receive \$4,978.60 to be used for overtime. There will be four officers per month working 8 hours of overtime. The officers will specifically target speeding, stop sign violations and other hazardous moving violations. In the grant the department specifically targeted St. Charles Road, New Haven Road, Creasy Springs Road, Obermiller Road, Prathersville Road, Mexico Gravel Road, and Vawter School Road. The department has had a good relationship with the Division of Highway Safety. This is the actual grant award.

Commissioner Miller moved to authorize the Presiding Commissioner to sign the Missouri Division of Highway Safety Hazardous Moving Violation Award of Grant Contract.

Commissioner Elkin seconded the motion.

Commissioner Miller stated the calls the Commission receives about safety on the roads is about people speeding and stop sign violators. It is easy for the County to accept the grant funds.

There was discussion about the neighborhood watch meetings and how the Commissioners would like to be aware of the meetings.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 110-2003**

**Subject: Purchasing Department**

Melinda Bobbitt, Purchasing Department Director, and Marlene Ridgway, Purchasing Department Buyer, was present on behalf of these items.

**A. First Reading of Bid 11-18FEB03 (Ammunition Term and Supply)**

Melinda Bobbitt stated the Bid for Ammunition Term and Supply was issued on January 31, 2003 and closed on February 18, 2003. A total of seven bids were received. Purchasing and the Sheriff's department recommend a line-item award by low bid unless otherwise noted:

**OMB Police Supply**

4.8.1. CTS Super Sock 12 gauge

**Gulf States Distributors** - Oklahoma Police Supply was low bid on 4.9.1., 4.9.2., and 4.9.3. but they bid a substitute, and we specified “no substitutions”. GSI was low bid on 4.9.5. Birdshot, but it will save the county time and soft costs through easier contract administration by awarding this line item to the second low bidder, Gulf States.

- 4.9.1. American Eagle 9mm, 115 grain ball FMJ
- 4.9.2. American Eagle 223, 55 grain, FMJ
- 4.9.3. Federal F127 RS 12 Gauge 2 ¾” slugs
- 4.9.4. Federal F127 RS 00 Gauge 2 ¾” buck
- 4.9.5. 8” Birdshot

**Oklahoma Police Supply**

- 4.10.1. Remington Golden Saver, .40 Caliber 180 grain BJHP GSB40SWB
- 4.10.2. Remington Golden Saver, .45 Caliber 230 grain, BJHP GSB45APB
- 4.10.3. Remington Golden Saber, 9mm 124 grain, BJHP GSB9MMD
- 4.11.1 .40 Caliber 180 grain reload
- 4.11.2. .45 Caliber 230 grain reload
- 4.11.3. 9 mm 124 grain reload

Department 1251 – Sheriff and department 1255 - Corrections, account 23200 – Ammunition. Original budget was department 1251 @ \$2,450 and 1255 @ \$2,500.

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 award.

**B. First Reading of Bid 12-25FEB03 (Firearms)**

Melinda Bobbitt stated the bid for Firearms for the Sheriff’s Department was issued on February 4, 2003 and closed on February 25, 2003. A total of five bids were received. Purchasing and the Sheriff’s Department recommend award for the lowest and best bid to Simmons Gun Specialties for the eleven Remington Shotguns for \$3,814.80 and OMB Police Supply for eleven Glock Pistols for \$3,927.00.

The total cost of contracts is \$7,741.80 from Department 2901 (Sheriff Operations – LE Sales Tax) Account 91300 (Machinery and Equipment). The original budget was \$9,636.00 (Shotguns at \$5,104 and Pistols at \$4,532).

There was no 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 award.

**C. First Reading of Bid 15-25FEB03 (Cargo and Utility Trailers)**

Marlene Ridgway stated the Public Works and Purchasing Department have reviewed the above referenced bid and recommend awarding to Utility Trailer Company for having the lowest and best bid meeting the minimum specifications. The total contract amount for three cargo trailers and a utility trailer is \$18,867.00 to be paid from organization 2040 account 91300. The budgeted amount for this purchase was \$23,400.00

Commissioner Miller noted the bids were competitive.

Commissioner Elkin asked what the trailers would be used for. Greg Edington, Public Works Road Maintenance Operations Manager, stated there are three emergency management trailers that will be used to respond to natural disasters. He believes these trailers will be used several times per year and it is a good idea to have the necessary items, such as barricades, hazard signs, etc. in one location.

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 award.

**D. First Reading of Bid 07-11FEB03 (Full Size Vehicle and SUVs) and State Contract C103011001 (Light Duty Trucks and Sport Utility Vehicles)**

Marlene Ridgway stated the above referenced bid was opened on February 11, 2003. The requesting departments were the Juvenile Justice Center, the Planning and Building Inspection department and the Sheriff's department. We recommend the following award:

In evaluating the responses for Section 4.8.3., we recommend rejecting the bid from Mike Kehoe. The vehicle bid did not meet the minimum engine requirements set forth in the bid requirements. We further recommend award to Don Brown Chevrolet for a Chevrolet Impala. Total contract price including alternates is \$16,101.00. The amount budgeted for this purchase is \$17,500.00.

After evaluating the responses for the Sport Utility Vehicles in Section 4.9., the Sheriff's department determined that the lowest and best bid did not meet their minimum requirements. It was decided to look at the specifications and revise them to reflect their

needs. This budgeted item will be re-bid this month.

In reviewing the value of the State of Missouri Cooperative contract for Light Duty Trucks and Sport Utility Vehicles compared to the bid responses received, the Planning and Building Inspection department has recommended to purchase from the State contract. They are able to purchase a 2003 Ford Explorer with the towing package and delivery for \$21,288.00, a savings of \$322 over the Chevrolet Blazer. The Explorer will also give them more cargo room over the Blazer. The Planning and Building Inspection Department had \$24,800.00 budgeted for this item. They also had 2 trade-ins for this purchase which will be coordinated with Cornell Motors for auction through the Kirksville Auto Auction. We are requesting approval of disposal of two 1998 Ford F-150 4x4's Fixed Asset tags 11594 and 11595. The disposal forms are attached for signature.

Commissioner Miller asked which department rejected the bid based on the minimum engine requirements. Mrs. Ridgway stated the Juvenile Justice Center rejected the bid.

Commissioner Miller asked why does this department need such strong engine requirements. Mrs. Ridgway stated the Purchasing Department used the same bid specifications that were used last year when the Juvenile Office car was purchased.

Commissioner Miller stated maybe the engine requirements for hauling back and forth to the Courthouse are a bit strong. She requested this item be looked at for future bids. She understands the stronger engine requirements for police vehicles and 4 wheel drive vehicles but does not understand the engine requirement for a vehicle that will transport people back and forth to the Juvenile Justice Center.

Commissioner Miller asked where the policy stands on delivery of vehicles to the Public Works Department. Mrs. Bobbitt stated the State of Missouri contract vehicles cannot be delivered, they have to be picked up. This bid went out before the policy was done for the Juvenile Justice Center.

Commissioner Miller stated there is no reason why the vehicle cannot be delivered to Public Works because this bid has not been awarded.

Mrs. Ridgway noted in the bid, the department had the vehicle to be delivered to Public Works but Purchasing received a request by the Juvenile Justice Center that vehicle be delivered to their location.

Commissioner Miller stated they agreed to have the vehicle delivered to the Public Works Department. She requested when this is awarded that the delivery specifications be to the Public Works Department.

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 award.

**Subject: Public Works**

Greg Edington, Public Works Road Maintenance Operations Manager, and Wendy Lister, Right of Way Agent, were present on behalf of these items.

**A. First Reading for Approval to Purchase Equipment**

Greg Edington stated the Public Works Department recently ordered a grapple bucket for a skid steer through the small equipment budget. It was determined by the Auditor's Office that this should be a fixed asset. This request is to switch this purchase to be paid out of account 2040 department 91300 (machinery and equipment). The purchase price for this is \$2,226. This was not a class 9 budgeted item.

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.

**B. First Reading of Request for Approval for Appraisal Services**

Wendy Lister stated there are two projects coming up for the department, Brushwood Lake Road and Oakland Church Road. The plans are almost completed. This is a request to authorize the County Counselor to order appraisals services for those projects.

Commissioner Miller stated she thought Liberty Lane was being added to this request per the worksession with David Mink, Public Works Director, this morning.

There was no objection to adding Liberty Lane to this request.

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.

**C. First Reading of Renewal of Agreement with AGC-Eastern Missouri Laborers' Joint Training Fund**

Greg Edington stated this is also known as High Hill. This is a training facility that the

department has utilized through the local laborers' union to supply training to the maintenance workers. He believes this facility has been used since 1992 or 1993. This is an extension of the agreement that was done in 1995. He believes the annual total expenditures are around \$12,000. This is included in the 2003 budget.

Commissioner Miller stated she toured the facility a few years ago and would like Commissioner Schnarre and Commissioner Elkin to take a tour, if they would like to, to have a better understanding for the program.

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: Prosecuting Attorney – First Reading of Budget Revision**

Commissioner Miller stated this is a budget revision to cover salaries and overtime from FY2002. This budget revision is being requested due to a training overlap. The total is for \$390.00.

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: GIS Department**

Ross Short, GIS Program Manager, was present on behalf of these items.

**A. Second Reading and Approval of GIS Consortium Agreement**

Commissioner Elkin moved to approve the Cooperative Agreement for Operation and Maintenance of Shared Geographic Information System between Boone County, the City of Columbia, and Boone Electric Cooperative.

Commissioner Miller seconded the motion.

Ross Short stated this will go before the City Council on March 17, 2003 and Boone Electric Board members on March 28, 2003.

Commissioner Miller stated this is a great consortium and has allowed for the County to be able to do things they would not have been able to do on their own. She is pleased to

see the consortium being continued.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 111-2003**

**B. First Reading of Budget Revision**

Ross Short stated this budget revision is for 2002 funds. The department estimated the number of hours the GIS Manager would work for the County and the Consortium. This is the monetary correction. This budget revision is for a total of \$3,320.00.

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: Planning and Zoning – First Reading of Budget Revision**

Commissioner Elkin stated this budget revision is to cover overtime for the Planning and Zoning Department for 2002. The total of this budget revision is \$1,860.00.

**Subject: Second Reading and Approval of Contract Amendment #8 with the Division of Family Services – Child Assessment Center**

Commissioner Miller stated these are pass-through funds that the County handles every year for the Child Advocacy Center.

Commissioner Schnarre stated this is an extension of the contract year.

Commissioner Miller moved to approve contract amendment #8 with the Missouri Division of Family Services.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 112-2003**

**Subject: First Reading of Contract with City of Columbia (Public Safety Joint Communications)**

Commissioner Miller stated this is the annual agreement between the City and the County

for the Public Safety Joint Communications department. The County's portion is \$25,816.00 for FY2003.

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: Approve Changes to Board/Commission Members (New Townships)**

Commissioner Schnarre moved to approve the following changes to the Boone County Boards and Commissions that were affected by the redistricting of Boone County Townships:

- Jim Wharton, Building Code Board of Appeals, will now be serving Katy Township,
- James Cunningham, Road and Bridge Advisory Board, will now be serving Three Creeks Township, and
- Kristen Heitkamp, Planning and Zoning Commission, will now be serving Katy Township.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 113-2003**

**Commissioner Reports**

*Commissioner Schnarre*

*Notice of Voluntary Annexation*

Commissioner Schnarre stated the County has been notified of a voluntary annexation of approximately 18.89 acres of land owned by Billy D. Arendt, located on the west side of Providence Outer Roadway, approximately 100 feet south of Corporate Lake Drive.

Commissioner Elkin noted this is Crestvale Trailer Park. This will no longer be a mobile home park. There are approximately 75 trailers in the park now consequently there will be 75 individuals or families displaced.

Commissioner Miller asked if someone would be contacting Mr. Arendt to see how much notice he will be giving tenants. She has spoken with the perspective buy and he is willing

to give the tenants time to move after he has bought the park. She will follow up on this issue.

*Commissioner Miller*

No reports at this time.

*Commissioner Elkin*

No reports at this time.

There was no public comment.

The meeting adjourned at 1:58 p.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Keith Schnarre  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner