

TERM OF COMMISSION: September Session of the August 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 9:30 a.m.

Subject: Purchasing Department

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

A. Open Bid 59-23SEP03 (JJC Expansion)

		Prost Builders	Coil Construction
Page 5	Base Bid	\$936,000.00	\$1,031,000.00
Section I	Rock Excavation per Cubic Yard	\$250.00	\$250.00
Section I A.	Additive Alternate #1	\$83,300.00	\$77,943.00

McAfee Construction	Sircal Contracting	J.C. Industries	Five Oaks Association
\$809,000.00	\$895,200.00	\$889,000.00	\$852,000.00
\$250.00	\$215.00	\$250.00	\$300.00
\$84,000.00	\$62,100.00	\$129,000.00	\$70,000.00

Commissioner Schnarre stated these bid will be forwarded to the department for review and brought back forward to the Commission with a recommendation for award.

B. Open Bid 63-23SEP03 (Boone County Fairgrounds Arena)

			Septagon Construction	Little Dixie Construction
4.7.1	Boone County Fairgrounds Arena	Lump Sum	\$182,769.00*	\$173,690.00**

* \$176,769.00 for alternate Liberty brand of building.

** Bid price included screw down roof and 3” R-10 insulation. Add \$11,722.00 for

standing seem roof.

Commissioner Schnarre stated these bid will be forwarded to the department for review and brought back forward to the Commission with a recommendation for award.

C. Second Reading and Award of Bid 56-21AUG03 (Oakland Church Road Safety Project)

Marlene Ridgway stated this is a recommendation for award to C. L. Richardson Construction Company, Inc. for a total contract amount of \$76,834.30. The amount budgeted for this project was \$80,000.00.

Commissioner Miller moved to award bid 56-21AUG03 for the Oakland Church Road Safety Project to C. L. Richardson Construction Company, Inc.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 447-2003**

D. Second Reading and Approval of City of Columbia Cooperative Bid 76/2003 (Welding Services)

Marlene Ridgway stated this is a recommendation to utilize the City of Columbia Cooperative Agreement 76/2003 for the purchase of welding services with Montgomery Welding and Repair. This contract runs through February 28, 2004 and has four one-year optional renewals.

This is a county-wide term and supply contract.

Commissioner Elkin moved to approve the City of Columbia Cooperative Bid 76/2003 for Welding Services with Montgomery Welding and Repair.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 448-2003**

E. First Reading of Amendment #1 to Bid 72-12NOV02 (Digital Dictation System)

Melinda Bobbitt stated this is Amendment #1 to bid 72-12NOV02 for the Digital Dictation System at the Boone County Sheriff's Department. The original contract

included a comprehensive maintenance schedule beginning March 23, 2003 based upon the *Notice to Proceed* date rather than the completion of installation date. The warranty period expired on June 7, 2003. The revised schedule for the five one-year maintenance renewals are as follows:

- 1st renewal: June 8, 2003 to June 7, 2004 - \$6,070.00
- 2nd renewal: June 8, 2004 to June 7, 2005 - \$6,373.50
- 3rd renewal: June 8, 2005 to June 7, 2006 - \$7,010.85
- 4th renewal: June 8, 2006 to June 7, 2007 - \$8,062.48
- 5th renewal: June 8, 2007 to June 7, 2008 - \$9,674.98

This will be paid out of department number 2500 – Sheriff Forfeiture Fund, Account 60050 – Equipment Service Contract.

Only the dates have been changed for this contract. The amounts have remained the same.

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 Bid 62-04SEP03 (2004 Ford Crown Victorias and Explorer)

Marlene Ridgway stated the Sheriff’s Department and the Purchasing Department have reviewed the responses received for the above referenced bid. They recommend award to Joe Machens Ford for having the lowest and best bid meeting the minimum specifications. As budgeted, a total of 9 Crown Victorias at a unit price of \$19,827.00 are to be purchased. They are able to receive these vehicles \$87.00 less per each vehicle than the state contracted price. Also to be purchased is a 2004 Ford Explorer at a unit price of \$22,387.00. The total contract price is \$200,830.00. These vehicles are budgeted in accounts 2901-91400 and 2901-92400.

The budgeted amount for these purchases was \$209,850.00.

Mrs. Ridgway noted this was bid through the reverse on-line auction.

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.

G. First Reading of Disposal of Surplus Property

Marlene Ridgway stated the department is requesting the disposal of the following items.

Fixed Asset Tag # 8191

Canon 4050 copier

This was traded in on new copier purchased in July 2003 from Data Comm.

Fixed Asset Tag #10503

1996 Jeep Cherokee

This vehicle will be replaced by the Explorer from Machens to be ordered this month.

Fixed Asset Tag #10933

1994 Ford 4x4 Pickup

This vehicle was replaced by the vehicle purchased in July 2003.

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 Road and Bridge Advisory Committee Recommendations for Variances

A. Old Plank Village – Driveway Placements

Commissioner Miller stated this is a request for a variance for driveway placements. The original recommendation from the Road and Bridge Advisory Committee was “To waive the requirement of driveway placement being greater than thirty feet from the point of curvature and allow the driveway for Lot 1, Old Plank Village to be placed at a distance of fifteen feet from the point of curvature.”

After discussion, the Commission believed it to be appropriate to allow the variance for Lot 31 also pending the owner of the lot granting a sight-distance variance to the County.

Commissioner Miller moved to approve the following variance from the Road and Bridge Advisory Committee:

- To waive the requirement of driveway placement being greater than thirty feet from the point of curvature and allow the driveway for Lot 1 and 31, Old Plank Village to be placed at a distance of fifteen feet from the point of curvature. A sight-distance easement will be granted to the County of the northwest corner of Lot 31 as described by A Civil Group.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 449-2003**

B. Hoe Down/Square Circle NID Project

Commissioner Schnarre stated this is a recommendation by the Road and Bridge Advisory Committee to allow the road width to remain the same and allow less paving material than meet new road construction standards for Hoe Down Drive and Square Circle Court.

Commissioner Miller moved to approve the following variances from the Road and Bridge Advisory Committee:

- To waive the requirement of thirty-two foot road width and allow twenty-four foot road width within the Neighborhood Improvement District of Hoe Down Drive and Square Circle Court.
- To waive the requirement of 8" depth of paving material and allow 5" of asphalt paving material within the Neighborhood Improvement District of Hoe Down Drive and Square Circle Court.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 450-2003**

Subject: Approve Order for Abatement of Weed Nuisance

Gerry Worley, Environmental Health Manager, was present on behalf of this item.

Gerry Worley stated this is a request for Abatement of Weed Nuisance for Lot 3 of Leisure Hills Subdivision. The department had previously received an estimate but have since received a revised estimate. This revised estimate was done because some of the weeds have been cut. The estimate to abate the weeds is \$160.

Commissioner Elkin asked if the department had tried to contact the person who cut some of the weeds. Mr. Worley stated the department made every attempt to contact the owner to no avail.

Commissioner Elkin stated this lot is a mess. Mr. Worley stated the \$160 estimate is for only weed cutting and the reason the estimate is so high is because the weeds will be cut by a weed eater around the cars. Otherwise the weeds would be taken care of by mower.

Commissioner Elkin moved to approve the following Order for Abatement of Weed Nuisance for 4250 N. Wyatt Lane, Lot 3 Leisure Hills Subdivision:

WHEREAS, the Columbia/Boone County Health has declared property located at 4250 N. Wyatt Lane, Columbia, MO, a/k/a Lot 3, Plat 10, C&R Subdivision, as shown by Plat Book 10, Page 146, Boone County records and sometimes referred to as Lot 3, Leisure Hills Subdivision, a public weed nuisance under section 6.8.1 of the Boone County Code of Health Regulations and given the owners of said lot notice thereof and opportunity to abate said public nuisance, and

WHEREAS, the owners of record for the above mentioned property have not appealed the Health Director's declaration that the above mentioned property is a public weed nuisance not complied with the Health Director's order for abatement, and

WHEREAS, the County Commission believes that governmental abatement of the said weed nuisance is necessary and proper under the circumstances.

NOW THEREFORE IT IS ORDERED pursuant to section 6.8.2 of the Boone County Code of Health Regulations that the Health Director abate said nuisance at county expense by government, and

IT IS FURTHER ORDERED that the County Counselor seek restitution of the expense of said abatement by legal action as deemed necessary and proper under the circumstances.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 451-2003**

Subject: First Reading of Recommendation from Job Classification Committee

Betty Dickneite, Human Resources Director, was present on behalf of this item.

Betty Dickneite stated the Job Classification Committee received requests for possible job reclassifications for the Public Works Department, Recorder of Deeds Office, Planning and Building Inspections Department, and Sheriff's Department. The Job Classification Committee met to discuss these requests.

Public Works Department

Ms. Dickneite stated there was an issue with internal equity with some of the top level positions at Public Works so the Consultant reviewed the Project Development Manager, Road Maintenance Operations Manager, Road Maintenance Superintendent, Fleet Operations Superintendent, and a new proposed position of Senior Automotive/Equipment Mechanic. The Consultant made the following recommendations:

- Project Development Manager – Change Salary Range from 49 to 45
- Road Maintenance Operations Manager – NO Change
- Road Maintenance Superintendent – NO Change
- Fleet Operations Superintendent – Change Salary Range from 39 to 41
- Senior Automotive/Equipment Mechanic – Create a Job Family based on qualifications for a Senior Automotive/Equipment Mechanic which would qualifications as an ASE Certified profession. The Committee did not support this recommendation from the Consultant.

Commissioner Miller stated there was an issue at Public Works keeping the mechanics on staff because the mechanics could work in the private sector or field and make more money. She asked if the continuous training for new mechanics was part of the discussion for creating the Senior Automotive/Equipment Mechanic position. Ms. Dickneite stated the mechanic positions were on the same salary range and there was no motivation for the mechanic to stay. The position has been filled and there has not been any turn over recently.

She noted the Mechanic was a benchmark job class when the study was done.

Recorder of Deeds Office

The Consultant recommended the Office Specialist classification is still appropriate for this position. The Job Classification Committee discussed this recommendation. Three members of the Committee felt the classification should remain the same, three members felt the position should be changed to Deputy Recorder.

This position is being brought forward to the Commission for their review and consideration. This is the only position the Committee did not come to a unanimous agreement on.

Sheriff's Department

The department submitted a request to change the Senior Account Specialist to Accountant. The Consultant and the Job Classification Committee recommended no change in this position.

The department submitted a request to change the Administrative Assistant to Office Manager. The Consultant and the Job Classification Committee recommended no change in this position.

Planning and Building Inspections Department

The department requested a Senior Planner job class be added to the classification plan. The Consultant and Job Classification Committee recommend that this job class be

created and assign a salary range of 43 to this position. This position would also be an exempt position under FLSA.

Commissioner Schnarre stated there was a lot of discussion by the Job Classification Committee. Everyone agreed with all recommendations from the Consultant except the request for the Recorder of Deeds Office.

Bettie Johnson, Recorder of Deeds, was present to discuss the reason for her request. There are two main reasons for this request. One reason is the Consultant identified positions that were considered entry level or trainee positions that could have promotions. In a letter the Consultant sent in August, he recommended Boone County not adopt that because it would create inequities between departments.

The second reason for this request is that both job descriptions submitted by employees in this Office Specialist position identified that they were doing the job description of the higher level Deputy Recorder. The Office Specialist position has been described as a general level clerical position but those duties within that range are absorbed into many offices along with higher level duties.

Commissioner Miller asked if the person in the Office Specialist position has been doing the same job as everyone else in the Recorder's Office. Mrs. Johnson stated that is correct and it has been like this for two years.

Commissioner Schnarre stated there were discussions in the past that gave Mrs. Johnson the impression that this was an entry level position and after the training period, the position would be changed to Deputy Recorder.

Mrs. Johnson stated she believes having the training position is a good idea if there is a means to promote those after the training has been completed.

Commissioner Miller stated she supports the request to change the position to Deputy Recorder.

Commissioner Elkin stated every office is different in the duties performed. He also supports the request to change the position to Deputy Recorder.

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 of the recommendation from the Job Classification Committee. The Commission will also approve the request by the Recorder of Deeds Office to change the position from Office Specialist to Deputy Recorder.

Subject: Planning and Zoning**A. Second Reading and Public Hearing for Approval of Budget Amendment**

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1750-10100: Planning and Zoning – Salaries and Wages	\$10,338.00
1750-10200: Planning and Zoning – FICA	\$791.00
1750-10400: Planning and Zoning – Worker’s Compensation	\$86.00
1750-10300: Planning and Zoning – Health Insurance	\$852.00
1750-10375: Planning and Zoning – Dental Insurance	\$92.00
1750-10500: Planning and Zoning – 401(A) Match	\$175.00
1750-10350: Planning and Zoning – Life Insurance	\$11.00
1750-10325: Planning and Zoning – Disability Insurance	\$48.00
1750-37220: Planning and Zoning – Travel (Airfare)	\$250.00
1750-91301: Planning and Zoning – Computer Hardware	\$2,500.00
1750-23050: Planning and Zoning – Other Supplies	\$1,250.00
1750-71100: Planning and Zoning – Outside Services	\$1,250.00
1750-22000: Planning and Zoning – Postage	\$625.00
1750-48000: Planning and Zoning – Telephone	\$250.00
1750-23001: Planning and Zoning – Printing	\$487.00
1750-03411: Planning and Zoning – Federal Grant Reimbursement	\$19,005.00

Said budget amendment is for the 319 Bonne Femme Watershed Planning Grant.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 452-2003**

B. First Reading to Amend Sections 1 to 5 of the Boone County Zoning Ordinance

Bill Florea, County Planner, was present on behalf of this item.

Bill Florea stated the following is an outline of the changes that have been made to Sections 1 to 5 of the Boone County Zoning Ordinance:

Section 1. Title, Purpose, Intent

No change

Section 2. Definitions

Adult Cabaret (new definition)
Bar or Tavern (modified per Commission request)
Kennel (modified per Commission request)
Sexually Oriented Business (new)
Specified Anatomical Areas (new)
Specified Sexual Activities (new)

Section 3. Districts and Boundaries

R-D added minimum lot size for duplexes
R-M added minimum lot size for duplex and multiple-family

Section 4. General Provision

No change

Section 5. District Use Regulations

M-L Light Industrial District

Conditional Uses
Sexually Oriented Business (new)

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the September 30, 2003 Commission Meeting with an appropriate order for approval.

Subject: Applewood Creek Neighborhood Improvement District – Second Reading and Public Hearing for Approval of Budget Amendment

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
5190-71100: Applewood Creek NID – Outside Services	\$112,240.00
5190-71104: Applewood Creek NID – Administrative Services	\$5,581.00
5190-84100: Applewood Creek NID – Interest Expense	\$6,807.00
5190-84400: Applewood Creek NID – Public Notice	\$80.00

Said budget amendment is for the Applewood Creek Road Neighborhood Improvement District.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 453-2003**

Commissioner Reports

Commissioner Schnarre

No reports at this time.

Commissioner Miller

Farm Bureau

Commissioner Miller stated she attended the Farm Bureau meeting earlier in the week. Farm Bureau supports the Boone County Regional Sewer District’s Bond Issue on the November 4, 2003 ballot.

Homeland Security Update

Commissioner Miller stated she was part of a conference call with Col. Daniels, Gov. Bob Holden, Jerry Ulman, with SEMA and Department of Health staff members to discuss

Homeland Security in Missouri. She noted there is a contractor in place now to gather data from emergency management agencies. Boone County has already turned in their data.

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 10:18 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