

TERM OF COMMISSION: October Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:31 a.m.

Subject: Purchasing Department

Marlene Ridgway, Purchasing Department Buyer, was present on behalf of this item.

A. Open Bid 66-21OCT03 (Reams Road Project)

| | Lehman Construction | APAC – Missouri | S&C Bridge And Concrete | C.L. Richardson Construction | Boone Construction |
|--------------|------------------------|--------------------|----------------------------|---------------------------------|-----------------------|
| Bid Total | \$41,484.00 | \$68,322.00 | \$47,930.00 | \$54,210.00 | \$37,948.00 |

Commissioner Schnarre stated these bids will be forwarded to the department for review and brought back to the Commission at a later date with a recommendation for award.

Subject: Employee of 3rd Quarter Recognition Ceremony

Marlene Ridgway stated the Employee Recognition and Suggestion Committee has accepted the following suggestions:

- Janie Whelton – Employee Directory on GroupWise and the Gate Arm pass for vendors that need access to the Johnson Building shed.
- Cathy Richards – Allowing employees to participate in art displays in Boone County buildings.

The Employee of the Quarter for the Third Quarter of 2003 is Karen Johnson of the Boone County Recorder of Deeds Office.

As the Chief Deputy Recorder, Karen makes a difference in working with the public as well as her co-workers. She is kind, courteous and goes out of her way to do what needs to be done. She takes time to listen to the public needs as well as working and training those in the office. Her co-workers note that she is a go-getter from the time she gets to the office until she goes home. Karen takes pride in what she does and is an example to all who interact with her on a daily basis. Karen is a very deserving person for this

nomination.

Bettie Johnson, Boone County Recorder, thanked Karen for her hard work and congratulated her on this recognition.

Major Warren Brewer commented on the hard work that Newton Craft, Adam Prosser, Ronda Giger, and Teri Glendening do at the jail. He congratulated them on their nomination.

Major O.J. Stone commented on the hard work that Deputy Mike Krohn does for the Sheriff's Department. He congratulated him on his nomination.

Tom Schauwecker, Boone County Assessor, commented on the hard work that Cindy Menke does for the Assessor's Office. He congratulated her on her nomination.

Marlene Ridgway commented on the hard work that Debbie Crutchfield does for the Purchasing Department. She congratulated her on her nomination.

The Commissioners congratulated the employees who were nominated and thanked all Boone County employees for their work.

Subject: Purchasing Department

B. Second Reading and Award of Bid 70-07OCT03 (Applewood Creek Neighborhood Improvement District)

Marlene Ridgway stated this is a recommendation for award to C. L. Richardson Construction Company for offering the lowest bid meeting specifications. Total cost of contract is \$103,840.50.

Commissioner Elkin moved to award bid 70-07OCT03 for the Applewood Creek Neighborhood Improvement District to C. L. Richardson Construction Company Inc.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 484-2003**

C. Second Reading and Award of Bid 65-14OCT03 (Pre-Printed Envelopes Term and Supply)

Marlene Ridgway stated this is a recommendation for award to Edward J. Rice Company, Inc. for having the lowest and best bid for the potential 3 year contract term. Total

estimated 3 year value is \$20,975.77. Identified purchase for 2003 include a contract amount of \$5,978.50 for the Collector's Office.

Commissioner Elkin moved to award bid 65-14OCT03 for Pre-Printed Envelopes Term and Supply to Edward J. Rice Company, Inc.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 485-2003**

D. First Reading of Bid 69-02OCT03 (Snow and Ice Control Services)

Marlene Ridgway stated the Public Works department and the Purchasing department have reviewed the bids submitted and recommend awarding 15 trucks at the responded prices. The recommended award is as follows:

Diamond "C" Services – 1 truck at \$275/hour and 3 trucks at \$250/hour

Grant Excavating – 1 truck at \$285/hour

Executive Lawn Service – 2 trucks at \$285/hour

JC Landscaping – 1 truck at \$285/hour

Highpoint Enterprises – 6 trucks at \$200/hour

Doug Biollot – 1 truck at \$288.40

These services are to be paid from organization 2040 account 71100. This is a term and supply contract that runs through September 30, 2004.

David Mink, Public Works Director, noted the bid was restructured from the 2002 bid and explained the differences. He believes the \$2 million insurance requirement is one reason why the prices are so high. Last year there were only nine trucks and believes this was no a sufficient number to perform the services to the citizens in subdivision.

Commissioner Elkin commented on how he thought the bids were still very high.

The Commissioners and Mr. Mink discussed how this bid may be done in the future.

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: Information Technology – Second Reading and Approval of Budget Revision

Commissioner Schnarre moved to approve the following budget revision:

| DEPARTMENT ACCOUNT AND TITLE | AMOUNT DECREASE | AMOUNT INCREASE |
|--|------------------------|------------------------|
| 1176-37200: GIS County – Seminars/Conferences/Meetings | \$870.00 | |
| 1176-48000: GIS County – Telephones | | \$250.00 |
| 1176-23001: GIS County – Printing | | \$525.00 |
| 1176-91302: GIS County – Computer Software | | \$145.00 |

Said budget revision is to transfer funds between accounts to cover various expenses for the GIS Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 486-2003**

Subject: Emergency Management Joint Communications

Jim McNabb, Emergency Management Joint Communications Director, Captain Beverly Braun, and David Mink, Public Works Director, were present on behalf of these items.

A. First Reading of Contract with City of Columbia (Homeland Security Grant) and Budget Amendment

Jim McNabb stated this is an annual grant from the Office of Homeland Security, administered by the State Emergency Management Agency. This agreement is with the City of Columbia, with the sub-grantee being Boone County. The Boone County Public Works Department and Sheriff’s Department are included in the departments that will be receiving funds from this grant.

Mr. Mink thanked Mr. McNabb for including the Public Works Department as a part of

this grant application.

The budget amendment is for \$82,706 and will establish a budget for these grant funds.

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 after the required 10 day waiting period with an appropriate order for approval.

B. First Reading of Budget Amendment

Jim McNabb stated this budget amendment is in the amount of \$15,000. This will establish a budget for the State and Local Emergency Operations Planning grant funds received by Boone County.

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 after the required 10 day waiting period with an appropriate order for approval.

There were no Commissioner Reports.

There was no public comment.

The meeting adjourned at 10:07 a.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner