

TERM OF COMMISSION: January Session of the November 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.

Subject: Purchasing Department

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

A. Second Reading and Approval of Sole Source Renewal for 2003

Marlene Ridgway stated this is a recommendation for renewal of a sole source with Zimmer Radio Group. The reason why this is a sole source is because of the different demographics that Zimmer Radio Group reaches.

Commissioner Elkin moved to approve the renewal of Sole Source #123102 with Zimmer Radio Group for 2003.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 16-2003**

B. First Reading 83-10DEC02 (Service Trucks)

Marlene Ridgway stated she and the Public Works Department have reviewed the responses received for the above referenced bid and recommend award to Tom Boland Ford for meeting the bid specifications. The contract is for a 2003 Ford F550 Super Duty Regular Cab 4x4 equipped with the responded alternates and options. The total contract value including trade-in is \$65,176.00 to be paid from 2040-92300.

The departments are also requesting at this time approval of the trade-in of a 1996 Ford ½ ton 4x4, Fixed Asset Tag #10601.

Commissioner Miller asked if Joe Machens Ford chose not to bid. Commissioner Elkin noted there was only one bid received. Mrs. Ridgway stated that is correct. She sent the

bid to over thirty vendors.

Commissioner Elkin stated he knows this is a special truck and is wondering if this is the reason why there was only one bid. Mrs. Ridgway stated last year two bids were received for this truck, one from Midway Sales in Kansas City and the other from Tom Boland.

Commissioner Miller asked if this was on State Contract. Mrs. Ridgway stated this particular truck is not because of the way it is equipped.

There was no further discussion and no public comment 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 82-10DEC02 (Tandem Axle Trucks)

Marlene Ridgway stated she and the Public Works Department have reviewed the above referenced bid. The apparent low bidder is Columbia Freightliner. They recommend rejecting their response because the proposed wheelbase and front frame extension is shorter than the specified length. A memo from the Public Works Department is available which goes into further detail on the repercussions of accepting this deviation.

They further recommend awarding to Al Scheppers Motor Company for meeting the minimum specifications. The total contract value for 3 trucks including trade-in is \$313,761.00. This is to be paid from account 2040-92300.

They are also requesting at this time approval of the trade-in of the following trucks and equipment:

- Three (3) 1995 Ford L8000 Series Truck with Heil 14' Dump Truck Body (Fixed Asset Tag #s 10312, 10313, 10314)
- Two (2) 1994 Larson L513 Dry Material Spreaders and One (1) 1995 Henderson FSH13 spreader (Fixed Asset Tag #s 10297, 8826, 8824)
- Three (3) Good Roads 10' snow plows (Fixed Asset Tag #s 10680, 10195, 10196)

Commissioner Elkin asked how much was budgeted for this purchase. Mrs. Ridgway stated she is unsure of exactly what was budgeted but knows this is within the budget.

Commissioner Miller asked why the wheel base makes a difference. Mrs. Ridgway stated according to the memo from Public Works, the shorter wheel base is designed for trucks that are used within the City on cul-de-sacs. These trucks that will be purchased will not be used for this function. Accepting the Freightliner bid with the shortened wheelbase will present more tire and break wear pressure to the truck.

There was no further discussion and no public comment 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 80-10DEC02 (Motor Grader)

Marlene Ridgway stated she and the Public Works Department have reviewed the responses received for the above referenced bid. They recommend awarding to Tri-State Construction Equipment Company for having the best bid meeting the minimum specifications for the John Deere 672CH Motor Grader. The evaluation process took into account the outright purchase price including the trade-in as well as the scheduled maintenance cost for the 7 year warranty period. Tri-State had the lowest bid at \$196,065.82.

A letter from the Public Works Department has been submitted regarding the equipment bid from all vendors to the specifications required.

The total contract value for this purchase including trade-in is \$142,500.00 to be paid form 2040-92300. The amount budgeted for this purchase was \$144,000.00.

They are also requesting at this time approval of the trade-in of a 1993 John Deere 670B (Fixed Asset Tag # 7867.)

There was no discussion and no public comment 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.

E. First Reading of Contract for Legislative Consulting Services

Marlene Ridgway stated the Purchasing Department is bringing forward a professional services contract for Legislative Consultant Services to be awarded to Burnett and Associates. This agreement includes service for 2003 for the total amount of \$22,500.00.

Commissioner Elkin stated there was some confusion on this item but Commission agreed that it would be more effective to continue the relationship with Burnett and Associates.

There was no further discussion and no public comment 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

David Mink, Public Works Director, was present on behalf of these items.

A. Second Reading and Approval of Budget Revision

Commissioner Miller moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
2040-26200: Public Works Maintenance Operations – Rock	\$61,700.00	
2040-86800: Public Works Maintenance Operations – Emergency	\$80,000.00	
2040-84100: Public Works Maintenance Operations – Interest	\$17,300.00	
2040-92400: Public Works Maintenance Operations – Replacement Equipment		\$45,000.00
2040-71100: Public Works Maintenance Operations – Outside Services		\$80,000.00
2040-71700: Public Works Maintenance Operations – Equipment Rental		\$28,000.00
2040-48200: Public Works Maintenance Operations – Electric		\$6,000.00

Said budget revision is to cover shortfalls in the Public Works Maintenance Operations budget.

Commissioner Elkin seconded the motion.

Commissioner Miller asked if the \$80,000 was for FEMA reimbursable projects. David Mink stated the \$80,000 is for snow removal and asphalt. He believes the FEMA funds have been taken care of.

Commissioner Miller asked if the FEMA funds would be reimbursed to the Public Works

Department. Mr. Mink stated that is correct and possibly as fund balance.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 17-2003**

B. First Reading of Contract with Mitzel and Scroggs Architects

David Mink stated this is a contract for the design services for the Courthouse Floor Tile Project. This contract also includes construction administration during the construction phase of the contract. The amount of this contract is \$7,200.00.

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 approval.

C. First Reading of Ratification of Revisions to Appendix B of the Surface Upgrade Policy

Mr. Mink stated in July 2002, the department brought forward the Surface Upgrade Policy and was adopted by the Commission. This policy included provisions for private pay chip seal program.

After experience with this program, the department decided to have a separate section in the policy for chip seal work in subdivisions. The department has clarified the operations so people will understand what they are paying for. There is also different pricing for subdivisions than other areas. The main reason for this is because it is not appropriate to sweep excess rock into lawns so a sweeper has to be brought in at a higher expense to clean up the excess rock. Included in the packet is the application form.

The application states that applications will be accepted up to April 30 and the department will try to have the work completed in the same year. Any applications received after April 30 will be completed as the schedule allows for the department.

Commissioner Miller stated she believes this is a good policy to let the public know why work is being done to a road but the County is not paying for the work.

Commissioner Miller requested new applications with the appropriate revision date be added to the policy.

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 to Approve Private Pay Chip Seal on E. Parks Lane

Mr. Mink stated this is an application for a private pay chip seal. This is in accordance with the surface upgrade policy previously discussed. These applications are brought forward to the Commission for approval. This would be filed with a work order. This is the first application the department has received this year. The footage on the application is an approximation and the department is currently working on measuring the length of the road for this request. The portion of E. Parks Lane would be from Route B to the railroad tracks.

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: Facilities Maintenance

Ken Roberts, Facilities Maintenance Manager, was present on behalf of these items.

A. First Reading of Budget Revision for Housekeeping

Ken Roberts stated this budget revision is requesting to decrease \$1,600 from the custodial/janitorial services line item and increase the utilities line item by \$200 and maintenance items by \$1,400. This is to cover the cost of cleaning supplies and telephone costs for 2002.

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 of Budget Revision for Facilities Maintenance

Ken Roberts stated this budget revision is requesting to decrease \$2,850 from salaries line item and \$2,500 from the overtime line item and to increase the local mileage line item by \$50, increase repairs to the vehicles line item by \$1,100, increase the equipment repair maintenance line item by \$2,800, and increase the professional services line item by \$1,400. This budget revision is to cover mileage for an emergency parts run to St. Louis,

fuel costs for manager pickup and repairs to Jail tractor, unforeseen HVAC and electrical repairs at the Government Center, Courthouse, and Jail, and service calls on the fire alarm system and oil analysis on all HVAC equipment for 2002.

Commissioner Elkin asked why the local mileage line item needs to be increased. Mr. Roberts stated an employee used their own vehicle and the employee would like to be reimbursed for the mileage.

There was discussion about use of personal vehicles versus County vehicles with the understanding in the future County vehicles would be used.

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: Presentation of Planning and Zoning Annual Report

Stan Shawver, Planning and Zoning Director, was present on behalf of this item.

Stan Shawver presented the 2002 Annual Report for Boone County Planning and Building Inspection. A copy of this report is available in the Planning and Building Inspection Department.

Mr. Shawver stated 889.95 acres were approved for rezoning in 2002. On average 300 to 400 acres are approved for rezoning in the past. He noted there were two large tracts that were rezoned in 2002, one being the County owned Fairgrounds. Between 1998 and 2002, 2108.49 acres in Boone County were rezoned.

The Commission received 19 requests for conditional use permits in 2002 and 18 were approved by the Commission.

There were 7,610 building inspections performed in 2002. The inspectors drove 128,500 miles. The number of new homes exceeding \$200,000 was 42, or 13% of the total inspections.

In 2002, 59% of all construction was in the Northern District and 41% was in the Southern District. 52% of residential construction in 2002 was in the Northern District and 48% was in the Southern District.

There was a \$2 million valuation increase in 2002 versus 2001 building construction permits.

Mr. Shawver added single family homes permits were steady, mobile homes permits had decreased and modular home permits were steady over the last 10 years.

There was discussion regarding the difference between the number of permits issued and the number of inspections performed between 2001 and 2002.

There was discussion about the complexity of the structures being inspected and the amount of time being spent on the inspections.

There was no further discussion on this item.

Subject: Accept Resignation of Boone County Regional Sewer District Board of Trustees Member

Commissioner Elkin stated Marco F. Figueroa is retiring from his employment and moving out of state. Mr. Figueroa has been with the Sewer District for many years.

Commissioner Elkin moved to accept the resignation of Marco F. Figueroa from the Boone County Regional Sewer District Board of Trustees effective immediately.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 18-2003**

Commissioner Reports

Commissioner Schnarre

Notice of Voluntary Annexation

Commissioner Schnarre stated the County has been notified of a voluntary annexation of approximately 22.17 acres of land owned by HM Land Company, LLC, located east of Creasy Springs Road and north of the present city limits.

Commissioner Miller

Daniel Boone Regional Library Report

Commissioner Miller stated the Daniel Boone Regional Library and the Columbia Library District Board are supposed to be having their meetings this evening. She is unsure if these meetings will happen because of the weather.

Commissioner Elkin

Mental Health Board

Commissioner Elkin stated the Mental Health Board held a meeting on January 13, 2003. There was discussion about the Needs Assessment. The Board will be receiving a copy of the St. Louis Needs Assessment.

Board of Parks Commission

Commissioner Elkin stated the Board of Parks Commission held a meeting of January 14, 2003. There was discussion about the new zoning regulations and whether they would include language to try to encourage developers to set aside land for parks in the future. There was discussion about the Master Planning process for the Fairgrounds. They are planning to have the first workshop on February 15, 2003. This will be held at the Fairgrounds so individuals can tour the Fairgrounds and the Atkins property donation.

Sturgeon Chamber of Commerce

Commissioner Elkin stated the Sturgeon Chamber of Commerce held a meeting on January 13, 2003. The Chamber of Commerce and Hugh Tincher are working on a pre-annexation agreement. Mr. Tincher presented a proposed industrial park to the Boone County Planning and Zoning Commission but withdrew this request. There was unanimous support for this pre-annexation agreement by the Chamber of Commerce.

Smart Growth Coalition

Commissioner Elkin stated the Smart Growth Coalition held a meeting January 15, 2003. There was a presentation by John Eicherd, who wrote the Sustainable Communities Report. There was discussion about zoning and cluster developments. There was a presentation of the award nominations for Smart Growth in Boone County. Five awards will be given in the following categories:

- Residential
- Commercial
- Remodeling/Restoration
- Approved Plan
- Other

There was no public comment.

The meeting adjourned at 2:02 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