

TERM OF COMMISSION: April 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 9:33 a.m.

**Subject: Land Use Planning and Water Quality Restoration in the Bonne Femme Creek Watershed Presentation**

Dr. Robert Lerch, USDA Agricultural Research Station, and Scott Schulte, Superintendent Rock Bridge Memorial State Park, and Bill Florea, County Planner, were present on behalf of this item.

Dr. Lerch gave a presentation on Land Use Planning and Water Quality Restoration in the Bonne Femme Creek Watershed, which is an Environmental Protection Agency and Missouri Department of Natural Resources 319 Project sponsored by the Boone County Commission.

They are trying to establish a policy committee for this project.

There is a unique and sensitive environment within the Bonne Femme watershed which required watershed-based planning to protect natural resources and manage urban growth. The watershed planning process developed in this project could be applied to other watersheds in the future. This project will supplement, not compete with, the Storm Water Task Force objectives. This requires representation from local governments and infrastructure districts to be successful. This presentation will also be given to other entities that have interest in Bonne Femme watershed.

There was discussion between the Commissioners, Dr. Lerch, and Mr. Schulte about the potential environmental impacts on this watershed.

There was no further discussion on this item.

The Commissioners thanked Dr. Lerch and Mr. Schulte for coming in and making the presentation.

**Subject: Proclamation – Child Abuse Prevention Month**

Patricia Schnitzer, Chair of the Boone County Interagency Council on Child Abuse and Neglect, was present on behalf of this item.

Commissioner Schnarre moved to adopt the following proclamation:

**WHEREAS**, child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community;

**WHEREAS**, generally, statistics of children who are abused and neglected escalate each year;

**WHEREAS**, the effects of child abuse are felt by whole communities, and need to be addressed by the entire community;

**WHEREAS**, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, religious organizations, law enforcement agencies, and the business community;

**WHEREAS**, youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community;

**WHEREAS**, all citizens should become more aware of child abuse and its prevention within the community, and to become involved in supporting parents to raise their children in a safe, nurturing environment;

**NOW, THEREFORE** the Boone County Commission does hereby proclaim April as Child Abuse Prevention Month in Boone County and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to prevent child abuse, thereby strengthening the communities in which we live.

Commissioner Miller seconded the motion.

Patricia Schnitzer thanked the Commission on behalf of the Interagency Council on Child Abuse and Neglect and the Rainbow House Child Advocacy Center for the continued support of this issue in the community.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 167-2003**

**Subject: Juvenile Justice Center – First Reading of Budget Revision**

Kirk Kippley, Juvenile Justice Center Superintendent, was present on behalf of this item.

Kirk Kippley stated this budget revision is a request to move funds to pay for Intensive Reality Therapy Training for 18 employees of the 13<sup>th</sup> Circuit Family Court and to increase the Counseling/Testing Services hours. These funds will be moved from the computer equipment line item because JJC was able to get equipment at a cost that was considerably less than the original request.

Commissioner Elkin asked what Intensive Reality Therapy Training is. Mr. Kippley stated it is a three-day training for Reality Therapy, which is the primary philosophy in working with children and their families.

There was no further 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: Sheriff's Department – First Reading of Budget Amendment**

Captain Beverly Braun was present on behalf of this item.

Captain Braun stated this is a budget amendment that the department actually submitted in 2002. This is for the block grant funds that were used to purchase vehicles for the School Resource Officers. This funding did not get carried to 2003. This will purchase radios and lights for the School Resource Officers.

There was no further 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 after the required 10-day waiting period.

**Subject: Purchasing Department**

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

**A. First Reading of Bid 21-18MAR03 (Lien Search Services)**

Marlene Ridgway stated she and the Collector's Office have reviewed the bid submitted and recommend the award to Guaranty Land Title for having the lowest and best bid meeting the specifications. The total cost per lien search is \$43.94. Historically, this price has decreased from \$48.95 in 2000 to \$43.94 in 2003. There have been 522 parcels identified to date, however that number generally decreases considerably prior to services being provided. The present contract value is for 273 lien searches for a total of \$11,995.62 to be paid from organization 1150 account 84500.

Commissioner Elkin asked for clarification of a lien search. Commissioner Miller stated this is information used for the tax sale.

Commissioner Schnarre asked how many parcels are actually sold at the tax sale. Mrs.

Ridgway stated in 2002, 117 parcels were sold.

There was no further 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.

**B. First Reading of Amendment #1 to Bid 44-25JUN02 (Traffic Signs, Barricades and Sign Posts Term and Supply)**

Marlene Ridgway stated on July 25, 2002, Allied Tube and Conduit was awarded Category B – Barricades, Cones, Markers, and Category C – Sign Posts of the above referenced bid. Per the assignment form Allied Tube and Conduit, J & A Traffic Products of Blue Springs, MO will assume the contract and uphold all terms and conditions as set forth in the bid specifications until its termination. This contract runs through July 31, 2003 with a potential of four (4) one-year renewal options. The department is requesting acknowledgement of this amendment of the contract to reflect this change.

There was no further 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.

**C. First Reading of Bid MM37 (Bituminous Materials)**

Marlene Ridgway stated the City of Columbia Public Works Department and Boone County Public Works Department have reviewed the responses received and recommend the following award:

Vance Brothers, Inc. – Award SS-1 and CRS-2P. Estimated contract value is \$117,137.50

Koch Pavement Solutions – Award CRS-2. Estimated contract values is \$225,632.80

Coastal Energy Corp – Award PEP, MC-3000 and MC-80. Estimated contract value is \$53,260.00.

The low bidder for PEP was Vance Bothers; however, they did not meet the specifications on the distillation residue of the product. They recommend awarding this to the next low bidder, Coastal Energy.

This is a term and supply contract, hence no need for purchase orders.

There was no further 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 20-18MAR03 (Street Name Signs Term and Supply)**

Marlene Ridgway stated she and the Public Works Department have reviewed the three responses received. In the bid specifications, we specified fiberglass sign blanks with an alternate of aluminum. The bids received from Vulcan Signs and Hall Signs were only for aluminum sign blanks. We requested a preference of a 10-day delivery after receipt of order. These vendors proposed 4 to 6 weeks delivery period. In lieu of these deviations, we are recommending rejecting these bids and awarding to Kelpé's Signs and Banners for having the best bid. They are able to meet the 10-day delivery preference as well as provide the fiberglass signs. The annual budgeted amount is \$14,500.00 in organization 2040 account 26600.

This is a term and supply contract, hence no need for purchase orders.

Commissioner Miller stated Kelpé's Signs and Banners submitted a bid that was higher than Vulcan Signs and Hall Signs but 10 day is a long time when there is no street sign. It is critically important to have the street signs. Also, the other bids were for aluminum signs only.

Mrs. Ridgway stated the fiberglass signs are used because they do not wear out as quickly and are not stolen for the metal.

There was no further 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 Bid 10-11MAR03 (Digital Copiers)**

The Prosecuting Attorney's office, Circuit Clerk's office and I have reviewed the responses for the above referenced bid. In the evaluating, we looked at the total life cycle cost of this purchase. We took into account the total purchase price of the machine including the potential seven year maintenance agreement and make the following recommendations.

For the Prosecuting Attorney's office, we recommend awarding Da-Comm of Mid-Missouri for having the lowest and best bid for Copier #2 specified in the bid

specifications. Da-Comm bid a Kyrocera KM-4030 with the following alternates: Large Capacity tray, Puncher Unit, Finisher and Networking Connections for a purchase amount of \$8,710.00 and a total life cycle cost of \$12,004.00. The amount budgeted for this purchase was \$8,931.00.

For the Circuit Clerk's office, we recommend awarding the copier that meets Copier #1 specifications. We recommend rejecting the bid from KOPI as their networking capabilities do not meet the minimum specifications. We also have received unfavorable references from departments that have the Gestetner model copier. We further recommend awarding to the next low bidder, Data Comm for a Canon IR5000. Cost including the base copier, large capacity tray and finisher and trade-in of old unit is \$10,499. The life cycle cost is \$17,979. The amount budgeted for this purchase was \$10,000. Savings have been identified to cover the overage. Because there is a trade-in we are requesting approval to dispose of a Canon NP4050 fixed asset tag #11030. The disposal form is attached.

Per the bid specifications, both vendors have agreed to hold prices through March 31, 2004 if additional purchases are identified before then. She noted this is an award for 2 of the 5 copiers on this bid.

There was no further 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.

#### **F. First Reading of Disposal of Sheriff Vehicles**

Marlene Ridgway stated the department is requesting the disposal of the following vehicles as they have been replaced:

Fixed Asset Tag 10502  
1996 Jeep VIN 1J4FJ2863TL218892  
Requesting department 1251- Sheriff's Department  
Replaced by a 2003 Ford Explorer, award date 12/31/2002

Fixed Asset Tag 11980  
1999 Ford Crown Victoria VIN 2FAFP71W2XX237494  
Requesting department 1255 – Correction's Department  
Replaced by a 2003 Ford Crown Victoria, award date 02/13/2003

Disposal will be through Kirksville Auto Auction coordinated with Cornell Motors.

There was no further 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.

**G. First Reading of Long Distance Access Programming Policy**

Marlene Ridgway stated it has been requested to bring forth the policy for the record:

“The Boone County Administrative Authorities shall have the determination of which employees will have long distance access in their department. Administrative Authorities shall also have determination of which phone lines would require an access code for an employee to complete a long distance call. All public lines shall require entry of an access code in order to complete a long distance call.”

Commissioner Elkin stated this has been brought forward because of the changes in the long distance service and problems that were created during that change over. Some Officeholders and Department Heads have requested to not require authorization codes for every phone in their office. Ultimately they are responsible if there is a problem with the long distance costs.

Commissioner Miller stated if the line item for long distance service has increased significantly for the 2004 budget the Commission will have the authority to return to the use of access codes. Commissioner Elkin stated that is correct or a justification as to why there is such an increase.

Commissioner Miller stated she hopes the Officeholders and Department Heads would monitor the long distance service costs.

Commissioner Elkin stated each office and department receives their long distance bills.

Commissioner Elkin stated this needs to be placed with a policy but he was not sure where this would be placed. Commissioner Miller stated it should be included in the Personnel Policy Manual with the telephone section.

Mrs. Ridgway stated she would make this recommendation to Human Resources Department to update the manual.

There was no further 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 – Second Reading and Approval of Revisions to Roadway Regulations Chapter 2**

John Watkins, Project Development Manager, was present on behalf of this item.

John Watkins stated to date, the department has not received any response from any developers or contractors on the proposed revisions. There is one additional revision being brought forward today. The revision has been proposed by the department and is as follows:

- 2.6.1.1 **New Roadway Right of Way** - New roadway right of way shall be dedicated to public use on a subdivision plat. All new roadways to be maintained by the County shall be constructed under permit issued by the County and inspected for compliance with the provisions of these regulations during construction in order to be accepted for maintenance. Roadways constructed without such permit shall not be accepted for maintenance unless it is proven at owner or contractor expense that the road was in fact constructed in accordance with these regulations to the satisfaction of the Director. **“If new roadway construction for which a permit is required has not commenced within one year of department approval of roadway plans, the department may require the developer to re-submit plans and construct such roadway in compliance with current regulations in effect if different from those which were effective at the time the department approved original plans”**

Commissioner Miller asked if the contractors and builders have seen this proposed revision. Mr. Watkins stated they have not seen this revision.

Commissioner Miller stated she believes this proposed revision has more of an impact than any of the other revisions that have been brought forward. Mr. Watkins stated this proposed revision would impact the developers more than anyone else. He is unaware of anyone coming in to review any of the other proposed revisions.

Commissioner Miller stated she does not mind adopting what was originally presented but she would want to hold the first and second readings until after it has been sent to developers, contractors, and builders for their review.

Mr. Watkins stated he will send letters to developers, contractors, and builders regarding this additional proposed revision and set a first reading for a later date.

Commissioner Miller asked if this proposed revision was included in the revisions submitted earlier by the department. Mr. Watkins stated no and this is the only change that is not from the original list.

Commissioner Miller stated the Commission should adopt what was originally submitted and adopt this proposed revision at a later date.

David Mink, Public Works Director, stated this change was something he asked for to clarify any questions that may come up regarding the new requirement for traffic plans.

There was no further discussion on this item.

Commissioner Miller moved to adopt revisions to the Boone County Roadway Regulations Chapter II as presented by the Boone County Public Works Department.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 168-2003**

**Subject: Second Reading and Approval of Documents for Oakland Gravel Road, Brown School Road, and Roger I. Wilson Memorial Drive Improvement Project**

Commissioner Miller moved to approve the documents for the Oakland Gravel Road, Brown School Road, and Roger I. Wilson Memorial Drive Improvement Project. The recording fees for the Easements and Quitclaim Deed to be paid by Allstate Consultants.

Commissioner Elkin seconded the motion.

There was discussion about a letter the Commission received April 7, 2003.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 169-2003**

**Subject: First Reading of Contract with KPMG LLP (HIPPA Compliance)**

Commissioner Schnarre stated this is a contract to allow KPMG LLP to receive documents to do audits on HIPPA Compliance.

There was no further 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: Second Reading and Public Hearing for Approval of Budget Amendment (Self-Health Trust)**

Commissioner Miller moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
1190-83923: Non-Departmental – OTO: General Fund	\$220,103.00
2010-83923: Assessment – OTO: Assessment	\$22,535.00
2040-83923: Road and Bridge – OTO: Road and Bridge	\$98,185.00
2610-83923: PA Tax Collection – OTO: Special Revenue	\$1,610.00
2630-83923: PA Bad Check – OTO: Special Revenue	\$4,829.00
6000-03530: Self Insured Health Plan – Internal Service Charge	\$24,144.00
6000-03913: Self Insured Health Plan – OTI: General Fund	\$220,103.00
6000-03917: Self Insured Health Plan – OTI: Special Revenue	\$127,159.00
6000-71050: Self Insured Health Plan – Insurance Claims	\$259,113.00

Said budget amendment is to cover deficit fund balance and establish a projected \$200,000 minimum fund balance at the end of 2003.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 170-2003**

**Subject: City/County Health Facility**

**A. Second Reading and Public Hearing for Approval of Budget Amendment**

Commissioner Schnarre moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
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4040-71103: City/County Health Facility – Architectural Services	\$145,000.00
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Said budget amendment is to establish a 2003 architectural services budget for the City/County Health Facility Project.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 171-2003**

**B. Second Reading and Approval of Amendment to Agreement for Professional Architectural Services**

Commissioner Schnarre moved to approve the Agreement for Professional Architectural Services with the City of Columbia and Rafael Architects, Inc.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 172-2003**

**Subject: Appointments to Boards/Commissions**

**A. Judicial Law Enforcement Task Force (2 Appointments)**

Commissioner Miller stated there were a lot of great candidates that applied for these positions but the Commission felt it was such a new board that existing members should be reappointed.

Commissioner Elkin moved to reappoint the following to the Judicial Law Enforcement Task Force:

- William G. Abrams, representing Cedar Township, for a term to expire on February 21, 2006, and
- Stephen F. Ferris, representing the City of Columbia, for a term to expire on February 21, 2006.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 173-2003**

**B. Mental Health Board of Trustees (3 Appointments)**

Commissioner Elkin moved to appoint the following to the Boone County Mental Health Board of Trustees:

- Mary Louise Bussabarger (reappointment) for a term to expire on January 31, 2006,
- Timothy C. Harlan for a term to expire on April 8, 2006, and
- Roland Meinert for a term to expire on April 8, 2006.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 174-2003**

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

Commissioner Elkin moved to accept the resignation of Mark E. Stone 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 175-2003**

**Subject: Authorize Use of Courthouse Grounds/Commission Chambers**

**A. Concert/Fair Gathering – Fun Festival**

Commissioner Schnarre moved to authorize the use of the Courthouse Grounds between 4:00 p.m. and 8:30 p.m. on August 28 and October 2, 2003 for a Concert/Fair Gathering – Fun Festival sponsored by The Intersection.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 176-2003**

**B. Hispanic Heritage Month Activities**

Commissioner Schnarre moved to authorize the use of the Commission Chambers of the Roger B. Wilson Boone County Government Center on September 14, 2003 between 2:00 p.m. and 6:00 p.m. for Hispanic Heritage Month Activities.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 177-2003**

### **Commissioner Reports**

*Commissioner Schnarre*

#### Notice of Voluntary Annexations

Commissioner Schnarre stated the County has been notified of the following voluntary annexations:

- Approximately 2.6 acres of land owned by Teton Development, LLC, located on both sides of Teton Drive and on the south side of Yosemite Avenue, at the southeast corner of the Lake of the Woods Subdivision, and
- Approximately 1.96 acres of land owned by Charles H. Nichols, located on the northwest corner of Wyatt Lane and Opal Drive (3601 Wyatt Lane).

*Commissioner Miller*

#### City of Hartsburg Revenue Replacement Report

Commissioner Miller stated the City of Hartsburg received \$735.92 in 2002 in revenue replacement funds. \$334.88 was spent on crushed rock and \$401.04 was spent on the street lights bill. They appreciate the funds they receive.

She noted there are problems with a few of the cities about giving their report.

*Commissioner Elkin*

No reports at this time.

There was no public comment.

The meeting adjourned at 10:32 a.m.

Attest:

\_\_\_\_\_  
Keith Schnarre  
Presiding Commissioner

\_\_\_\_\_  
Wendy S. Noren  
Clerk of the County Commission

\_\_\_\_\_  
Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner