

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 II Commissioner Skip Elkin  
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:35 a.m.

**Subject: Purchasing Department**

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

**A. Bid Opening 28-22APR03 (Benson Road Project Phase II)**

Page #	Form Description	Bill Sullivan Excavation, Inc.	Columbia Curb and Gutter	C. L. Richardson
5.1	<i>Bid Form Base Bid</i>	\$104,388.00	\$139,744.50	\$94,573.75
5.4	<i>Addendum Acknowledgement</i>	Yes	Yes	Yes
	<i>Addendum One</i>	Yes	No	Yes
3.1	<i>Completion of Bidder's Qualifications</i>	Yes	Yes	Yes
6.1	<i>Anti Collusion Statement</i>	Yes	Yes	Yes
7.1	<i>Signature and Identity of Bidder</i>	Yes	Yes	Yes
8.1	<i>Bidder's Acknowledgement</i>	Yes	Yes	Yes
	<i>Bid Bond</i>	Yes	Yes	Yes

Commissioner Schnarre noted the proposals received will be forwarded to the department for review and brought back to the Commission at a later date with a recommendation for award.

**B. First Reading of Bid 19-11MAR03 (Mobile 2-Way Radios)**

Marlene Ridgway stated the Public Works and Purchasing Department have reviewed the responses received from the above referenced bid. They recommend rejecting bids received from Missouri Communications, Central Communications, Ohio Valley 2-Way Radio, and Advanced Wireless. They all left off one important specification to the radios, the DTMF encode/decode which codes the incoming signal and decode back to the repeater which makes our calls more secure. After contacting each vendor, they

acknowledge omitting this element.

They further recommend award to the next lowest bidder, Mo Comm Electronics, for seven mobile 2-way radios, amplifiers, antennas and speakers as specified for a contract price of \$8,179.50. This was budgeted in organization 2040 account 92300 for \$32,900.00. There is one remaining piece of equipment, a repeater, to be paid from this line item at a later date.

Commissioner Elkin asked for clarification of the DTMF. Mrs. Ridgway stated it is supposed to be included with the radio unit. It is an essential piece to the Public Works Department to keep the calls more secure.

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.

**C. First Reading of Bid 10-11MAR03 (Digital Copiers)**

Marlene Ridgway stated after reviewing the responses for the above referenced bid, the Commission Office and Purchasing Department make the following recommendation. We recommend award to 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, Saddle Stitch Finisher and Networking Connections for a purchase amount of \$8,829.00 and a total life cycle cost of \$14,315.00. The amount budgeted for this purchase was \$9,000.00.

In the evaluation, 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.

We are also requesting approval to dispose of a Canon NP6030 fixed asset tag 9309.

Per the bid specifications, both vendors have agreed to hold prices through March 31, 2004 if additional purchases are identified before then.

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: Employee Recognition – 1<sup>st</sup> Quarter**

Marlene Ridgway stated the Employee Recognition Committee has selected Mark Koch of the Prosecuting Attorney’s Office as Boone County Employee for the 1<sup>st</sup> Quarter of 2003. The following are some of the comments made by his peers:

As a Victim Advocate, Mark’s training, personality, and compassion is a great asset to the Prosecuting Attorney’s Office. As a skilled counselor, he is hard working and dedicated as he helps victims find resources within the community to help them in their time of crisis. When working with Mark, you find a co-worker that is professional, dependable and willing to assist others in any task he is able to. He is a person everyone enjoys being around.

Ruby Marsden, PA Office Chief Investigator, commented on Mark’s work ethic.

Captain Beverly Braun commented on Sally Hogan, Shirley Blythe, and Crystal Beuer, who were nominated for employee of the quarter.

Ken Roberts, Facilities Maintenance Manager, commented on Gary Crapenhof, who was nominated for employee of the quarter.

David Mink, Public Works Director, commented on Tom Chynoweth, who was nominated for employee of the quarter.

Commissioner Schnarre and Elkin congratulated Mark and the nominees.

**Subject: Sheriff’s Department – Second Reading and Public Hearing for Approval of Budget Amendment**

Commissioner Elkin moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
2532-91300: Law Enforcement Block Grant – Machinery and Equipment	\$4,990.00

Said budget amendment is to establish a budget to purchase mobile radios and lights for the School Resource Officers.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 201-2003**

**Subject: Public Works**

**A. Second Reading and Approval of Revisions to Roadway Regulations Chapter II**

David Mink, Public Works Director, stated the department has not received any comments on this revision.

Commissioner Schnarre moved to adopt the following revision to the Boone County Roadway Regulations Chapter II as presented by the Boone County Public Works Department.

- 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 Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 202-2003**

**B. Second Reading and Approval of General Consultant Service Agreement with Olsson Associates**

David Mink stated this is the firm the department is working with, through the State, for the Traffic Engineering Assistance Program Study, for the Gateway South Subdivision.

Commissioner Elkin moved to approve the General Consultant Service Agreement with Olsson Associates.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 203-2003**

**Commissioner Reports**

*Commissioner Schnarre*

*Boone Electric Cooperative C.A.S.H. Program*

Commissioner Schnarre stated the beginning balance of the C.A.S.H. program on March 1, 2003 was \$68,813.28. Donations during February were \$239.56, interest was \$30.47 and disbursements were \$183.44. The end balance was \$70899.87.

The beginning balance of the H.E.L.P. program on March 1, 2003 was \$19,524.22. Donations during February were \$1,717.56, interest was \$8.65 and disbursements were \$334.47. The end balance was \$20,915.96.

*Payment from Missouri Emergency Response Commission*

Commissioner Schnarre stated the County has received a check from the Missouri Emergency Response Commission, Hazardous Materials Emergency Preparedness Fund in the amount of \$2,141.02. This is for the Boone County Local Emergency Planning Committee to be used for training, exercises, flow studies, hazard analysis, and purchase of equipment for training.

*Commissioner Elkin*

No reports at this time.

There was no public comment.

The meeting adjourned at 9:55 a.m.

Attest:

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

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Wendy S. Noren  
Clerk of the County Commission

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

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Skip Elkin  
District II Commissioner