

TERM OF COMMISSION: June Session of the May 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 these items.

A. Second Reading and Award of Bid 18-25MAR03 (Medical Examiner Support Services)

Marlene Ridgway stated the evaluation committee for this bid consisted of Commissioner Elkin, Dr. Adelstein, Bud Smith, and Tim Harlan and recommend award to Fountain Enterprises Inc. The primary reason for this recommendation is due to the documented extensive chief death investigative experience of Jo Fountain.

The initial contract term shall run from July 1, 2003 through June 30, 2004. This contract will be paid out of department 1280 Medical Examiner, account 71101 Professional Services. The total contract award for one year is \$75,540. The original budget for this was \$75,714.

Commissioner Elkin moved to award bid 18-25MAR03 for Medical Examiner Support Services to Fountain Enterprises Inc.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 295-2003**

B. Second Reading and Award of Bid 08-15APR03 (Architectural Services for the Interior Renovations and Design and Construction of the Third Floor of the Boone County Government Center)

Marlene Ridgway stated the five members of the evaluation committee for this bid consisted of Keith Schnarre, Presiding Commissioner, Bettie Johnson, Recorder of Deeds, June Pitchford, Auditor, Tom Schauwecker, Assessor, and David Mink, Public Works

Director, reviewed the then proposals received for the architectural services. The committee short listed the proposals to four and interviewed these four firms. Following clarification questions, reference checks and further review, the committee felt that Simon Oswald Associates was the best match for Boone County for this project and recommends this firm for award.

The contract will be paid out of department 4010 – Administration Building Construction, account 71211 – Architectural/Engineering Fees. The total contract award for Phase I is \$24,500.

Commissioner Schnarre moved to award bid 08-15APR03 for Architectural Services for the Interior Renovations and Design and Construction of the Third Floor of the Boone County Government Center to Simon Oswald Associates.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 296-2003**

C. First Reading of Bid 17-18MAR03 (Computer Output to Microfilm Service Term and Supply)

Marlene Ridgway stated the bid for Computer Output to Microfilm Service Term and Supply was issued on February 18, 2003 and closed on April 1, 2003. A total of nine bids were received. Purchasing and the Recorder's Office recommend award as an "all or none" award for full service to Imaging Solutions Company for submitting the lowest and best bid meeting the minimum specifications.

This term and supply contract will be paid out of department 2800 – Storage and Preservation, account 23020 – Microfilm. The original budget was \$15,000.

Commissioner Elkin asked if this was bid by unit price only. Mrs. Ridgway stated that is correct. She noted the prices are based on the approximate numbers submitted by the Recorder's Office from the 1st quarter of 2003.

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 for acknowledgement of approval for the record.

Subject: Facilities Maintenance – First Reading to Extend Leave of Absence without Pay for Department Employee

David Mink, Public Works Director, was present on behalf of this item.

David Mink stated the Public Works Department is requesting approval of an extended leave of absence without pay in accordance with Boone County Personnel Policy Manual, section 5.7, for David Slaughter, a custodian in position number 517, from June 18 through August 1, 2003. Mr. Slaughter has a serious health condition and was granted Family Medical Leave Act leave which began on March 26, 2003 and will expire on June 17, 2003. Mr. Slaughter has decided to retire and seek long term disability benefits. The Department has conferred with the County Clerk's Office and they have recommended to the Department and to Mr. Slaughter a retirement date of August 1, 2003 as the best date to coordinate benefits. Mr. Slaughter has agreed to this date. The Department also concurs and is requesting this leave extension to accommodate the recommended retirement date.

The Department also requests authorization to immediately proceed with hiring a permanent replacement for this position in anticipation of Mr. Slaughter's retirement. The Department believes that the position could be filled by the first part of July resulting in an overlap of approximately four weeks.

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.

Commissioner Reports

Commissioner Schnarre

Boone Electric Cooperative C.A.S.H./H.E.L.P Program

Commissioner Schnarre stated the beginning balance of the C.A.S.H. program on May 1, 2003 was \$71,005.84. Donations during May were \$2,157.52, interest was \$32.35 and disbursements were \$1,062.86. The end balance was \$72,132.85. A total of six families utilized this program in May.

The beginning balance of the H.E.L.P. program on May 1, 2003 was \$21,081.52. Donations during May were \$1,644.83, interest was \$9.61 and disbursements were \$2,670.01. The end balance was \$20,065.95. A total of 18 families utilized this program in May.

Commissioner Elkin

13th Circuit Court Family Court Service Juvenile Division Annual Report

Commissioner Elkin submitted the 13th Circuit Court Family Court Service Juvenile Division Annual Report for 2002 to the Public Record.

He noted this report includes a history of the program, the process of the program and statistics. The number of people in the juvenile division is increasing.

There was no public comment.

The meeting adjourned at 9:42 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