

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Karen Miller  
District II Commissioner Skip Elkin  
Stormwater Coordinator Nicki Fuemmeler  
County Counselor CJ Dykhouse  
Senior Buyer Amy Robbins  
Director Resource Management Stan Shawver  
Auditor June Pitchford  
Columbia Health Department Kala Gunier  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:30 p.m.

**Resource Management**

**1. 1<sup>st</sup> and 2<sup>nd</sup> reading; Release of Security Deposit for Columbia Public Schools**

Stan Shawver spoke on this item stating that this is releasing a Letter of Credit on the restoration of St. Charles Road. There was a box culvert built and this Letter of Credit pertains to the stormwater improvements.

Mr. Shawver also said there are portions of a small area where the grass is not growing.

Commissioner Atwill asked where this area is.

Mr. Shawver said it is along St. Charles Road. There is a certain density level of grass growth required and this area did not meet the specifications and that Columbia Landscaping is going to do repairs on this area.

Commissioner Miller stated since we are releasing the Letter of Credit, what happens if

they don't get the area up to specification. The County will have no leverage.

Commissioner Elkin stated that the area is very small and we should not hold up the Letter of Credit for such a small area.

Commissioner Miller agreed that the area is very small and we should proceed.

There were no other questions or comments.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby release a Letter of Credit No. 2100500186 from Landmark Bank in the amount of \$168,383.00. Said letter was issued on behalf of Columbia Public Schools for stormwater improvements for St. Charles Road. The Presiding Commissioner is authorized to sign the attached "Reduction Certificate" to Landmark Bank reducing the original \$168,383.00 to \$0.00. The original Commission Order accepting the Letter of Credit is 425-2012.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #595-2012**

## **Health Department**

### **2. First reading of revisions to the Boone County Food Code, Chapter 9 of the Code of Health Regulations of Boone County, Missouri.**

Kala Gunier from the Columbia Health Department stated that the items relating to the

Food Code are a completion of the discussions from earlier work sessions.

County Counselor CJ Dykhouse reviewed the Chapter 9 re-adoption language stating that he would like it to read like Chapter 4. His goal is to re-adopt Chapters 1-8 and revise Chapter 9. The last revision was done in 2010. By re-adopting Chapters 1-8 and revising Chapter 9, any future legal issues can be handled much easier.

There were no further questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**3. First reading of an Order establishing fees, to be effective February 1, 2013, for administering the Boone County Food Code, Chapter 9 of the Code of Health Regulations of Boone County, Missouri.**

CJ Dykhouse reviewed the fee structure and the effective dates. He said the fees as set are anticipated to cover 29% of the County's costs in administering the County's Food Code program.

There were no further questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**4. First reading of an Order authorizing and directing public notice of the revision and readoption of the Code of Health Regulations of Boone County, Missouri.**

CJ Dykhouse stated that the Public Notice will occur after adoption by the Commission. The notice will appear in the Columbia Tribune beginning on January 3, 2013 and also on January 10, 2013 and January 17, 2013.

Commissioner Miller asked about the three items on the agenda for the Food Code issue and if three orders are required.

CJ Dykhouse said that the three separate orders are required.

There were no further questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**Commission**

**5. First reading of an amended policy relating to the distribution of Net Additional Sales Tax Revenue to Application Entities as contemplated in Commission Order 294-2011.**

Commissioner Atwill asked if this is policy or a higher level order.

CJ Dykhouse said it is policy and is an evolution of what was previously adopted.

Commissioner Elkin noted that it is a percentage based on assessed evaluation on each community except for the smallest of the small. There will be a set amount and Stan will know

what to allocate to each community and the communities will be able to plan accordingly and plan budgets.

CJ said that this is an annual cooperative agreement and would have the usual restrictions.

Stan Shawver said it would lessen the administrative burden. The cooperative agreement is very helpful because he constantly gets questions which this agreement will answer.

Commissioner Elkin stated that new councils in these communities don't know how this works and the agreement will help out in this way as well.

Commissioner Miller said that in talking to the smaller communities, Pierpont is OK with the amended policy. She can't contact anyone in Huntsdale and that McBaine is fine with it as well.

There were no further questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**6. 1<sup>st</sup> and 2<sup>nd</sup> reading; Authorization for Presiding Commissioner to sign Certifications of County Health Ordinances**

Commissioner Miller stated that Family Pawn is applying for a grant with the Missouri Agricultural and Small Business development authority. The grant requires that the County identify if it has a Health Ordinance or is even considering a Health Ordinance. She has talked to County Counselor CJ Dykhouse and the Presiding Commissioner needs the authority to sign off these requests and a Commission Order would give the Presiding Commissioner that authority.

Commissioner Atwill confirmed that Boone County does not have a county ordinance restricting live stock or poultry production and that the county is not considering such an ordinance.

Commissioner Miller and CJ Dykhouse concurred that the county is not considering such an ordinance.

Commissioner Miller noted that the land cost in Boone County is too expensive and they can't afford to put a Concentrated Animal Feeding Operation (CAFO) in the County so that is

why the County does not have the ordinance.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign any and all Certification of County Health Ordinances.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order #596-2012**

**7. 1<sup>st</sup> & 2<sup>nd</sup> reading; Economizer Project**

Commissioner Miller stated that she needed to finalize projects and get billing and paperwork completed before the end of the year. She does not have authority above \$5,000 and this would give her the authority to sign off on this energy grant which is above her authority.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize Commissioner Karen Miller to sign the attached Change Order for the Energy Grant relating to the Economizer Project.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #597-2012**

**8. Final adoption of FY 2013 budget**

Auditor June Pitchford spoke on this item. Ms. Pitchford began by reviewing the Schedule of Changes to the Proposed Budget handout. Each major section of the handout was reviewed, General Fund, Road and Bridge Fund, Community Children's Services Fund and Sheriff Civil Charges Fund.

Ms Pitchford then spoke to the 2013 Budget Summary by Fund Type – All Funds

Combined Excluding Capital Project Funds handout. She reviewed the Financial Sources, Financial Uses and the Fund Balance categories highlighting the Major Fund accounts then the Non-major Fund accounts.

Ms Pitchford then explained the 2013 Matrix of Expenditures by Function and Class. This was a cross functional spreadsheet detailing expenditures within Function by class.

Finally, Ms Pitchford reviewed the 2013 expenditures by Functional Unit and Funding Source. This handout displayed the individual departments within County function detailing proposed budgets within each Major Fund.

The Commissioners thanked Ms Pitchford for a great job on the budget.



Commissioner Atwill moved on this day, the County Commission of Boone County adopts the Boone County operating budget for fiscal year 2013. The adopted budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached Schedule of Changes to the Proposed Budget.

Total appropriations are set forth by line item and are summarized at follows:

- 1) by category of expenditure (i.e., class 1, class 2, etc.);
- 2) by office, department or spending agency; and,
- 3) by fund.

Appropriations may not be exceeded at the class level for a given office, department, or spending agency without approval by the legal appropriating authority. Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's FY 2013 Budget. The Proposed Budget submitted by the County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with County procurement policies adopted by the County Commission.

The County Commission authorizes the County Auditor to re-appropriate unspent FY 2012 grant funds (which may be carried forward into FY 2013 according to the terms of the grant award) upon determination that a remaining balance of the grant award is available for re-budgeting.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #598-2012**

## **Purchasing**

### **9. First reading; Copy Paper Term and Supply bid, 56-20NOV12**

Amy Robbins read the following memo:

The Request for Bid for 56-20NOV12 Copy Paper Term and Supply closed on November 20, 2012. Two bid responses were received. Recommendation for award is Schriefer's Office Equipment for offering the lowest and best bid for Boone County.

Cost of the contract is \$34,569.07 and this is a county-wide contract. The bid tabulation is attached for your review.

There were no questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with

appropriate order for approval.

**10. First reading; MM62 – Bituminous Material Term and Supply**

Amy Robbins read the following memo:

The Bid for Bituminous Material Term and Supply closed on November 27, 2012. Three bids were received: Coastal Energy Corporation, Missouri Petroleum, and Vance Brothers. Purchasing and Public Works recommend award to all three vendors. The County will order each product from the Contractor offering the lowest price during each term of the contract. Contractors will be allowed to adjust prices for the renewal terms, provided proof of manufacturer's price increase can be furnished to the County. Proposed price increases will be evaluated at each renewal period by the County and City to determine if the contract will be renewed or re-bid. If renewed, purchases will be made by low bid by line item from the Contractor(s) offering the lowest price by line item.

These Term & Supply contracts will be paid out of department 2040 - PW Maintenance Operations, 2041 – Pavement Preservation, account number 26400 - Road Oil. \$136,000 is budgeted in 2040 and \$150,000 in 2041 for 2013.

Attached is a copy of the bid tabulation for your review.

There were no questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**11. First reading; Utilize Missouri Department of Transportation cooperative contract with Tri-State Construction Company of Ashland, MO to purchase two (2) John Deere Motorgraders and dispose of two current Motorgraders**

Amy Robbins read the following memo:

Purchasing and Public Works request permission to utilize the Missouri Department of Transportation's cooperative contract number 3-120621RJ to purchase two (2) John Deere Motorgraders from Tri-State Construction Equipment Company of Ashland, MO.

Total cost for Motorgraders including deductions for trading in 2 used Motorgraders is \$353,500.00 and will be paid from department 2040 – Public Works Maintenance Operations, account 92300 - Replacement Machinery & Equipment.

Public Works requests to dispose of the following two (2) Motorgraders:

<u>Description</u>	<u>Fixed Asset Tag</u>
2003 672CH John Deere Motorgrader Serial # DW672CH586837	13892
2004 672CH John Deere Motorgrader Serial # DW672CH592795	14574

There were no questions or comments.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**12. First and Second reading; Disposal of 1998 Kawasaki MULE by trade-in by the Sheriff's Department.**

Amy Robbins read the following memo:

The Sheriff Department requests permission to dispose of a 1998 Kawasaki MULE by trade-in. Fixed asset tag 11648, serial # JK1AFBC15WB506093.

Attached for signature is the Request for Disposal form.

There were no questions or comments.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the request by the Sheriff's Department to dispose of a 1998 Kawasaki MULE by trade-in. Fixed asset tag 11648, serial #JK1AFBC15WB506093.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #599-2012**

**Commission**

**13. Public Comment**

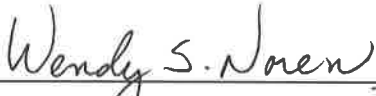
None

**14. Commissioner Reports**

None

The meeting adjourned at 2:20 p.m.

Attest:

  
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Wendy S. Noren  
Clerk of the County Commission

  
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Daniel K. Atwill  
Presiding Commissioner

  
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Karen M. Miller  
District I Commissioner

  
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Skip Elkin  
District II Commissioner