

TERM OF COMMISSION: September Session of the August Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
 District I Commissioner Karen M. Miller
 District II Commissioner Linda Vogt
 Deputy County Clerk Michelle Malaby

The regular meeting of the County Commission was called to order at 2:33 p.m.

SUBJECT: Open Bids for Scott Boulevard Bridge Project

Responses to the request for quotation were opened as follows:

<u>Company</u>	<u>Location</u>	<u>Bid/No Bid</u>
Hardys, Inc.	Brookfield, MO	\$664,160.45
Central Bridge Co.	Columbia, MO	\$662,002.16
Emery Sapp & Sons, Inc.	Columbia, MO	\$742,162.67
Don Schnieders Excavating Co., Inc.	Jefferson City, MO	\$669,999.32

In response to a question from the audience, an engineer from Harrington Cortelyou replied the engineer's estimate was \$805,900.

Mr. Abart displayed a rendering of the proposed improvement.

SUBJECT: Contract with S & V Consultants: Smith Hatchery Road Construction Staking

Public Works Department Director Frank Abart stated the Smith Hatchery Road project is being accelerated because an adjacent landowner is willing to perform a lot of the grading work at no charge to the county. This agreement would be for the consulting engineer to provide staking.

Commissioner Stamper moved that the County Commission of the County of Boone approve, and authorize the Presiding Commissioner to sign, the attached contract with S & V Consultants for surveying services for the Smith Hatchery Road project.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 507-96.**

SUBJECT: Contract with MECO Engineering for Highpoint Lane Road Design

Mr. Abart stated contract documents should be prepared within a few days. The agreement will be for engineering services for Highpoint Lane.

Commissioner Stamper moved that the County Commission of the County of Boone approve, authorize the Presiding Commissioner to sign, a contract with MECO Engineering for engineering services for the High Point Lane project.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 508-96.**

SUBJECT: Award Bid 83-28AUG96, One Ton Dual Rear Wheel 4x4 Dump Truck

Purchasing Department Director Beckie Jackson recommended award to Joe Machens Ford in the amount of \$29,111. A budget revision in the amount of \$675, reallocating funds from the purchase of equipment to the purchase of vehicles, is required. Ms. Jackson summarized her memorandum to the commission dated September 25, 1996.

Commissioner Stamper moved that the County Commission of the County of Boone award 83-28AUG96, One Ton Dual Rear Wheel 4x4 Dump Truck with Front Blade, to Joe Machens Ford in the amount of \$29,111. The County Commission does hereby approve, and authorize the Presiding Commissioner to sign, the attached agreement.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 509-96.**

SUBJECT: Permit Use of Courthouse Grounds by Arnold Air Society

Commissioner Stamper stated he believes the commission office staff was successful in contacting Arnold Air Society to advise them of construction on the Courthouse Square. Commissioner Stamper moved that the County Commission of the County of Boone authorize use of the Courthouse Square by the Arnold Air Society for a Salute to Veterans 24-Hour Vigil from 8:00 a.m. November 10, 1996 through 4:00 p.m. November 11, 1996.

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 510-96.**

SUBJECT: Auditor Certification of Availability of Funding

Auditor June Pitchford stated her office is working this year to ensure that funds are encumbered when contracts are entered into. This process is reaping benefits, but has also revealed operational problems related to timing. Would it be possible to include wording in the commission order, authorizing her, as the budget officer, to revise the budget according to commission approval of bid awards or contracts? Her office is not always aware of contract awards.

Commissioner Stamper stated necessary paperwork should be routed to the Auditor's office prior to the County Commission acting on a request.

Ms. Pitchford replied one problem with preparing the contract prior to award might be that they are not aware of who the bid will be awarded to.

Commissioner Miller stated steps can be taken to ensure the budget is in order prior to the commission taking action. It confuses the encumbrance process when the budget is not in order.

Ms. Pitchford stated her office is capturing necessary information prior to commission action when the Purchasing Department prepares bid awards. That is a small segment of purchases. For the most part, the budget is in order. Budget revisions are not required very often.

Ms. Malaby noted the Purchasing Department works with the Auditor's office prior to coming to the County Commission. All departments are not doing that.

In response to a question from Commissioner Stamper, Ms. Pitchford replied wording which could be added to a commission order might be, "direct the budget officer to revise the budget in the amount of x." That would indicate the commission is aware of what is needed to award a bid. Sometimes her office is contacted the day an item is scheduled for action by the County Commission with a request for a budget revision.

Commissioner Stamper stated his individual preference is that items not come to the County Commission until they have cleared the Auditor's office.

Commissioner Miller stated that is also her preference.

Commissioner Stamper stated he does not see the need for expediency when the contract has not been prepared. A project or purchase cannot proceed until the contract is in order.

Ms. Malaby agreed, stating departments often request items be scheduled on the next available agenda. The contract still must be approved by the Auditor's office. The time frame is basically the same as when the commission acts prior to the Auditor's certification of funding.

Commissioner Stamper stated rushing an item through diminishes the commission's authority when it approves an action which may not pass the scrutiny of the Auditor. The commission needs to be aware of the availability of funding prior to acting. He does understand that departments are trying to be efficient by processing requests as quickly as possible.

Ms. Malaby stated one objection she has heard is that it is difficult to prepare necessary paperwork because they do not know what action the commission will take.

Commissioner Stamper noted it is a rare occasion that the commission does not follow the recommendation of the department.

The commission requested Ms. Pitchford create a written policy as discussed. Ms. Pitchford will circulate the policy, then request comment at the next meeting of elected officials and department heads.

SUBJECT: Reports from Commissioners

Commissioner Stamper reported Mr. Abart and the Treasurer are preparing rebates to cities.

Commissioner Stamper reported on road improvement projects. One property on Dripping Springs Road may have to be acquired through eminent domain. Blasting work on the Obermiller/Roemer/Blackfoot project should occur next week.

Commissioner Stamper reported he met with a representative of the McBaine Levee District. The district received a letter from a citizen threatening legal action against. The district met and voted to continue with their program as planned. They also voted to offer to build an internal levee next to the City of Huntsdale and assist with drainage configuration and pipe relocation. He offered to host a discussion of the issue in Huntsdale.

Commissioner Stamper reported on his attendance at Farm Bureau's annual planning meeting.

Commissioner Stamper reported on Plaza construction progress. A change order is pending for construction of a stairway from Seventh Street to the parking lot on the west side of the Courthouse. He requested preparation of a change order for an irrigation system in order to determine the cost.

Commissioner Miller reported the Convention and Visitors Bureau is considering where tourism belongs in the future of Boone County.

Commissioner Miller reported Regional Economic Development Inc. also plans to look at a long range plan.

The meeting adjourned at 3:10 p.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Don Stamper
Presiding Commissioner

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner