

TERM OF COMMISSION: January Session of the November 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 1:34 p.m.

**Subject: Presentation of Public Works Annual Report**

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

David Mink stated the Public Works Department is pleased to submit its Annual Report for the year 2002 as required by Missouri State Statute 61.091. He appreciates the efforts of the staff in compiling this information. Special thanks to Natalie Eichor for her efforts to gather and assemble the information in the report. He also appreciates the support of the County Commission, and in particular, the leadership and guidance of the department liaison, Commissioner Karen M. Miller.

This has been a very productive year for the department. Major road projects include Academy Road, Benson Road – Phase I, and the completion of Dee Woods Road. An arched pipe culvert was installed on Carr Lane and a bridge was strengthened on New Haven Road using Fiber Reinforce Polymer techniques. A spring rain storm caused our bank stabilization program to increase in size and scope. Projects were completed on Smith Hatchery Road, Jemerson Road, and Nichols Road. A major project on Harold Cunningham Road is in progress. FEMA funds were secured to assist with the increased cost of these bank stabilization projects.

Maintenance staff completed many safety and erosion projects and completed seven low water crossing projects. Asphalt overlay was placed on Old Highway 63 and Lake of the Woods Road and chip seal was reapplied on over 17 miles of roadway.

The department was also busy researching and writing several policies which were adopted by the Commission. They believe this effort has enhanced the professionalism of the department and will guide the department as they provide service to the community. They appreciate the support of the Commission in this effort.

The Facilities Maintenance department also accomplished several significant projects in 2002 including re-roofing the original section of the Courthouse and made significant improvements to the Courthouse HVAC system.

The employees of both Public Works and Facilities Maintenance are talented and dedicated people who serve the public well. They will continue to be guided by the values of customer service, quality, and teamwork. Their goal is to be good stewards of the public trust and provide excellent service. He believes that with the support of the Commission, we can reach that goal.

This is the second year the department has included Facility Maintenance accomplishments in this report.

Mr. Mink noted the Public Works department and Information Technology department are working on placing this report on-line.

Commissioner Miller noted this report includes revenue replacement costs and a list of the various projects.

A copy of this report is available at the Public Works Department or in the Boone County Clerk’s Office.

**Subject: Purchasing Department – First Reading of Sole Source Renewals for 2003**

Marlene Ridgway, Purchasing Department Buyer, was present on behalf of this item.

Marlene Ridgway stated the Purchasing Department has received requests from departments to renew on-going sole source approvals. We are requesting approval to renew the following on-going sole source approvals for another year, ending on December 31, 2003.

<u>Vendor Name</u>	<u>Department</u>	<u>Sole Source #</u>
1) ACC Alarm Communications	Facilities Maintenance	11-123102
<i>Description: Monitoring Service of county fire, burglar, panic alarms for existing security equipment originally provided by ACC. This equipment is then purchased from the cooperative agreement in place at the University of Missouri.</i>		
2) Tech Electronics	Court Administration	03-123102
<i>Description: Maintenance agreement for courtroom sound system which was originally installed by Tech Electronics. The maintenance agreement must provide service labor and parts compatible with the current system, as well as an extensive knowledge of the particular system as installed.</i>		
3) Simplex/Grinnell	Facilities Maintenance	16-123102
<i>Description: Life Safety Service Agreement for alarms at Boone County jail to monitor existing Simplex fire alarm equipment.</i>		

4) City of Columbia Auditor 10-123102  
*Description: Parking at Armory and Wabash Lots*

5) Snap-On Diagnostics Public Works 17-123102  
*Description: Upgrade to existing software in place. Upgrades are yearly.  
Original software purchased through Snap-On Diagnostics.*

There was no further discussion on this item.

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

**Subject: Human Resources**

**A. Second Reading and Approval of Contract with Zimmer Radio Group**

Commissioner Elkin moved to approve the agreement for Radio/Internet Advertising with Zimmer Radio Group.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 42-2003**

**B. Second Reading and Adoption of Affirmative Action Plan for Boone County Government**

Commissioner Miller moved to adopt the Boone County Government 2003 Affirmative Action Plan.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 43-2003**

**Subject: Second Reading and Approval of Contracts**

Commissioner Miller moved to approve the following contracts and authorize the Presiding Commissioner to sign said contracts:

<b>AGECNY</b>	<b>AMOUNT OF CONTRACT</b>
Mid-Missouri Legal Services Corporation	\$6,000.00
Curators of the University of Missouri on behalf of Eldercare	\$2,000.00
Big Brothers/Big Sisters of Boone County, Inc.	\$2,000.00
OATS, Incorporated	\$8,000.00
Boys Town of Missouri, Inc.	\$1,000.00
Central Missouri Humane Society	\$9,680.00
Centralia Area Chamber of Commerce	\$4,000.00
Curators of the University of Missouri on behalf of Show-Me Games 2003	\$20,000.00
Voluntary Action Center	\$2,500.00
Independent Living Center of Mid-Missouri d.b.a. Services for Independent Living	\$2,000.00
Reality House Incorporated	\$13,000.00
Cedar Creek Therapeutic Riding Center	\$1,000.00
Rainbow House – Child Abuse and Neglect Emergency Shelter, Inc. (Emergency Shelter Care for Children)	\$4,500.00
Rainbow House – Child Abuse and Neglect Emergency Shelter, Inc. (Clinical Services)	\$1,000.00
Rainbow House – Child Abuse and Neglect Emergency Shelter, Inc. (Crisis Care for Children)	\$1,500.00
Boone County Council on Aging	\$12,500.00
Harrisburg Preschool and Daycare, Inc.	\$12,750.00
Central Missouri Food Bank Network, Inc.	\$13,750.00

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 44-2003**

**Subject: First Reading of Contract with Boone County Soil and Water Conservation District**

Commissioner Miller stated this is a standard annual contract with the Boone County Soil and Water Conservation District. The District agrees to review the proposed development and subdivision plats for sufficiency of erosion control and storm water runoff plans on behalf of the financial investment by the County. The Public Works Department also utilizes the District to evaluate the size of structures that may be needed for projects such as culvert replacement. In years the District does plat books, the County does receive new

plat books.

There was no further discussion on this item.

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

**Subject: Information Technology**

Michael Mallicoat, Information Technology Director, was present on behalf of these items.

**A. First Reading of Budget Revision for GIS**

Michael Mallicoat stated this budget revision is a request to transfer \$1,000 from outside services to computer software. This is for the purchase of SQL server software through the acceptance of ESRI partnership. The County will be receiving \$25,000 in free training from ESRI.

Commissioner Elkin stated the original thought was the County would have to purchase another server and associated software. In meeting with David Mudd, Bettie Johnson, Tom Schauwecker, Ross Short, and other Information Technology staff, it was realized an existing server could be used for now. This SQL server software will be used on existing equipment and still be able to accomplish all the goals set forth.

There was no further discussion on this item.

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

**B. First Reading of Budget Revision for Mail Services**

Michael Mallicoat stated this is a budget revision requesting funds be transferred to and from various accounts to cover a vacation pay out of a former Mail Services employee, overtime expenses, and Postage by Phone Meter rental. This rental is required by the Post Office and is for the purchase of all Postage by Phone.

Commissioner Miller asked if the meter could be purchased. Commissioner Schnarre asked if this is a yearly or monthly fee. Mr. Mallicoat stated this is a yearly fee.

Commissioner Schnarre asked if this rental has been included in the 2003 budget. Mr. Mallicoat stated it has been included in the 2003 budget.

There was no further discussion on this item.

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

**Subject: Authorize Use of Courthouse Grounds (Community Peace Gathering)**

Commissioner Elkin moved to authorize the use of the Courthouse Grounds on Saturday, February 15, 2003 from 11:00 a.m. to 2:30 p.m. for a Community Peace Gathering sponsored by Mid-Missouri Peaceworks.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 45-2003**

**Commissioner Reports**

There were no Commissioner Reports.

There was no public comment.

The meeting adjourned at 1:49 p.m.

Attest:

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Keith Schnarre  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner