

TERM OF COMMISSION: April Session of the April Adjourned Term

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

PRESENT WERE: Presiding Commissioner Keith Schnarre  
District I Commissioner Karen Miller  
District II Commissioner Skip Elkin  
Deputy County Clerk Kerry Patton

The meeting was called to order at 9:30 a.m.

### **1. Employee Recognition / Suggestion Committee**

Susan Wells, Employee Suggestion and Recognition Committee Member, introduced the nominees for Boone County Employee of the Quarter for the 1<sup>st</sup> Quarter of 2006. They were Ken Mohr - Assessor's Office, Jane Telander - Public Works Department, Brian McCollum - Collector's Office, Cathy Richards - Commission Office, Scott Skinner - Sheriff's Department (unable to attend), Gladys McFarland - Sheriff's Department. The supervisor of each nominee gave a brief description about his/her employee and why each was nominated. Susan stated that the Committee met and voted Nicole Thall, Prosecuting Attorney Child Support Enforcement as the Boone County Employee of the Quarter for the 1<sup>st</sup> Quarter of 2006. Kevin Crane, Prosecuting Attorney, congratulated Nicole on this recognition.

The committee also recognized two employees for suggestions. Sally Hogan suggested that a public literature rack be placed in the hallway at the Sheriff's Department and that suggestion has been implemented. Scott Perkins suggested that the Employee of the Quarter Nomination form and Employee Suggestion Form be put on the Sheriff's Department shared drive and that suggestion has been implemented. They also sent the forms to Public Works and they are on the Public Works shared drive.

Susan Wells, Employee Suggestion and Recognition Committee member, introduced the nominees for Boone County Employee of the Quarter for the 4<sup>th</sup> Quarter of 2005. They were Uriah Mach, Planning and Building Inspections; Tracey Cleeton, Sheriff's Department, Bob Schwartz, Facilities Maintenance (unable to attend); and Glenda Ellis, Boone County Treasurer's Office. Kay Murray, Boone County Treasurer, congratulated Glenda on this recognition. She noted that Glenda is loyal, considerate, kind, goes out of her way to help get the job done and takes her work seriously. She stated that she is very proud to have Glenda working in her office.

### **2. Purchasing Department**

Melinda Bobbitt was present on behalf of these items.

**A. First Reading 37-21APR06 Vehicle Body Repair**

The Bid for Vehicle Body Repair (Hail Damage) closed on April 21, 2006. Two bids were received. Purchasing and the Sheriff's department recommend award to both vendors, Schneider Auto Body and Joe Machens Body & Paint, in order to meet our time frame for repair of vehicles. Both vendors bid the insurance estimate.

Vehicle Body Repair for the Sheriff and JJC departments will be paid out of department 1191 – Insurance and Safety, account 71016 – Auto Claim Deductible. Public Works and Facilities vehicles will be paid from 2040 – PW Maintenance Operations, Account - 71016 – Auto Claims Deductible. Purchase Requisitions will follow as vehicles are repaired.

There was no discussion and no public comment.

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.

**B. First Reading 26-11APR06 – Uninterruptible Power Source**

The bid for an Uninterruptible Power Source for the Information Technology Department closed on April 11, 2006. Thirteen bids were received. The Purchasing Department and the Information Technology Department recommend awarding to the low bidder, Huber & Associates.

Total cost of the contract is \$11558.00 to be paid out of Department 11700 – Information Technology, Account number 92301 – Replacement Computer Hardware. The budgeted amount for this purchase is \$7,000.00. The Information Technology Department expects the difference to be made up in savings in the Class 9 budget.

There was no discussion and no public comment.

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.

**C. First Reading 10-00115 Wireless Communication Service**

Attached is Western States Contracting Alliance (WSCA) cooperative contract agreement *10-00115 - Wireless Communication Services and Equipment* with Cingular. We've been utilizing the cooperative Cingular agreement of the University of Missouri, but this

contract has much better pricing. This term and supply contract only goes through June 30, 2006. WSCA is currently negotiating another contract with Cingular, and we will have a new contract number shortly.

There was no discussion and no public comment.

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.

**D. Second Reading Bid 02-11APR06 Parking Lots Improvements**

Commission Elkin moved now on this day the County Commission of the County of Boone does hereby award bid 02-11APR06 Parking Lots Improvements to Blacktop Paving Company. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 152-2006**

**E. Second Reading Bid 24-21MAR06 HVAC Filters Term and Supply**

Commission Miller moved now on this day the County Commission of the County of Boone does hereby award bid 24-21MAR06 HVAC Filters Term and Supply to Koch Filter Corporation. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 153-2006**

**F. Second Reading Vehicle Disposal - 2002 Ford Crown Vic**

Commissioner Elkin moved now on this day the County Commission of the County of Boone does hereby authorize the disposal of the following vehicle.

<b>DISPOSAL THROUGH INSURANCE CARRIER</b>			
<b>Year</b>	<b>Description</b>	<b>Approximate Mileage</b>	<b>VIN #</b>
2002	Ford Crown Vic		2FAFP71W02X129710

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 154-2006**

**G. Second Reading of Bid 19-30MAR06 Ready Mix Concrete**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby award bid 19-30MAR06 Ready Mix Concrete/Cement Term and Supply to Primary Supplier, Central Concrete Company and Secondary Supplier, Columbia Ready Mix. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contracts.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 155-2006**

**H. Second Reading of Bid 17-28FEB06 Deed Record & Index Books**

Commissioner Elkin moved now on this day the County Commission of the County of Boone does hereby award bid 17-28FEB06 Deed Record and Index Books to Mid-Continent Micrographics, Inc. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 156-2006**

**I. Approval of Revised Purchasing Policy and Procedure**

Commissioner Elkin moved now on this day the County Commission of the County of Boone does hereby approve the revised *Purchasing Policy Manual*. The main revision to the policy on page 12 is raising the small dollar purchase limit requiring three quotes from \$750 to \$2,500. State statute requires formal bids at \$4,500 and above. In the past, our County policy required the departments to get three written quotes if their purchase was \$750 to \$4, 499.99. We are now requesting that small dollar limit be \$2,500.

Commissioner Miller seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 157-2006**

**J. Second Reading Mobile Data Terminal Maintenance Agreement**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby award the maintenance agreement for our Mobile Data Terminals to BIO-Key, sole source #63-123106SS. This maintenance agreement is for the period April 1, 2006 through March 31, 2007. Total price for contract term is \$9,448.20. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment

The motion passed 3-0 **Order 158-2006**

**K. First Reading of CML Sentinel 9-1-1 Upgrade Centurytel**

Attached is a software upgrade agreement for our CML (911) dispatch equipment located in Public Safety Joint Communication Department. This software upgrade agreement is a sole source purchase (sole source #65-123106SS). CenturyTel serves as the local service provider for Boone County Emergency Services as well as the support and sole source provider for the CML equipment.

Total cost of contract is \$18,067.50 and will be paid out of department 2020 – E-911 Emergency Telephone, account 92302 – Replacement Computer Software. \$18,500 was budgeted for this purchase.

There was no discussion and no public comment.

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.

**3. Sheriff’s Department “Authorization to Apply for 2006/2007 Highway Safety Grant” with MoDot.**

**A. DWI Checkpoint/Saturation**

Commissioner Elkin moved now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the **DWI Checkpoint/Saturation** funding grant application with Missouri Department of Transportation Office of Highway Safety for 2006/2007.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 159-2006**

**B. Hazardous Moving Violation**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the **Hazardous Moving Violation** funding grant application with Missouri Department of Transportation Office of Highway Safety for 2006/2007.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 160-2006**

**C. Full Time Two Person Traffic Unit**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the **Full Time Two Person Traffic Unit** funding grant application with Missouri Department of Transportation Office of Highway Safety for a second year.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 161-2006**

**4. Assessor – Second Reading of Request for Permission to Extend the Closing of Tax Rolls**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby approve the request to extend the closing of tax rolls from May 15, 2006 to May 31, 2006 pursuant to Missouri State Statute Section 137.335.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 162-2006**

**5. Information Technology – Helpdesk Technician Extended Leave of Absence without Pay**

Mike Mallicoat, Director of Information Technology, was present on behalf of this item.

Mr. Mallicoat reported as Administrative Authority of the Information Technology Department and according to the Personnel Policy section **5.6: Leave of Absence without Pay**, They have granted Missy Pollard, Helpdesk Technician, 30 days leave without pay

beginning April 4<sup>th</sup>, 2006.

However, Missy is going to need more than 30 days. We would like to hold her position open for her until she returns, and have planned to cover her workload until that time.

Therefore, we are asking Commission approval to grant Missy up to 60 days extended leave of absence without pay, according to section 5.7 of the Personnel Policy.

There was no discussion and no public comment.

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.

## **6. Volunteer Proclamation**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby adopt the attached proclamation for National Volunteer Week, April 23- 19, 2006.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 163-2006**

## **7. Authorize use of County Facilities**

Commissioner Miller moved now on this day the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on May 5, 2006 from 10:00 a.m. until 12:00 p.m. for the Boone County Foster Parent Support Group.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 164-2006**

## **8. Public Works**

### **A. First Reading of agreement for Provisions of Waste Water Collection Treatment Services between Boone County & Boone County Regional Sewer District.**

David Mink, Director of Public Works, and Tom Chynoweth, Engineering Technician were present on behalf of this item.

Mr. Mink stated this agreement is between Boone County Regional Sewer District and

Boone County Regional Sewer District for our portion of the sewer plant cost and cost of collection lines.

There was no discussion and no public comment.

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

**B. First Reading for Request to Purchase a Projector**

With the completion of the fiber optic connection to Public Works and the GIS mapping site for Public Works, the Department now has the ability to view the aerial maps with an overlay of asset data from CarteGraph. The Department would like to purchase a digital projector in order to take advantage of this capability in project update/planning meetings as well as pre-bid/pre-construction meetings. The projector would also be used for other presentations (budget, employee benefits, various meetings) for which we now borrow the IT projector.

Attached is a copy of information on the basic model we are interested in purchasing. The total cost for purchase is \$1259.42 for the projector, shipping and replacement bulb (IT recommended that we go ahead and order bulbs with the projector). We have realized savings in our Class 9 budget with the purchase of our Tandem Axle Trucks. The trucks were budgeted in 2040-92400 at \$422,000 and bid at \$389,276 realizing a savings of \$32,724.

Authorization to designate a portion of the Class 9 savings for purchase of a portable projector in the amount of \$1259.42 is requested.

There was no discussion and no public comment.

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.

**9. Commission Reports**

There were no commission reports.

**10. Public Comment**

There was no public comment



The meeting adjourned at 10:10 a.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Keith Schnarre  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner