

TERM OF COMMISSION: November Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Joshua Norberg

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

Purchasing

Tyson Boldan, Purchasing, was present on behalf of these items.

1. 54-30OCT08 – Grading MKT Trail Term & Supply (first reading)

Mr. Boldan stated the bid for Grading MKT Trail Term & Supply closed on October 30, 2008. Of the two bids received, Purchasing and Public Works Department recommend award to Blacktop Paving, LLC for offering the lowest and best bid for Boone County.

This is a term and supply contract and invoices will be paid from Departments 1610 – Parks & Recreation, Account 60400 – Grounds Maintenance. \$7,500.00 is budgeted for this service.

Commissioner Pearson 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 an appropriate order for approval.

2. 63-18NOV08 – Juror Accommodations (first and second reading)

Mr. Boldan stated the bid for Juror Accommodations closed on November 18, 2008. Six bids were received. Four of the bids received were non-responsive for not meeting mandatory specifications in the bid. The non-responsive bids are as follows:

Red Roof Inn – All rooms at the Red Roof Inn have exterior entrances which does not meet paragraph 2.3.2. of bid which states "...no outside entrances". This requirement is to enable court marshals to secure the jurors.

Regency Hotel Downtown – There were concerns about cleanliness of rooms which does not meet paragraph 2.3.7. of bid which states "...must provide sleeping rooms that are clean, neat, and insect free".

Ramada Inn & Suites – The Ramada Inn is only ADA accessible on the ground floor. Ground

floor rooms are not acceptable because windows allow access to, and egress from, the rooms. Paragraph 2.3.2. of bid states “the rooms must be located above ground level...”.

Best Western Columbia Inn – ADA accessible only on the ground floor. Ground floor rooms are not acceptable per paragraph 2.3.2.

Court Administration recommends award to Holiday Inn Select as the Primary Contractor and Country Inn and Suites as the Secondary Contractor should the Holiday Inn Select not have rooms available.

This is a term and supply contract and invoices will be paid from Department 1230 – Jury Services & Court Costs, Account 84000 – Food/Lodging Juries. \$30,000 is budgeted for Juror Accommodations.

Court Administration needs these contracts in place by December 1, and since there is no commission next week, Purchasing is seeking approval on a first reading.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 63-18NOV08 – Juror Accommodations to Holiday Inn Select as the Primary Contractor and Country Inn and Suites as the Secondary Contractor should the Holiday Inn Select not have rooms available. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

Commissioner Miller asked why the bid tabulation had a “No Bid” response on 4.7.4. of the Country Inn and Suites bid.

Kathy Lloyd, Court Administrator, stated it says “No Bid” because they left that line blank in their bid response. 4.7.4. requires that they have 18 rooms available. Sometimes hotels will have a hallway with 20 rooms, for example, and they will make you take all 20.

The motion passed 3-0 **Order 536-2008**

Collector

Pat Lensmeyer, Collector, was present on behalf of this item.

3. Approval of Process for Refund Requests

Ms. Lensmeyer stated this request is for a change in the law that went into effect August 28, 2008. The change impacts section 52.240 RSMo. It allows a taxpayer who feels they are entitled to a refund of property taxes, penalties, and late fees because of an error or omission that is the County’s fault. It provides that the taxpayer can request a refund through the County

Commission.

Commissioner Pearson stated we don't really anticipate having many of these anyway.

Ms. Lensmeyer stated we are not expecting many. She stated we certainly make errors on occasion and if it is an error that we cannot correct appropriately, she wants the taxpayer to have an opportunity to get a refund that they are entitled to.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby set procedures for the request of refunds pursuant to Section 52.240 RSMo.

Pursuant to the provisions of Section 52.240 RSMo, the Commission has the authority to refund penalties, interest or taxes when there is clear and convincing evidence that the County made an error or omission in determining taxes owed by a taxpayer. In order to effectuate the terms of that statute, the County Commission hereby adopts the "Process for taxpayers to request a refund by Boone County Commission approval" and the related form(s) promulgated by the County Collector.

NOW, THEREFORE, the County Commission hereby adopts the "Process for taxpayers to request a refund by Boone County Commission approval" and the related form(s), copies of which are attached hereto and made a part hereof, as the required process for a taxpayer to request a refund under the provisions of Section 52.240 RSMo.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 537-2008**

Information Technology

4. Budget Revision for Mail Services Position (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget revision for an additional staff position in Mail Services:

Department	Account	Department Name	Account Name	Decrease	Increase
1194	10100	Mail Services	Salary & Wages		\$5,400.00
1194	10110	Mail Services	Overtime		\$200.00
1194	10300	Mail Services	Health Insurance		\$1,188.00
1194	10325	Mail Services	Disability Insurance		\$20.00
1194	10350	Mail Services	Life Insurance		\$13.00
1194	10375	Mail Services	Dental Insurance		\$89.00
1194	10400	Mail Services	Worker's Comp Insurance		\$24.00

1194	22000	Mail Services	Postage		\$13,705.00
1194	71100	Mail Services	Outside Services	\$20,639.00	

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0 **Order 538-2008**

5. Commissioner Reports

Commissioner Miller reported on the following:

Regional Planning Commission: Commissioner Miller stated she attended the annual meeting of the Regional Planning Commission. Roger Schwartz was the speaker and he gave a presentation of the state plan that the transportation alliance is going to be working on for future improvements. It was well attended and everyone had a good time.

6. Public Comment

There was no public comment.

The meeting adjourned at 1:43 p.m.

Attest:

Kenneth M. Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner