

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 1:32 p.m.

Subject: Purchasing Department

Melinda Bobbitt, Purchasing Department Director, and Marlene Ridgway, Purchasing Department Buyer, were present on behalf of these items.

A. First Reading of Bid 76-10DEC02 (Rock and Chip Seal Term and Supply – Areas Two and Three)

Melinda Bobbitt stated the bid for Rock and Chip Seal – Areas Two and Three – Term and Supply was issued on November 14, 2002 and closed on December 10, 2002. A total of three bids were received. Purchasing and Public Works recommend award for the lowest and best bid to Boone Quarries for both Areas Two and Three.

Rock and Chip Seal products will be paid out of department 2040 accounts 26200 and 26201. This is a Term and Supply Contract and there is no need for purchase orders.

Mrs. Bobbitt stated Mid-Missouri Limestone renewed their contract for Area One.

There was no further discussion on this item.

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 award.

B. First Reading of Bid 88-10DEC02 (Vehicle Preventative Maintenance)

Marlene Ridgway stated she and the Sheriff's Department have reviewed the responses for the above referenced bid and the department recommends award to Squeaky Lube for the justification of the average time it takes to perform all required services. Custom Muffler offers 45 minutes versus Squeaky Lube's 10 minutes. The difference between bid prices is \$3.00. The department is also recommending award of the add alternate for car washes to Squeaky Lube as they were the only bidder for that item.

The Sheriff's Department recommends award to Squeaky Lube for \$20.95 per maintenance visit. The department budgets \$21,000.00 per year for vehicle maintenance services. This is a term and supply contract.

Commissioner Miller stated she believes this is a reasonable award in the time difference for service because the deputy's time is more valuable on the road. Commissioner Elkin agreed.

There was no further discussion on this item.

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 award.

C. First Reading of Bid 67-10DEC02 (Push Blades)

Melinda Bobbitt stated the bid for Push Blades was issued on November 12, 2002 and closed on December 10, 2002. A total of four bids were received. Purchasing and Public Works recommend award for the lowest and best bid to Henke Manufacturing Corporation.

Push Blades will be paid out of department 2040 account 91300. The original budget was \$24,000.00.

Commissioner Elkin stated the department budgeted \$24,000 but the bids submitted were between \$10,000 to \$11,000. Mrs. Bobbitt stated that was correct.

There was no further discussion on this item.

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 award.

D. First Reading of Bid 89-20DEC02 (Chevrolet Impala Police Cars)

Marlene Ridgway stated she and the Sheriff's Department reviewed the responses received and recommend award to Don Brown Chevrolet for having the lowest and best bid meeting the minimum specifications. Award includes Two (2) 2003 Chevrolet Impala Police Cars to be used for the approved School Resource Officers funded by the COPS in Schools Grant. Unit cost is \$17,207.40. The total contract price is \$34,414.80 to be paid from 2532-91400.

There was no discussion on this item.

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 award.

E. First Reading of Bid 77-04DEC02 (Digital Recording System)

Melinda Bobbitt stated the Proposal for a Digital Recording System for Public Safety Joint Communications was issued on November 13, 2002 and closed on December 4, 2002. Six proposals were received and evaluated by an evaluation committee consisting of Donna Hargis, Joe Piper, and Lori Smith from the Public Safety Joint Communications department. Upon the completion of the proposal evaluation, the committee recommends award to Nelson Systems for submitting the best proposal for the department.

A copy of the Evaluation Report is available that was prepared by the Committee and the Proposal Tabulation.

The total cost of contract to include delivery, installation, training and maintenance for three years is \$32,194.00. Two additional, optional one-year maintenance renewals are included at the following prices:

4th Renewal: \$2,681.00

5th Renewal: \$2,761.43

This is to be paid from department 2020 – E-911, account 92300 – Replacement Machinery and Equipment.

Donna Hargis, Public Safety Joint Communications Department, stated the Evaluation Committee reviewed six proposals and Nelson Systems presented the best proposal for the needs of the department. The current system being used is a Dictaphone and the department is paying around \$7,000 per year on maintenance. There have been 15 to 16 calls for service in 2002.

Commissioner Miller asked if the two companies that had lower proposals did not meet the needs of the department. Ms. Hargis stated CVDS, which she believes had the second lowest proposal, presented a cheaper cost but the references that were contacted could not provide any information on service. Those references informed the Evaluation Committee that the service manuals were difficult to read because it appeared that French was the primary language of the person who wrote the manual. Also, CVDS is based in Canada. When the Committee asked the references who the service vendor was, none of the references could provide any information.

Ms. Hargis noted Nelson Systems would train a service technician locally at their cost.

Commissioner Miller asked about Commenco. Mrs. Bobbitt stated Commenco was non-responsive and did not meet some of the specifications.

Ms. Hargis stated the remaining proposals were higher in price.

Commissioner Miller asked if \$37,000 was budgeted for this purchase. Commissioner Elkin stated that was correct.

There was no further discussion on this item.

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 award.

Subject: Public Works – First Reading of Change Order #1 for Bank Stabilization Projects

David Nichols, Design and Construction Manager, was present on behalf of this item.

David Nichols stated there are actually five sites that are part of the Bank Stabilization Project. The Smith Hatchery Road bank stabilization project is the project that ran over in money due to additional work that was not anticipated.

These are FEMA and SEMA funded projects.

Commissioner Elkin asked if the Change Orders will be reimbursable. Mr. Nichols stated that is correct because neither agency has made any indications that the change orders would not be reimbursable.

Mr. Nichols stated the department came in around half of the projected cost for the Harold Cunningham Road project. He believes there should be a contract within the next couple of weeks on the Harold Cunningham Road project.

Commissioner Miller requested a road tour be scheduled for all three Commissioners for all the Bank Stabilization Projects.

Mr. Nichols stated the department thought funds would have to be taken from fund balance and then reimburse the fund balance but the funds from the emergency account were used.

Commissioner Schnarre asked how long it takes to be reimbursed. Mr. Nichols stated it could take between 3-6 months. FEMA reimbursed SEMA immediately but SEMA will have to do inspections before they release the total amount. Some of the money from the design aspect of Harold Cunningham Road was received quicker than some other projects.

There was no further discussion on this item.

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.

Subject: Clerk's Office – First Reading of Contract with University

Commissioner Miller stated this is a contract with the University to make polling places more accessible to handicapped voters and meeting ADA requirements. This contract was pre-approved in September 2002 by the Commission.

Commissioner Schnarre noted the contract total is \$5,602.00.

There was no further discussion on this item.

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.

Subject: First Reading of Joint Resolution with City of Columbia

Commissioner Schnarre stated this is joint resolution with the City of Columbia for the Federal Highway Authorization Projects list. This will be mailed to Senators Bond and Talent and possibly Congressman Hulshof. This is for the five year Federal Highway bill. The City, County, and Chamber of Commerce are working together. The projects that will be included in the resolution are the 70/63 interchange, the widening of 763 north, and the extension of 740.

There was no further discussion on this item.

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.

Subject: Approve the 2003 Commission Assignments

Commissioner Miller moved to approve the following 2003 Commission Assignments:

<p><u>ALL</u></p> <p>West Central Commissioner’s Association Appointments of Boards & Commissions Board of Equalization Budget Approval Commission Budget Coordination County Commissioner Association (CCAM) Farm Bureau Personnel Advisory Committee Smart Growth Coalition Quarterly Commission/City Council Mtgs. Volunteer Recognition Reception Work Sessions: David Mink – Public Works Melinda Bobbitt – Purchasing Ken Roberts – Facility Maintenance Michael Mallicoat - Information Technology Stan Shawver – Planning & Building Betty Dickneite– Human Resources</p>	<p><u>KAREN M. MILLER</u></p> <p>Bo. Co. Fire Protection District Community Serv. Adv. Comm Energy & Environment Committee (HTC) Health Trust Committee Public Works - Facilities Maintenance On-Site Wastewater Board of Review Records Preservation Regional Economic Development Inc (REDI) Road & Bridge Advisory Senior Board So. Bo. Co. Fire Protection District Soil & Water Conservation District Staff /Intern Liaison Storm Water Management Tourism Council</p>
<p><u>KEITH SCHNARRE</u></p> <p>Boone County Board of Health Boone Hospital Center Board Boone County Solid Waste (Executive Board) Columbia Chamber of Commerce Board Community Partnership Board Extension Council (FEMA) Federal Emergency. Management. Agency Financial Signing Official Board of Health/Capital Project Human Resources - Liaison Industrial Development Authority (IDA) Local Emergency Planning (LEPC) - EMS Committee - Civil Defense - Joint Communications (JCIC) - Disaster Plan MAC Planning & Building – Liaison Workforce Investment Act (WIA)</p> <p>Commission Assignments 2003</p>	<p><u>SKIP ELKIN</u></p> <p>Airport Advisory Committee Board of Parks Commission Boone County Council on Aging (BCGH) Boone County Group Homes Boone Retirement Center/ The Bluffs Bo. Co. Reg. Sewer Dist (BCRSD) Columbia Area Trans. System (CATSO) Convention & Visitors Bureau (C&V) Fairgrounds (IT) Informational Technology Mental Health Board Purchasing - Liaison Regional Planning Commission (RPC)</p>

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 1-2003**

Commissioner Reports

Commissioner Schnarre

Memo from the Missouri Conservation Heritage Foundation

Commissioner Schnarre stated the County has been notified that the Public Works Department has fulfilled stream mitigation requirements in the Stream Stewardship Trust Fund.

Memo from Charter Communications

Commissioner Schnarre stated the County has been notified that Charter Communications will be modifying their Senior Discount. This modification will be a \$1.00 discount on basic cable service for senior citizens.

Memo from Mediacom

Commissioner Schnarre stated the County has been notified that Mediacom will be adding two additional channels and a price adjustment will be made as of February 1, 2003. The change will be an increase of \$4.95 per month in "Family Cable" service.

Notice of Payment from State Emergency Management Agency

Commissioner Schnarre stated the County has been notified of a payment from SEMA to the City of Columbia in the amount of \$2,903.20. This letter was addressed to Jim McNabb, the Director of Columbia-Boone County Disaster Preparedness.

Commissioner Miller

No reports at this time.

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 1:53 p.m.

Attest:

Keith Schnarre
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner