

TERM OF COMMISSION: January Session of the January 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 1:30 p.m.

Subject: Purchasing Department

Melinda Bobbitt, Purchasing Department Director, was present on behalf of these items.

A. Second Reading and Award of Bid 76-09DEC03 (Radio and Auxiliary Equipment – Install, Maintenance and Service)

Melinda Bobbitt stated this is a recommendation for award to Chariton Valley Tri-Star Communications.

Commissioner Miller moved to award bid 76-09DEC03 for Radio and Auxiliary Equipment – Install, Maintenance and Service to Chariton Valley Tri-Star Communications.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 29-2004**

B. Second Reading and Award of Bid 01-08JAN04 (Phase III Interior Renovations South Facility Public Works Maintenance Building)

Melinda Bobbitt stated this is a recommendation for award to GBH Builders. This company did Phase II of this project.

Commissioner Miller moved to award bid 01-08JAN04 for Phase III Interior Renovations to the Boone County Public Works South Facility Maintenance Building to GBH Builders.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 30-2004**

C. Second Reading and Approval of Maximus Inc Agreement

Melinda Bobbitt stated this is an agreement for the cost allocation plan for the Auditor's Office. The plan will be based on the actual costs for the year ended December 31, 2003.

Commissioner Elkin moved to approve the Maximus Inc. Agreement.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 31-2004**

D. First Reading of Amendment #1 to Bid 17-08MAR03 (Computer Output to Microfilm Service Term and Supply)

Patricia S. Lensmeyer, County Collector, was present on behalf of this item.

Melinda Bobbitt stated the Purchasing department received a request from the Collector's department to add an amendment to contract 17-18MAR03 – Computer Output to Microfilm Service Term and Supply. This is Amendment Number One which adds microfilming of tax records for the Collector's office. The amendment details the work to be performed. This does not affect the original per image pricing quoted from Imaging Solutions Company.

This term and supply amendment will be paid out of department 2110 – Collector Tax Maintenance Activity, account 71100 – Outside Services.

Mrs. Lensmeyer stated this is an amendment to the existing agreement that the County Recorder has entered into. This will allow her office to directly download tax records from the electronic file to microfilm.

The overall impact to the County will be freeing up a lot of space on the A/S400. Those records have to be preserved.

She noted they are on target to have this completed this year. Imaging Solutions Company contacted her to let her know the testing has been successful.

Commissioner Miller thanked Mrs. Lensmeyer for using the Collector Maintenance fund to achieve this record preservation issue.

Mrs. Lensmeyer stated this has been brought forward to the public record because these are public funds. This amendment will not be signed by the Commission; it will be signed by her because it will be paid from the Collector Maintenance fund. The on going costs will be paid out of the Collector Maintenance fund provided there are sufficient funds. The Commission has agreed to pick up the cost in the future, in the general revenue fund, if there are not funds in the tax maintenance fund to provide the service for the County.

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: Sheriff's Department – Second Reading and Approval of Grant Award from the Missouri Department of Transportation Highway Safety (DWI Checkpoint/Saturation)

Commissioner Miller moved to authorize the Presiding Commissioner to sign the Missouri Department of Transportation Office of Highway Safety Grant Contract for DWI Enforcement and Checkpoint funding.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 32-2004**

Subject: Public Works

A. Presentation of 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 for the record its Annual Report for the year 2003 as required by Missouri State statute 61.091. New to this report are letter reports from the Boone Counties that summarize how they used revenue sharing and replacement funds. Thanks go to the Public Works staff for their efforts in compiling all the information and especially to Natalie Meighan for her efforts to gather and assemble the information in the report. We also appreciate the support of the County Commission and in particular, the leadership and guidance of our liaison, Commissioner Karen Miller.

This has been a very productive year for the department. The Maintenance Division prepared the base for two major pave-in-place projects and did several projects to upgrade

gravel surfaces to chip seal. Continuous process improvement was continued through evaluation of current methods and research of new techniques. Pilot projects for base stabilization were done using two different products with good results. The Maintenance Division also addressed many drainage problems and safety concerns. Major road projects completed by the Design and Construction Division included three box culvert projects, one arch pipe project, one storm drainage project and two curve realignment projects. An office expansion project was completed providing a new break room, superintendent offices, and a much larger parts room. A large box culver, a bridge, and a curve realignment project are in process. Facilities Maintenance also completed many projects including extensive repair of the Courthouse floor tie, new carpet in the Sheriff's Administration offices and a new intercom system for the jail.

The department has also worked to articulate a vision statement which we believe will guide the department as we provide service to the community. Our vision is to "*serve with excellence and integrity.*" The employees of both Public Works and Facilities Maintenance are talented and dedicated people who serve the public well. Our goal is to be good stewards of the public trust and provide excellent service. I believe that with your continued support, we can reach that goal.

A copy of this report will be kept at the Public Works Department and in the County Clerk's Office.

Commissioner Miller stated this is a good item to have for historic information to see the accomplishments of the department. It is also good to have the revenue replacement reports in this report.

There was no further discussion on this item.

B. Establish Good Time Acres Neighborhood Improvement District

John Watkins, Project Development Manager, was present on behalf of this item.

Commissioner Miller moved to accept the following certification:

I, Wendy S. Noren, County Clerk in and for the County of Boone, State of Missouri, hereby certify that the attached petitions contain the signatures of the property owners who own property equal to at least two-thirds by area of all real property located within the proposed **Good Time Acres Neighborhood Improvement District** and no petitioner is delinquent in County real estate taxes.

In testimony whereof, I have hereunto set my hand and affixed the seal of the County of Boone, State of Missouri, this 29th day of **January**, 2004.

/s/ Wendy S. Noren

County Clerk
Boone County, Missouri

(seal)

In that the attached petitions meet the requirements set forth in section 67.457.3 RSMo. and Commission Order #424-91 for the formation of neighborhood improvement districts, the county Commission hereby approves the advisability of the improvement and orders the establishment of the **Good Time Acres Neighborhood Improvement District** to be described as follows:

Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described by Survey recorded in Book 410, Page 29, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described by Warranty Deed Recorded in Book 407, Page 940, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 18 of the Replat of Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 70, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 17 of the Replat of Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 70, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 16 of the Replat of Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 70, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 15 of the Replat of Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 70, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 14, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 13, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 12, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 11, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 8, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 7, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 6, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 5, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 4, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 3, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 2, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.
Land in the W 1/2 of NW 1/4 of Section 1, T 47 N, R 13 W described as Lot 1, Good Time Acres, as shown on the Plat recorded in Plat Book 11, Page 28, of the Boone County, Missouri Records.

The final cost of the improvement shall not exceed the estimated cost of **\$139,474.94** by

more than twenty-five percent (25%). The County Commission hereby orders the County Public Works Director to make plans and specifications for the proposed project and file said plans and specifications with the County Clerk of Boone County, Missouri.

The Commission further **orders** that the improvement costs shall be assessed equally against each parcel described on Exhibit "A" attached hereto, except for Lot 1 & Lot 11, which will only pay ½ of a lot assessment and shall be payable in not more than ten (10) substantially equal annual installments in accordance with the laws of the State of Missouri and consistent with the administrative policies of the County of Boone, and the clerk shall prepare an assessment list and notify the property owners of a public hearing on the proposed improvement.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 33-2004**

Mr. Watkins requested the Public Hearing for this be set for Tuesday February 10, 2004 before the Commission Meeting.

C. Second Reading and Acceptance of Roads Shalimar Gardens Block V

Commissioner Miller moved to approve the following:

Whereas, the County has examined Camellia Court & Jasmine Way, constructed within their appropriate rights-of-way as dedicated on the final plat of Shalimar Gardens Block V, recorded in Plat Book 37, Page 112, of the Boone County, Missouri records, and

Whereas, the county finds that the above described roads have been constructed sufficiently in accordance with plans prepared by Allstate Consultants P. C. in compliance with Boone County Roadway Regulations and approved by the Boone County Public Works Department as attested by the Roadway Maintenance Acceptance Certificate for said roadway,

Now therefore it is ordered, that the County Commission authorizes the Presiding Commissioner to sign the Roadway Maintenance Acceptance Certificate for these roadways, on behalf of the County Commission and further assumes responsibility for the maintenance and control of these roads from and after the date of this order, and

It is also ordered, that this order be certified by the County Clerk and be recorded in the Office of the Recorder of Deeds.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 34-2004**

Subject: Clerk’s Office

A. Second Reading and Approval of Budget Revision

Commissioner Elkin moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency	\$11,974.00	
1191-71016: Insurance – Auto Deductible		\$569.00
1191-23050: Insurance – Other Supplies		\$36.00
1191-60200: Insurance – Equipment Repair/Maintenance		\$211.00
1191-71018: Insurance – Other Claims Deductible		\$11,158.00

Said budget revision is to cover insurance claims and miscellaneous expenses for FY2003.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 35-2004**

B. First Reading of Budget Revision

Commissioner Miller stated this is a budget revision to cover FICA payments to the IRS for 2001 and 2002. The amount of the budget revision is \$1,173.00.

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: Second Reading and Approval of Contracts

- A. Big Brothers/Big Sisters
- B. Boone County Council on Aging
- C. Boys Town of Missouri
- D. Cedar Creek Therapeutic Riding Center
- E. Central Missouri Food Bank
- F. Eldercare Center
- G. Harrisburg Preschool and Daycare
- H. OATS Inc.
- I. Mid-Missouri Legal Services
- J. Rainbow House
- K. Reality House
- L. Services for Independent Living
- M. Voluntary Action Center

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

AGENCY	CONTRACT AMOUNT
Big Brothers/Big Sisters of Boone County, Inc.	\$2,000.00
Boone County Council on Aging	\$12,500.00
Boys Town of Missouri, Inc.	\$1,000.00
Cedar Creek Therapeutic Riding Center	\$1,000.00
Central Missouri Food Bank Network, Inc.	\$13,750.00
Eldercare Center	\$2,000.00
Harrisburg Preschool and Daycare	\$12,750.00
OATS, Inc.	\$8,000.00
Mid-Missouri Legal Services	\$6,000.00
Rainbow House – Crisis Care for Children	\$1,500.00
Rainbow House – Clinical Services	\$1,000.00
Rainbow House – Emergency Shelter Care for Children	\$4,500.00
Reality House Incorporated	\$13,000.00
Services for Independent Living	\$2,000.00
Voluntary Action Center	\$2,500.00

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 36-2004**

Subject: Authorize Use of Courthouse Grounds (St. Patrick's Day 5K Run)

Commissioner Elkin moved to authorize the use of the Courthouse Grounds and Commission Chambers on March 12, 2004 from 4:00 to 6:00 p.m. and March 13, 2004 from 6:00 to 10:30 a.m. for the St. Patrick's Day 5K Run sponsored by Premier Marketing Group.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 37-2004**

Subject: Authorize Closed Session (610.021.2)

Commissioner Miller moved to authorize a closed session on Monday, February 2, 2004 at 8:00 a.m. The meeting will be held in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021(2) RSMo. to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 38-2004**

Commissioner Reports

There were no Commissioner Reports.

There was no public comment.

The meeting adjourned at 1:55 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