

TERM OF COMMISSION: May 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 II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:31 a.m.

Subject: Purchasing Department

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

A. Second Reading and Award of Bid 16-20APR04 (Salary Plan Update)

Melinda Bobbitt stated the Request for Proposal for the Salary Plan Update closed on April 20, 2004. Three proposal responses were received.

The evaluation committee consisted of the following:

Betty Dickneite, Boone County Human Resources Director
David Mink, Boone County Public Works Director
Kay Murray, Boone County Treasurer
Tom Schauwecker, Boone County Assessor
Keith Schnarre, Boone County Presiding Commissioner

The evaluation committee recommends award to Public Sector Personnel Consultants per their evaluation report. Total contract price of \$13,500 will be paid from department 1115 – Human Resources, account 71100 – Outside Services.

Commissioner Elkin moved to award bid 16-20APR04 for the Salary Plan Update to Public Sector Personnel Consultants.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 189-2004**

B. Second Reading and Cancellation of Bid 51-09JUL02 (Painting Services Term and Supply)

Melinda Bobbitt stated Purchasing requests approval from the commission to cancel the contract for Painting Services Term and Supply effective immediately for failure to provide proof of insurance for the renewal term. We have been in contact with Ken Hensel Painting, and he has informed us he will not be able to provide insurance until the end of July.

Commissioner Elkin moved to cancel bid 51-09JUL02 for Painting Services Term and Supply with Ken Hensel Painting for non-compliance of contract section 2.7 (failure to provide proof of insurance). Said cancellation will be effective immediately.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 190-2004**

C. First Reading of Bid 24-04MAY04 (Bituminous Material EA-90 and EA-90P – Term and Supply)

Melinda Bobbitt stated the bid for Bituminous Material EA-90 and EA-90P Term and Supply closed on May 4, 2004. Two bids were received. Purchasing and the Public Works department recommend award to Koch Pavement Solutions as low bidder when considering Year 1 and Year 2 pricing.

This Term & Supply contract will be paid out of department 2040 PW Maintenance Operations and 2041 PW Special Maintenance Projects – Pavement Repairs Material, account number 26400 Road Oil. The original budget is for \$173,867, and \$131,807 remains in the account at the time.

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 26-18MAY04 (Carr Lane Culvert Replacement Project)

Melinda Bobbitt stated the Public Works Department and the Purchasing Department have reviewed the bid responses for the Carr Lane Culvert Replacement Project. We recommend award to S & C Bridge & Concrete for submitting the lowest bid.

The contract award is for \$31,730 with a contingency of \$3,173.00 for a total Purchase Order amount of \$34,903.00 for department 2040, account 71100. This project is not

specifically budgeted, but is an Emergency Repair.

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: Information Technology – First Reading of Request for Fixed Asset Budget Addition

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

Michael Mallicoat stated the Sheriff's Department Mugshot printer malfunctioned and could not be repaired. Since the printer is critical to the operations of the Sheriff's Department, the Auditor's Office, with Commissioner Elkin's approval, agreed to emergency order a replacement.

The order was placed on May 21, 2004 using WSCA contract #90-00151 at a quoted price of \$702.00.

Mr. Mallicoat is requesting the Commission's approval to add this item to the Information Technology FY2004 fixed asset budget.

Commissioner Elkin asked if the printer has been received. Mr. Mallicoat stated he was not sure if the printer has arrived but is scheduled to do so by today.

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: Purchasing Department – Presentation of Annual Report

The 2003 Purchasing Department Annual Report was submitted to the Public Record.

Melinda Bobbitt reviewed the departments projects, the number of contracts and amount spent on contracts in 2003. She also reviewed the Request for Proposals done in 2003.

The Commissioners thanks Mrs. Bobbitt for her report.

Subject: Child Support – Second Reading to Authorize Presiding Commissioner to sign Cost Allocation Plan

Commissioner Elkin moved to authorize the Presiding Commissioner to sign the Certificate of Indirect Costs – A Cost Allocation Plan with Maximus.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 191-2004**

Subject: Appointment to Sanford-Kimpton Building – Family Health Center Committees

Commissioner Schnarre stated the County has to make appointments to these committees. The Commission decided in a worksession to appoint the Health Department Liaison Commissioner and the Public Works Director.

Commissioner Schnarre moved to appoint the Health Department Liaison Commissioner and the Boone County Public Works Director to the Management Committee and the Condominium Executive Committee of the Sanford-Kimpton Health Facility.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 192-2004**

Subject: First Reading of Resolution Authorizing Final Application for the Land and Water Conservation Fund Grant

Commissioner Elkin stated as part of the Land and Water Conservation Grant, they had required some secondary information. It is standard on all grants. The County has to pass an ordinance or resolution authorizing the County to move forward for final application. The City will also be doing the same things because the City and County are co-owners.

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: Authorize Use of Courthouse Grounds (Sons of Confederate Veterans)

Commissioner Elkin moved to authorize the use of the Courthouse Grounds on June 6, 2004 from 2:00 to 3:00 p.m. for a Memorial Service sponsored by the Sons of Confederate Veterans.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0. **Order 193-2004**

Commissioner Reports

Commissioner Schnarre

Notice of Voluntary Annexation

Commissioner Schnarre stated the County has been notified of the following voluntary annexations:

- Approximately 29.11 acres of land owned by Larry W. and Cecilia Benton, located on the north side of Brown School Road, approximately 2,000 feet west of State Route 763
- Approximately 74.08 acres of land owned by Steve Herigon Construction, Inc., located on the east side of Creasy Springs Road, north of Prairie Lane
- Approximately 197.5 acres of land owned by the Boone County Commission, located on the west side of U.S. Highway 63, approximately 1,000 feet west of Brown School Road

Commissioner Elkin

None to report at this time

There was no public comment.

The meeting adjourned at 10:06 a.m.

Attest:

Wendy S. Noren
Clerk of the County Commission

Keith Schnarre
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner