

TERM OF COMMISSION: March 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

Heather Turner, Purchasing Department Buyer, was present on behalf of these items.

A. Second Reading and Award of Bid 06-25JAN05 (Pneumatic Compactor)

Commissioner Elkin moved to award bid 06-25JAN05 for a Pneumatic Compactor to G.W. Van Keppel.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 99-2005**

B. Second Reading and Award of Bid 07-25JAN05 (Vibratory Compactor)

Commissioner Schnarre moved to award bid 07-25JAN05 for a Vibratory Compactor to G.W. Van Keppel.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 100-2005**

C. Second Reading and Award of Bid 12-22FEB05 (Law Enforcement Pursuit Tires Term and Supply)

Commissioner Miller moved to award bid 12-22FEB05 for Law Enforcement Pursuit Tires Term and Supply to Cross-Midwest Tire.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 101-2005**

D. First Reading of Bid 18-28FEB05 (County Roadside Trash Pickup)

Heather Turner stated the Bid for the County Roadside Trash Pickup closed on February 28, 2005. One bid was received. Purchasing and the Public Work's department recommend award to AAA Waste Management for submitting the low bid.

The term and supply contract will be paid out of department 2040 - PW Maintenance Operations, account number 71100 – Outside Services. \$961,000 remains in the account.

Commissioner Miller asked if this is cheaper than last year's bid. Ms. Turner stated she believes that is correct.

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 Request to cancel contract for Bid 11-08FEB05 (Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks) and Re-Award Bid

Heather Turner stated Purchasing and the Public Work's department request cancellation of contract 11-08FEB05 with Tom Boland Ford for 2005 Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks. This contract was given Commission Order #77-2005; the associated Purchase Order is #2005000116.

The contractor notified Public Works that they will be unable to provide model year 2005 trucks as specified in the bid documents because Ford is no longer accepting new orders for model year 2005 vehicles. Therefore, we request cancellation of this contract.

The Bid for Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks closed on February 8, 2005. Two bids were received. The low bidder, Tom Boland Ford, was unable to provide Model Year 2005 Trucks as specified in the bid requirements. Therefore, Purchasing and the Public Works Department recommend awarding to the next low bid, Putnam Chevrolet-Pontiac, Inc.

Total cost of the contract is \$117,108.00 to be paid out of department 2040-Public Works Maintenance Operations, Account 92400-Replacement Auto/Trucks. The budgeted amount for this purchase was \$125,000.00.

Greg Edington, Fleet Operations Supervisor, stated a representative from Tom Boland contacted the department earlier this week to let them know they could not get the 2005 models but could get the 2006 models for the same price. These trucks would not be delivered until August. The department has hired new employees and they do not have vehicles to drive so the department needs to have trucks as soon as possible. The price difference is around \$1,000.

Commissioner Miller suggested the second reading be waived so the department can order the trucks. There was no objection to this request.

Commissioner Miller moved to cancel the contract with Tom Boland Ford for Bid 11-08FEB05 for Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks due to failure to comply with the bid requirement of providing 2005 model year vehicles. The County Commission does hereby re-award bid 11-08FEB05 for Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks to Putnam Chevrolet.

Commissioner Elkin seconded the motion.

Commissioner Elkin asked if Putnam would honor the trade-in prices. Mr. Edington stated that is correct.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 102-2005**

Subject: Road and Bridge Advisory Committee – First Reading of the following Variance Requests

John Watkins, Project Development Manager, was present on behalf of these items.

A. OTSCON Driveway Entrance, 50 N. Rangeline Road

John Watkins stated the Road and Bridge Advisory Committee recommends approval of the following variance:

Allow variance to exceed from the maximum allowable width of 40' as described by Boone County Regulations, Appendix B-1, Drawing 410.01A to 120' for the OTSCON Driveway entrance located at 50 N. Rangeline Road.

Mr. Watkins noted this will give the trucks more access in and out of the business. All the driveways on Rangeline Road have received a variance.

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. Eleven Driveway Entrances on Brookside Lane

John Watkins stated the Road and Bridge Advisory Committee recommends approval of the following variance:

Allow the following driveways to exceed the maximum allowable width of 30' as described by Appendix B-1, Drawing 410.01A as per the listed dimensions shown below, with the following conditions:

- A. All driveway improvements shall include flared wings for each driveway. Wings are not to be included in the width of driveway.**
- B. Boone County shall place "NO PARKING" signs on both sides of Brookside Lane from Bethel Church Road to Bethel Lane.**
- C. Developer shall re-locate mailbox pad approximately 130' west. This relocation will allow the intersection to remain clear.**

127/129 Brookside Lane

- Allow extension from 38' 10" to 51'. Extension can go either direction.

163/165 Brookside Lane

- Allow extension from 38' 10" to 51'. Extension can go either direction.

221/223 Brookside Lane

- Allow extension from 38' 10" to 51'. Maximum extension west shall not exceed 6' 1".

251/253 Brookside Lane

- Allow extension from 39' 6" to 51'. Maximum extension east shall not exceed 5' 9".

278/280 Brookside Lane

- Allow extension from 39' 10" to 51'. No extension allowed west. Extension must go east.

250/252 Brookside Lane

- Allow extension from 41' to 42' 6". Extension can go either direction.

226/228 Brookside Lane

- Allow extension from 40' 1" to 42' 6". Extension can go either direction.

200/202 Brookside Lane

- Allow extension from 40' 7" to 51'. Extension can go either direction.

174/176 Brookside Lane

- Allow extension from 40' 8" to 51'. Extension can go either direction.

148/150 Brookside Lane

- Allow extension from 40' 1" to 51'. Extension can go either direction.

Mr. Watkins noted this will allow for off-street parking for a duplex development.

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: Auditor's Office

June Pitchford, Boone County Auditor, was present on behalf of these items.

A. First Reading of Budget Revision (General Fund)

June Pitchford stated this budget revision, in the amount of \$26,536, will cover shortage in the interest appropriation for FY2004 on Series 2003 Special Obligation Bonds. An incorrect amortization schedule was provided and used in preparing the FY2004 budget. The error was not detected until early 2004. All scheduled principle and interest payments have been made during the year; this budget revision is necessary in order to correct an appropriation exceeded amount for General Fund Debt Service.

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 of Budget Amendment (Sheriff's Department)

June Pitchford stated this budget amendment will establish a budget for the Sheriff Revolving Fund Activity. This is funds received for the "conceal and carry" gun permits. It was determined by the Auditor's Office and Sheriff's Department that a budget would not be established until closer to the time the FY2004 budget was ready to be closed out.

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 after the required 10 day waiting period with an appropriate order for approval.

C. First Reading of Letter of Engagement with KPMG for FY04 Financial Audit

June Pitchford stated this is a Letter of Engagement with KPMG for the FY2004 Financial Audit. The external audit will cost \$87,000. The budgeted amount was \$86,100. There is available funding to cover the addition \$900 because the Indirect Cost Plan will be under budget.

Commissioner Miller asked what department will be reviewed this year. Mrs. Pitchford stated the Commission can meet with the outside auditor's to communicate any areas they would like to have reviewed. Otherwise, she does not dictate to the external auditor's how the audit will be done.

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: Treasurer's Office – Treasurer's Report

Kay Murray, Boone County Treasurer, was present on behalf of this item.

Kay Murray submitted the Reconciliation of Bank Statement and Cash Investments for January 2005. Ms. Murray reviewed and discussed these documents.

Subject: Recorder's Office – First Reading of Budget Revision

Bettie Johnson, Boone County Recorder of Deeds, was present on behalf of this item.

Bettie Johnson stated this is a request to transfer \$1,500 from emergency to the replacement office equipment line item in her budget. The fax machine in her office has broken and it will cost \$105 an hour for a technician to look at the machine. They do not know if this machine is able to be fixed or not.

This budget revision will purchase a printer/fax machine that has the capability of hooking up to the network. In discussions with the Purchasing Department, there is a bid out for a fax machine that can be tied into the network for the Collector's Office. Mrs. Johnson noted a lot of the work that is done in her office is requests from people for copies and faxing those copies. With a new fax machine that would have that capability, it would save her staff a lot of time.

Commissioner Miller asked if the company had any idea of what is wrong with the fax. Mrs. Johnson stated they did not. A lot of the business that is done in her office is copies of documents faxed to them.

Commissioner Miller asked if this is a copier/fax. Mrs. Johnson stated it is a printer/fax that can be attached to the network. This request is based on previous requests to have the ability to tie into the network and they have been told the County was not ready to do that. But in discussions with the Purchasing Department, they found a bid has gone out that did allow for that service.

There was discussion about previous networking capabilities for fax machines.

Mrs. Johnson noted a request has been made to the Information Technology Department regarding networking capability. At this time, they have not responded.

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: Child Support

A. Second Reading and Approval of Request for Office Remodeling

Commissioner Elkin moved to approve the request by the Prosecuting Attorney’s Office Child Support Division for office remodeling.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 103-2005**

B. First Reading of Budget Revision

Commissioner Schnarre stated this budget revision will transfer \$1,485 from emergency to the furniture and fixtures line item to pay for furniture that will go with the remodeling project.

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 Budget Revisions

Commissioner Elkin moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1255-10100: Corrections – Salaries	\$71,300.00	
1255-85600: Corrections – Extradition		\$4,000.00
1255-86100: Corrections – Hospital Costs		\$45,000.00
1255-85620: Corrections – Other Medical		\$22,300.00

Said budget revision is to cover inmate medical costs and other class 8 expenses for FY2004.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 104-2005**

Commissioner Miller moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1251-85400: Sheriff Operations – Criminal Investigation	\$9,910.00	
1251-10110: Sheriff Operations – Overtime		\$9,910.00

Said budget revision is to cover shortfall in overtime for FY2004.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 105-2005**

Commissioner Elkin moved to approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1251-23850: Sheriff Operations – Minor Equipment	\$329.00	
1251-92300: Sheriff Operations – Replacement Machinery/Equipment		\$329.00

Said budget revision is for the purchase of a new under-counter refrigerator.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 106-2005**

Subject: Public Works – Second Reading and Approval of Contract with Harrington & Cortelyou, Inc. (Design Assistance – Drainage Structures)

Commissioner Miller moved to approve the Proposal for Consultant Services with Harrington & Cortelyou, Inc. for design assistance for drainage structures and consulting assistance for bridge repairs.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 107-2005**

Subject: Medical Examiner – 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	\$3,894.00	
1280-71101: Medical Examiner – Professional Services		\$1,277.00
1280-86300: Medical Examiner – Testing		\$2,617.00

Said budget revision is to cover shortfall in Medical Examiner’s budget for FY04.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 108-2005**

Subject: Second Reading and Approval of Contract with City of Columbia (Public Safety Joint Communications)

Commissioner Miller moved to approve the agreement between the County of Boone and the City of Columbia for Public Safety Joint Communications.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 109-2005**

Subject: Second Reading and Public Hearing for Approval of Budget Amendments

A. Establish appropriations related to Series 2005 Bonds

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
3040-03820: 2005 Series Bonds – Land and Building Rent	\$80,595.00
3040-84100: 2005 Series Bonds – Debt Retirement – Interest	\$30,480.00
3040-03925: 2005 Series Bonds – Proceeds of Bonds – Debt Service Reserve Fund	\$200,500.00

Said budget amendment is to establish a budget for 2005 lease revenue (April to December) and schedule debt service (interest in 2005 only).

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 110-2005**

B. Establish appropriations for land and building acquisition

Commissioner Elkin moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1190-91200: Non- Departmental – Buildings and Improvements	\$543,650.00	
1190-91800: Non- Departmental – Land	\$390,000.00	
1190-83919: Non- Departmental – Operating Transfer Out – Capital Project Fund	\$933,650.00	
4050-91200: General Capital Fund – Buildings and Improvement		\$543,650.00
4050-91800: General Capital Fund – Land		\$390,000.00
4050-03913: General Capital Fund – Operating Transfer In – from General Fund		\$933,650.00

Said budget amendment is to establish a Capital Project budget for FY2004.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 111-2005**

Commissioner Schnarre moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
4050-03925: General Capital Fund – Proceeds of Special Obligation Bonds	\$1,804,500.00
4050-03919: General Capital Fund – Operating Transfer from General Fund	\$300,000.00
4050-91800: General Capital Fund – Land	\$1,451,500.00
4050-91200: General Capital Fund – Buildings	\$598,000.00
4050-84060: General Capital Fund – Debt Issuance Cost	\$54,500.00
1190-83919: General Fund – Transfer Out to Capital Project Fund	\$300,000.00

Said budget amendment is to establish a budget for land and building acquisitions and related revenue sources.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 112-2005**

Subject: Re-appointment to Boone County Group Homes and Family Support

Commissioner Elkin moved to re-appoint Wanda F. Marvel to Boone County Group Homes and Family Support for a term to expire on February 21, 2008.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 113-2005**

Commissioner Reports

Commissioner Schnarre

Boone Electric Cooperative C.A.S.H./H.E.L.P.

Commissioner Schnarre stated the beginning balance of the C.A.S.H. program on February 1, 2004 was \$78,383.85. Donations during February were \$2,255.47, interest

was \$46.86 and disbursements were \$3,774.42. The end balance was \$76,911.79.

The beginning balance of the H.E.L.P. program on February 1, 2004 was \$18,065.08. Donations during February were \$1,694.41, interest was \$10.81 and disbursements were \$1,306.72. The end balance was \$18,463.58.

Commissioner Miller

No reports at this time.

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 2:17 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