

TERM OF COMMISSION: April 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 I Commissioner Karen M. Miller  
District II Commissioner Skip Elkin  
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:30 a.m.

**Subject: Purchasing Department**

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

**A. Second Reading and Approval of Request to Dispose of Surplus Property**

Commissioner Miller moved to authorize the disposal of surplus property as listed on the April 11, 2005 memo from the Purchasing Department.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0 as follows: Commissioner Schnarre – Aye, Commissioner Miller – Aye, Commissioner Elkin – Absent for vote. **Order 176-2005**

**B. Second Reading and Award of Bid 19-22MAR05 (Law Enforcement Radar Units)**

Commissioner Miller moved to award bid 19-22MAR05 for Law Enforcement Radar Units to Kustom Signals, Inc.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0 as follows: Commissioner Schnarre – Aye, Commissioner Miller – Aye, Commissioner Elkin – Absent for vote. **Order 177-2005**

**C. First Reading of Bid 25-24MAR05 (Boatman Hill Storm Drainage Project)**

Heather Turner stated the Bid for Boatman Hill Storm Drainage Project closed on March 24, 2005. Four bids were received. Purchasing and the Public Work's department recommend award to Apex, Inc. for submitting the low bid.

Total cost of contract is \$77,988.00 with a 10% contingency of \$7,798.80 for a total Purchase Order amount of \$85,786.80. This contract will be paid out of department 2045 – Public Works Design and Construction, account number 71100 – Outside Services. The original budget was \$60,000.00. David Mink, Public Works Director, has submitted a memo outlining the cost difference and expected savings in other areas to cover the additional expense.

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 20-24MAR05 (Asphalt Overlay and Roadway Drainage)**

Heather Turner stated the Bid for Asphalt Overlay and Roadway Drainage closed on March 24, 2005. Two bids were received. Purchasing and the Public Work's department recommend award to APAC-Missouri, Inc. for submitting the low bid.

Total cost of contract is \$599,996.78 with a 5% contingency of \$29,999.84 for a total Purchase Order amount of \$629,996.62. This contract will be paid out of department 2040 – Public Works Maintenance Operations, account number 71100 – Outside Services. Public Works has submitted a memo outlining the original budget and plans for reimbursement on this 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 award.

**E. First Reading of Bid 30-07APR05 (Good Time Acres NID)**

Heather Turner stated the Bid for Good Time Acres Neighborhood Improvement Project closed on April 7, 2005. Three bids were received. Purchasing and the Public Work's department recommend award to Apex, Inc. for submitting the low bid.

Total cost of contract is \$160,796.64 with a 10% contingency of \$16,079.66 for a total Purchase Order amount of \$176,876.30. This contract will be paid out of department 5200 – Good Time Acres Road NID, account number 71100 – Outside Services and 2045 – Public Works Design and Construction, account number 71100 – Outside Services. The NID portion of the project equals \$132,586.64 plus a 10% contingency of \$13,258.66 for a

total cost of \$145,845.30. The maximum cost for the NID is \$174,340.00. The Boone County Public Works portion of the project equals \$28,210.00 with a contingency amount of \$2,821.00. Good Time Acres NID Construction Bid Breakdown has been provided as well as the Purchasing recommendation for award memo with the cost breakdowns outlined.

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.

**F. First Reading of Bid 26-07APR05 (Chip and Seal Application)**

Heather Turner stated the Bid for Chip and Seal Application closed on April 12, 2005. Three bids were received. Purchasing and the Public Work's department recommend award to APAC-Missouri, Inc. for submitting the low bid.

Total cost of contract is \$151,876.48 with a 5% contingency of \$7,593.82 for a total Purchase Order amount of \$159,470.30. This contract will be paid out of department 2040 – Public Works Maintenance Operations, account number 71100 – Outside Services. Public Works has submitted a memo for information regarding the budgeted amount for this 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 award.

**Subject: Sheriff's Department**

Sheriff Dwayne Carey was present on behalf of these items.

**A. First Reading of Budget Revision**

Sheriff Carey stated he spoke with the Firearms Committee regarding needs for this year. He was made aware the extra weapons are being stored at a Firearms Committee member's personal residence in a gun safe because there is no storage place at the Sheriff's Department. The department does have an armory. This is a budget revision requesting \$575 be transferred from the ammunition account to furniture and fixtures account. This will purchase a gun safe and dehumidifier that can be placed in the armory and only Firearms Committee members will have the combination.

Commissioner Schnarre stated the guns are being stored at a private home. Sheriff Carey stated that is correct.

Commissioner Schnarre asked how many guns are being stored. Sheriff Carey stated 12-

15 guns. It becomes a problem when there are openings at the department because each patrol deputy has a department issued shotgun and handgun.

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 Carey stated this is part of a campaign issue of his. There are four School Resource Officers (SRO) that need work during the summer. He would like to continue the COPP program where there are deputies on bikes in subdivisions during the summer to have direct contact with the children in the subdivisions. This is helpful in controlling vandalisms and larcenies that increase in the summer.

This budget amendment will purchase new bikes and uniforms for these deputies. Also, additional Tasers will be purchased for these deputies. The funding for these purchases will come from the Revolving Fund, income from Concealed Weapons permits.

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.

**Subject: Road and Bridge Advisory Committee – Second Reading and Approval of Variance Request for Terrapin Hills Neighborhood Association (Allowable Width and Length of Roads to be Accepted for County Maintenance)**

Commissioner Miller moved to approve the following recommendation from the Road and Bridge Advisory committee:

- To deny the request to allow Terrapin Hills to be accepted for County Maintenance with road widths of 19' 6".
- To deny the request to allow Terrapin Hills to be accepted for County Maintenance with road lengths in excess of the 1000' maximum cul-de-sac length.

Commissioner Schnarre seconded the motion.

There was no discussion and no public comment.

The motion passed 2-0 as follows: Commissioner Schnarre – Aye, Commissioner Miller – Aye, Commissioner Elkin – Absent for vote. **Order 178-2005**

**Subject: Personnel Advisory Committee**

Betty Dickneite, Human Resources Director, was present on behalf of these items.

**A. First Reading of Recommendations for Changes to Personnel Manual**

Betty Dickneite stated the Personnel Advisory Committee had a meeting on April 7, 2005 and approved two additions and one revision to the Personnel Policy Manual.

The first is the Anti-Fraud Policy, which will be Section 6.16 of the manual. This policy basically states that if an employee sees suspicious activity then it can be reported to the Boone County Sheriff's Department or Prosecuting Attorney.

The second is the Adoption Leave Policy, which will be Section 5.9 of the manual. The policy reads as follows:

When an employee's personal care and attention is required in connection with the adoption of a child, loss of time that is supported by appropriate documentation will be referred to as adoption leave. Such leave will be charged against the employee's accumulated sick leave unless the employee elects to use annual leave or compensatory time. The final decision concerning the granting of leave under this section shall rest with the Administrative Authority and shall be based upon the degree to which the employee is responsible for providing personal care and attention. Adoption leave requests should be made and evaluated in accordance with the Family Medical Leave provision outlined in Section 5.1 of this manual.

The final item is a revision to the wording of Section 5.1, Family Medical Leave policy, which is proposed to add "sick leave or". This is in conjunction with the proposed Section 5.9 policy. Paragraph 5 subsection B will read as follows:

Employees who request leave under the FMLA for placement of a child with the employee for adoption or foster care may substitute accrued sick leave or vacation for unpaid leave with the approval of the Administrative Authority.

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 to Adopt 2005 Affirmative Action Report**

Betty Dickneite stated at the April 7, 2005 Personnel Advisory Committee meeting, the Committee approved the 2005 Affirmative Action Plan. This plan was presented to the Commission on January 18, 2005 by Julian Carter.

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.

Ms. Dickneite noted the Personnel Advisory Committee did not approve the flexible hiring policy and she will discuss this more with the Commission at a 3C meeting.

Commissioner Elkin arrived to the meeting.

**Subject: Human Resources – Presentation of 2004 Annual Report**

Betty Dickneite, Human Resources Director, submitted the Human Resources Department 2004 Annual Report to the Public Record.

Ms. Dickneite presented the Human Resources Department 2004 Annual Report. She reviewed the number of job postings, applications taken, and projects completed by the department for example, the classification and compensation study, affirmative action plan, and changes to the personnel policy manual.

There was discussion about the number of exit interviews preformed.

The Commission thanked Ms. Dickneite for the department's hard work for the County.

**Subject: Authorize Closed Session (610.021.2 RSMo.)**

Commissioner Miller moved to authorize a closed session on Tuesday, April 19, 2005 immediately following the regularly scheduled Commission Meeting at 9:30 a.m. The meeting will be held in the Commission Chambers of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized 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 179-2005**

**Commissioner Reports**

*Commissioner Schnarre*

Commissioner Schnarre stated he received a phone call on Saturday regarding a recent road vacation and possible dispute between neighbors. He asked if it was possible if the order could be rescinded. John Patton, County Counselor, stated he was not sure but would research this.

The Commission agreed to physically review the situation before any action be taken.

*Commissioner Miller*

No reports at this time.

*Commissioner Elkin*

No reports at this time.

There was no public comment.

The meeting adjourned at 10:03 a.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Keith Schnarre  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner