

TERM OF COMMISSION: February 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 9:30 a.m.

Subject: Purchasing Department

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

A. Second Reading and Award of Bid 77-23DEFC04 (Router Maintenance Term and Supply)

Commissioner Elkin moved to award bid 77-23DEC04 for Router Maintenance Term and Supply to Integrated Solutions Group.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 48-2005**

B. Second Reading and Approval of Maximus Inc. Agreement

Commissioner Miller moved to approve the agreement with Maximus Inc.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 49-2005**

C. Second Reading and Award of Bid 01-04JAN05 (125 Gallon Asphalt Sealant Melter Applicator)

Commissioner Elkin moved to award of bid 01-04JAN05 for a 125 Gallon Asphalt Sealant Melter Applicator to Vance Brother, Inc.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 50-2005**

D. Second Reading and Award of Bid 02-04JAN05 (Solid Block Asphalt Sealant Term and Supply)

Commissioner Miller moved to award of bid 02-04JAN05 for Solid Block Asphalt Sealant Term and Supply to Paving Maintenance Supply, Inc.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 51-2005**

E. First Reading of Bid 05-11JAN05 (Office Supplies Term and Supply)

Heather Turner stated the bid for Office Supplies Term and Supply closed on January 11, 2005. Five bids and one alternate bid were received. The Purchasing Department met with the County Purchasing Committee on January 26, 2005 and discussed the outcome of the office supply evaluation. The Purchasing Department recommends award to Corporate Express for submitting the overall low bid.

This is a countywide Term and Supply contract which will run through December 31, 2005. There are four, one-year renewals on this contract.

Commissioner Miller asked where Corporate Express is based. Ms. Turner stated it is based in St. Louis but there is a representative in Columbia.

Commissioner Miller asked if Corporate Express has the same turn around. Ms. Turner stated they do next day desk top delivery.

Commissioner Schnarre asked if this is a new supplier to Boone County. Ms. Turner stated that is correct.

Commissioner Miller stated the County still has a nationwide contract with Office Depot if something is needed immediately.

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

A. Second Reading and Approval of Contract with Integrated Solutions Group

Commissioner Miller moved to approve the Network Security Upgrade Agreement with Integrated Solutions Group.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 25-2005**

B. First Reading of Computer Equipment Physical Inventory

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

Michael Mallicoat stated the computer equipment inventory is maintained in two different systems. One is the Information Technology system and the other is the Auditor's fixed asset system.

A physical inventory of all computer equipment was taken in July 2004 by the Auditor's Office and the Information Technology Department. All recounts and rechecks had been completed by the IT Department by the middle of August 2004. The final results were forwarded to the Auditor's Office.

Last week, the Auditor's Office requested the IT Department to verify a list of the equipment and assets that were not found on the inventory. Mr. Mallicoat did research the equipment on the list.

The laser printer, tag number 6974, and terminal, tag number 7287, were surplus on May 19, 2003. The surplus sheets did not have asset numbers on them and the asset tags had been removed.

Tag 8913, a 15" monitor, was identified on the February 2003 physical inventory recap sheet to be located in the surplus area of the third floor. However, he cannot find any surplus sheets to confirm this. He believes this went out with surplus equipment.

The disk drives, CD drives and less expensive modems are no longer tracked. Both the Auditor's Office and IT Department have confirmed that none of these items on the list are in inventory or can physically be found.

It is recommended that all the items on the list presented to the Commission be zeroed out

of the fixed asset inventory so the Auditor's Office can close their fixed assets for 2004.

Commissioner Miller stated there is not anything on this list that is worth anything. Also, this list is a lot smaller than the previous list brought to the Commission.

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: Public Works

A. Second Reading and Approval of Agreement between Missouri River Communities network (AmeriCorps)

Commissioner Miller moved to approve the agreement with Missouri River Communities Network to provide personnel to assist in performing educational services and tasks required by the EPA Clean Water Act – Phase II Storm Water Regulations.

Commissioner Elkin seconded the motion.

There was no discussion and on public comment.

The motion passed 3-0. **Order 53-2005**

B. Second Reading and Approval of Agreement between City of Columbia and Boone County (Storm Water Education Coordinator)

Commissioner Elkin moved to approve the agreement with the City of Columbia to provide a Storm Water Education Coordinator and provide educational services required by the EPA Clean Water Act – Phase II Storm Water Regulations.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 54-2005**

C. First Reading of Recommendation for “No Parking” Signs (Trade Center Drive)

Allison Anderson, Project Engineer, was present on behalf of this item.

Allison Anderson stated the Department received a request by some property owners on Trade Center Drive to place “No Parking” signs. Trade Center Drive is located off Rangeline.

There are truck drivers who, over night or over the weekend, will drop their trailers and leave them. The parked trailers have made it difficult for other trucks going to the businesses to make the turn to get in the businesses. Also, the trailer supports have been damaging the asphalt.

The Department is proposing to place “No Parking” signs on Trade Center Drive.

Commissioner Miller stated she does not have a problem with this request but noted she has not heard from any of the business owners on Trade Center Drive.

Commissioner Elkin stated he has not heard from any of the business owners on Trade Center Drive either.

Mrs. Anderson stated two of the business owners talked to John Watkins, Public Works Project Development Manager.

Commissioner Schnarre stated someone was going to check to see if these trailers were related to the businesses on Trade Center Drive.

Mrs. Anderson stated according to Mr. Watkins, the trailers are not related to the businesses.

Commissioner Elkin stated he wants to make sure these parked trailers are not part of the businesses on Trade Center Drive or the businesses on Commerce Court.

Commissioner Miller requested Mr. Watkins give the Commission an idea of who is parking there.

Mrs. Anderson stated the trailers are not being parked close to the businesses.

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.

D. Second Reading and Approval of the following Consultant Service Agreements

- **Bucher, Willis & Ratliff Corp.**
- **Butler, Rosenbury & Associates**
- **Engineering Surveys and Services, LLC**
- **Midwest Engineering and Design**
- **Mitzel and Scroggs**
- **Poepping, Stone, Bach & Associates, Inc.**
- **Project Solutions**
- **Shafer, Kline & Warren**
- **The Larkin Group**
- **Trabue, Hansen & Hinshaw, Inc.**
- **Brush and Associates**

Commissioner Schnarre stated these are general consultant service agreements are done on an annual basis. These firms are pre-approved for projects in which the department may need consultant services.

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.

E. Second Reading and Acceptance of Easements

Commissioner Miller stated these are easements that have been granted to the County but have not been recorded. The list of easements have been granted since January 2003.

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.

Commissioner Schnarre thanked Mrs. Anderson for her work with the County and wished her the best in the future.

Subject: Planning and Zoning – Acknowledgement of Final Development Plans (Tyger Hills PID)

Thad Yonke, County Planner, was present on behalf of this item.

Thad Yonke stated this is a new administrative procedure set forth by the most recent Zoning Regulations. This will allow for final development plans to not only be acknowledged by the Commission, so there is a Commission Order, but for the plan to be on mylar and recorded.

Commissioner Elkin moved to acknowledge and accept the Final Development Plan for

Tyger Hills PID. The zoning for said development takes effect with this acknowledgement.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 55-2005**

Subject: Sheriff’s Department – Second Reading and Public Hearing for Approval of Budget Amendments

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
2540-91100: Sheriff Civil Process Fund – Furniture	\$3,000.00

Said budget amendment is for additional furniture for work stations.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 56-2005**

Commissioner Elkin moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
2533-91100: Local Law Enforcement Block Grant	\$10,299.00

Said budget amendment is for furnishings for the North Substation.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 57-2005**

Commissioner Miller moved to approve the following budget amendment:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
2534-91301: Local Law Enforcement Block Grant – Computer Hardware	\$5,600.00
2534-91302: Local Law Enforcement Block Grant – Computer Software	\$3,470.00
2534-91300: Local Law Enforcement Block Grant – Machinery and Equipment	\$1,304.00

Said budget amendment is to establish a budget for the 2004-2006 Local Law Enforcement Block Grant.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 58-2005**

Subject: 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 December 2004. Ms. Murray reviewed and discussed these documents.

Subject: Second Reading and Approval of Contract with City of Columbia

- A. Health Department Services**
- B. Animal Control Services**

Commissioner Schnarre stated these are annual contracts with the City of Columbia for Health Department and Animal Control Services.

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: Appointments to Boards/Commissions

Commissioner Elkin moved to approve the following:

- Appoint Michael C. Morrison to the Road and Bridge Advisory Committee for an interim to expire on May 26, 2006
- Appoint Jean M. Sax to the Board of Health for an interim term to expire on August 31, 2007

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 59-2005**

Subject: Amend Commission Order 298-2003 (Appointment to Building Code Board of Appeals)

Commissioner Miller moved to amend Commission Order 298-2003 to amend the township of Matthew Uhrig, who was appointed to the Building Code Board of Appeals, to Three Creeks Township.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 60-2005**

Commissioner Reports

Commissioner Schnarre

Notice of Voluntary Annexations

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

- Approximately 34.8 acres of land owned by Roy L. Rodgers and Raymond E. Rogers located on the east side of Sinclair Road, approximately 7,000 feet from Muirfield Road
- Approximately 25 acres of land owned by Greg Holden located on the south side of Starke Lane east of US 63

Commissioner Miller

Governmental Affairs Committee

Commissioner Miller stated she attended the Governmental Affairs Committee meeting at the Chamber of Commerce yesterday. At the meeting, there was an update from the City Street Funding Subcommittee. The Consultant had not identified two revenue sources that they feel are being diverted, the State Gas Tax reimbursement and the Motor Vehicle Tax reimbursement. This amounted to \$3.3 million. This was never included as funding the City was receiving for roads in any of the consultants reports.

They are going to recommend at 1/8 ¢ sales tax to the capital improvement rate and suggest the 1/8 ¢ that is currently being collected for park tax be continued for capital improvement tax for transportation. They will recommend an impact fee for residential and commercial property, which will amount to \$3.1 million.

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 10:17 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