

TERM OF COMMISSION: May Session of the February Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
 District I Commissioner Karen M. Miller
 District II Commissioner Linda Vogt
 Deputy County Clerk Michelle Malaby
 County Counselor John Patton

The regular meeting of the County Commission was called to order at 1:34 p.m.

SUBJECT: Open Bid 60-02MAY96, Lease of Vibratory Soil Compactor

Responses to the request for quotation were opened as follows:

<u>Company</u>	<u>Location</u>	<u>Bid Price</u>
Tri-State Construction Co., Inc.	Ashland, MO	\$4,400 Per Month

SUBJECT: Award Bid 46-23APR96, Boom Mower

Purchasing Department Director Beckie Jackson, referring to her memorandum to the commission dated May 1, 1996, recommended award to Cooke Sales and Service Company as the lowest and best bidder. Two mower units will be traded in, for a net expenditure of \$79,990.

In response to an inquiry by Commissioner Vogt about a vendor's comment that only one vendor in this area can respond to the bid, Ms. Jackson replied the vendor's opinion was that they could not provide a competitive bid. Franchise agreements between manufacturers and distributors present a dilemma in the purchase of this type of equipment. The county attempts to list multiple manufacturers as acceptable alternatives in order to receive as many responses as possible. This vendor suggested the county request quotations for the tractor and the mowing attachment separately. The Public Works Department believes safety and warranty issues are at stake if the items are bid separately and the mowing attachment is not factory installed.

Public Works Department Director Frank Abart commented at the factory they remove the glass from the side of the tractor cab the mowing unit is attached to and replace it with bullet proof glass. There is a great deal of liability involved with this work from the operator and passing traffic. This is how the Department purchased the previous three mowers. The Department purchased the last mower from the vendor raising the complaint.

Commissioner Vogt moved that the County Commission of the County of Boone award bid 46-23APR96, Boom Mowers, to Cooke Sales and Service Company, in the amount of \$79,990 after trade-in of two mower units. The County Commission does hereby approve, and authorize the Presiding Commissioner to sign, the purchase agreement and fixed asset disposal forms.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 265-96.**

SUBJECT: Award Bid 47-23APR96, Straw Blower/Seeder/Trailer Unit

Ms. Jackson read her memorandum to the commission dated April 30, 1996.

Commissioner Miller moved that the County Commission of the County of Boone award bid 47-23APR96, Straw Blower/Hydro Seeder/Trailer Unit, to Allied Construction Equipment Company in the amount of \$26,550. The County Commission does hereby approve, and authorize the Presiding Commissioner to sign, the purchase agreement and fixed asset disposal form.

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 266-96.**

SUBJECT: Award Bid 48-23APR96, Auto Recovery/Recycler/Recharger Unit

Ms. Jackson read her memorandum to the commission dated May 1, 1996.

Commissioner Vogt moved that the County Commission of the County of Boone award bid 48-23APR96, Auto Recovery/Recycler/Recharger Unit, to O'Reilly Auto Parts in the amount of \$4,643.13 after trade-in. The County Commission rejects the bid submitted by Triangle Supply Co., Inc. as it does not meet minimum specifications. The County Commission does hereby approve, and authorize the Presiding Commissioner to sign, the purchase agreement and fixed asset disposal form.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 267-96.**

SUBJECT: Award Bid 49-23APR96, Rough Terrain Forklift

Ms. Jackson read her memorandum to the commission dated April 30, 1996.

Commissioner Miller moved that the County Commission of the County of Boone award bid 49-23APR96, Rough Terrain Forklift, to Crown Power and Equipment as the lowest and best bidder. The County Commission does hereby approve, and authorize the Presiding Commissioner to sign, the purchase agreement and fixed asset disposal form.

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 268-96.**

SUBJECT: Award Bid 60-02MAY96, Lease of Vibratory Soil Compactor

Ms. Jackson stated Mr. Abart has reviewed the bid submitted.

In response to a question from Commissioner Stamper, Mr. Abart replied the equipment will be used for maintenance projects. They will probably need to lease additional equipment to make minor corrections to roads. This particular piece of equipment will be used on Mexico Gravel Road to take the tops off some hills and use the dirt to fill other areas before the road is paved.

In response to a question from Commissioner Stamper, the salesman from Tri-State Construction Equipment replied a vibratory soil compactor purchase price would be \$85,000 to \$100,000.

Commissioner Miller moved that the County Commission of the County of Boone award bid 60-02MAY96, Lease of Vibratory Soil Compactor, to Tri-State Construction Equipment Co. in the amount of \$4,400 per month. The County Commission does hereby approve, and authorize the Presiding Commissioner to sign, the purchase agreement when prepared.

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 269-96.**

In response to a question from Commissioner Vogt, Mr. Abart replied they will need the equipment three or four months.

SUBJECT: Approve Grants to Cities from Road Sales Tax Proceeds

Mr. Abart stated \$200,000 from the sales tax for road improvements is granted annually to Boone County communities. The Road and Bridge Advisory Committee approved the distribution recommended by the Public Works Department.

Commissioner Vogt moved that the County Commission of the County of Boone authorize the following grants from the sales tax for road improvements:

Ashland	\$25,000	Hartsburg	\$30,000
Centralia	\$25,000	McBaine	\$ 2,500
Columbia	\$31,000	Rocheport	\$15,000
Hallsville	\$21,500	Sturgeon	\$15,000
Harrisburg	\$35,000		

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 270-96.**

Mr. Abart noted the total amount requested was \$426,150.

SUBJECT: Consider Variance: Lake Capri Estates

Mr. Abart stated the Road and Bridge Advisory Committee voted to approve a variance from the road shoulder width requirement for Daisy Drive and Marigold Court in Lake Capri Estates. The roads were constructed to standards in 1988. At that time, a certain number of houses had to be constructed on a street before it was accepted for maintenance. A request has been made that the county accept the roads for maintenance. They Road and Bridge Advisory Committee voted to approve the variance because of the location and because the roads were building to specifications when constructed. It will not develop into a major thoroughfare.

Commissioner Vogt stated she viewed the streets with Mr. Seltsam, who developed the area. She recommends the commission approve the request. However, Mr. Seltsam asked to appear before the commission. Therefore, she would like to postpone the item until he can attend. She will see that the item is rescheduled for another commission meeting.

SUBJECT: Authorize County Counselor to Incur as Reimbursable Expense Appraisal Services for Locust Grove Church Road Improvement Project

Commissioner Miller moved that the County Commission of the County of Boone authorize the County Counselor to incur as a reimbursable expense, appraisal services in conjunction with the Locust Grove Church Road Improvement Project.

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 271-96.**

Commissioner Stamper noted Commissioner Miller successfully pursued numerous easements needed for this road.

Mr. Abart introduced John Smith, the new Manager of the Design and Construction Division of the Department.

SUBJECT: Award for Construction of Gillespie Bridge Road

Pat Ryan and Alan Barnes of Emery Sapp & Sons, Inc. were present.

Mr. Abart stated an excellence in paving award was presented to the Boone County Public Works Department in recognition of the high quality construction performed on Gillespie Bridge Road by Emery Sapp & Sons. The award was presented by the Missouri/Kansas chapter of the American Concrete Pavement Association (ACPA) and Missouri Highway and Transportation Department.

Commissioner Stamper stated the commission is very proud of the road. It is beautiful. Emery Sapp & Sons did an excellent job. The commission appreciates the work by the firm, designer and Public Works Department.

Mr. Abart noted Boone County is the only county in the State of Missouri to win this award.

Mr. Ryan stated they belong to the ACPA, a national organization. As the local winner, the road is automatically entered in a competition for a national award. The winner and two runner-ups will be recognized in December. One criteria used in selecting the winner is innovation. This road is really not innovative. Special construction techniques were not used. However, they believe the road is nice enough to overcome that obstacle. The county received an excellent road for the money. He hopes the commission will consider using concrete for major ring roads in the county. Maintenance costs over the lifetime of the road are considerably cheaper than other paving methods. They are grateful for the opportunity to perform the project for the county.

Commissioner Miller stated the road is a wonderful improvement. She and a Locust Grove Church Road landowner looked at the road this morning. He based his decision to dedicate right-of-way on the road. It is helpful to use the road as an example of work performed.

In response to a question from Commissioner Vogt, Mr. Ryan replied some criteria used in judging roads are constructability, appearance, smoothness, degree of difficulty, vertical and horizontal curves and speed of construction. The road was completed a month ahead of schedule even though there was a great deal of rain at the start of the project.

Mr. Barnes commented the commission needs to consider stabilizing the shoulders.

Mr. Abart replied that work is planned for this Summer.

Mr. Barnes stated the road is a good job, he would hate to see it deteriorate. Mr. Barnes stated there was a good relationship between the contractor, the county and residents.

SUBJECT: Consider Family Medical Leave Act Policy

Human Resources Director Mark Stone stated the policy addresses compliance as an employer with the Family Medical Leave Act. The policy was drafted by a Personnel Advisory Committee subcommittee. It has been reviewed by Mr. Patton. It meets federal guidelines. The county has practiced compliance with the act. This policy formalizes the practices. The regulations recognize that employees may have to cease working temporarily due to personal illness, a family member's illness or for other family responsibilities. It tries to balance demands of the workplace with needs of the family. The act provides twelve weeks of leave during a twelve month period for personal or serious illness or adoption or birth of a child, while protecting the employee's ability to return to their job or a similar job. The county will not require employees to deplete sick leave and vacation accruals for the leave. They will be allowed to save half of their accrual for future use. Forms have been developed for use by the administrative authority. They are not required to use the forms. Employees will be informed of the policy by a letter distributed with payroll checks.

Commissioner Vogt moved that the County Commission of the County of Boone adopt the Family Medical Leave Act policy recommended by the Human Resources Department and the Personnel Advisory Committee.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 272-96.**

SUBJECT: Treasurer's Report on March, 1996

Treasurer Kay Murray reported on the reconciliation of the bank statement and cash and investments for the month of March.

SUBJECT: Display Method and Budget for Art in Government Center

Ms. Murray stated she met with Carolyn Burks of the Columbia Art League regarding how art should be displayed in the Government Center. Ms. Murray stated she, Ms. Burks and Dan Nicholson of Facilities Maintenance toured the building looking at areas to display art. Ms. Burks had Kathy Walthers of Simon and Walthers give her opinion also. The system they recommend is currently used by Boone County National Bank. It is so unnoticeable, the commission probably hasn't seen it. Ms. Murray displayed a sample, stating it is a permanent system which eliminates the need to continually put holes in walls and patch them when art pieces change. The bulletin boards on which employment notices are posted should be moved. The wall where it is located is a good place to display art.

Commissioner Vogt stated the board needs to be where the public and employees can see it.

Ms. Murray agreed, stating either entranceway should work.

Commissioner Vogt commented that type of thing should not be in the formal building entrance.

Commissioner Stamper stated the hall would be suitable.

Commissioner Vogt stated she does not believe the recommended system is visually pleasing. It looks commercial.

Ms. Murray suggested they visit Boone County National Bank and see the system installed.

Commissioner Vogt stated she will visit the bank, but if it looks like what has been displayed today, she would say absolutely not.

Ms. Murray stated the system allows one person to change the display. They discussed allowing art classes to use the hallway to the Information Services Department. Ms. Murray reviewed a memorandum to Auditor June Pitchford outlining a non-departmental budget which she will agree to oversee. If the commission approves the budget, they can order the materials.

Commissioner Miller confirmed Ms. Murray will not order the display system before Commissioner Vogt has an opportunity to visit Boone County National Bank.

Commissioner Vogt stated she appreciates that opportunity. She does not think the system looks good.

Ms. Murray stated she would appreciate any input. The commission does not have to approve the budget today.

Commissioner Stamper moved that the County Commission of the County of Boone establish a budget for the display of art in the Government Center under Organization 1190, Non-Departmental, pending approval of the artwork display method, as follows:

Molding	\$ 600
Hanging Rods	\$ 165
Lock On Sleeves	\$ 100
Hi-Holders	\$ 50
Hi-Hooks	\$ 35
Clip Mat	\$ 50
Art League Contract	\$ 200
Fall Art Festival	\$ 100
Total	\$1,300

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 273-96.**

Ms. Murray reported on the progress of the committee who will assist in the selection of a design for the sculpture to be placed on the Courthouse Square. The committee wants to exhibit the artist's submissions in the Government Center for the public to view during the Twilight Festival. They would like to have a VIP viewing and reception in the Commission Chambers on June 21.

SUBJECT: Custody and Safekeeping Account Proposal

Ms. Murray stated the Financial Management and Trust Services Division of Boone County National Bank offers a custody and safekeeping service. The service will allow her office to perform same day or next day settlement on the purchase or sale of securities and the trust side would track investments. The service would be on-line in her office and would provide a variety of reports. The service will allow her to make meaningful and timely reports to the commission about county investments and keep other taxing districts up to date on the investment portfolio. A major benefit would be being able to mark-to-market investments. On any given day they will be able to see the market worth of a particular investment security and be able to discern whether a loss or gain would be realized from a sale. The cost of the system is approximately the same as the county is paying under the current bank contract. A small adjustment may be needed at the end of the year. She would like to initiate the system in June, 1996.

Commissioner Miller moved that the County Commission of the County of Boone authorize the Boone County Treasurer to obtain a custody and safekeeping service from the Boone County National Bank Financial Management and Trust Services Division.

Commissioner Vogt seconded the motion. Motion passed unanimously. **Order 274-96.**

SUBJECT: Budget Revision: Meals and Lodging

Ms. Murray stated she had enough money budgeted for dues and seminars for herself. She failed to include funding for staff training. Her Chief Deputy attended training concerning trades and execution of trades with her. Therefore, she is running short. There is surplus funding in class 9 from the purchase of a hole punch.

Commissioner Vogt moved that the County Commission of the County of Boone authorize the following budget revision:

Organization	Account	Account Title	Transfer From	Transfer To
1140	91000	Office Equipment	\$500	
1140	37230	Meals & Lodging		\$500

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 275-96.**

SUBJECT: Wellness Program

Ms. Murray stated she and Commissioner Stamper have discussed offering wellness programs and exercise incentives to employees. She contacted fitness clubs and the University of Missouri. The City of Columbia offers these programs. They would have to decide how to fund the programs. Most facilities want the county to pay for the program initially. The county could then either deduct it from an employee's pay or use some other funding method. The Wellaware program would want to conduct a health fair at \$26 per employee. They would then offer programs at a discount. They will also provide a cost for their programs without the health fair. Ms. Murray stated she believes the county should offer such programs. They are being offered by many businesses and governmental entities. Apparently the Surgeon General plans to focus on employee health programs in the near future.

Commissioner Vogt asked would the employee reimburse the county for the cost of the program?

Ms. Murray replied that needs to be decided. If it is done through the self health insurance trust, they will try to show how much money is being saved on health insurance claims.

Commissioner Stamper commented the programs could be funded in a variety of ways. The theory is a healthy work force is a better work force. Having healthy employees avoids future costs of health insurance claims and employee absenteeism.

Commissioner Vogt questioned how much responsibility for people does a government have to take?

Commissioner Stamper replied the same question could be raised with sick leave or family medical leave. It is a question of how far you want to go.

Ms. Murray commented the county may want to offer the opportunity. The health clubs indicate if employees are given the opportunity, they are more inclined to exercise. Sheriff's Department employees and those who need to be physically fit to perform their job may make more use of the programs than other employees. There is a great deal of employee interest. She will compile the information she gathered for the commission's review.

SUBJECT: Report on Adopt-A-Roadway Program

Commissioner Stamper reported a group wants to adopt Gillespie Bridge Road. The Road and Bridge Advisory Committee will hear a request for a variance from the program tonight. The group does not want to control the brush on the road, they only want to clean up the litter.

SUBJECT: Authorize Disposal of Fixed Assets

Ms. Malaby stated the Sheriff's Department wants to trade a portable car wash for a car vacuum.

In response to a question from Commissioner Vogt, Ms. Malaby replied the purchase of the car vacuum falls under the dollar level at which formal bids are required.

Commissioner Miller stated they budgeted funds to purchase the car vacuum. If they are going to dispose of the car wash they will probably receive a greater amount by trading it in.

Commissioner Stamper questioned if the item should be reassigned to another department.

In response to a comment by Commissioner Vogt, Ms. Malaby replied the Auditor's office contacted the Purchasing Department when they received the request from the Sheriff's Department. The Purchasing Department advised them they do not get involved in such a request because it concerns a bid below the formal bid level. They indicated the department should handle the disposal request.

The commission agreed to determine if the Public Works Department or Facilities Maintenance Department needs the equipment. Commissioner Miller will pursue the matter.

Commissioner Vogt moved that the County Commission of the County of Boone authorize disposal of a 10-drawer metal card file (tag 4919), a Motorola pager (tag 1599) and a Panasonic pager (no tag) at the University Auction.

Commissioner Miller seconded the motion. Motion passed unanimously. **Order 276-96.**

SUBJECT: Reports from Commissioners

Commissioner Stamper reported the commission issued a letter in support of the effort by the Hallsville Lions Club and Hallsville 4-H Club to form a corporation to build a fairgrounds and park in the city of Hallsville.

Commissioner Vogt reported the Public Works Department contacted the state for an inspection of the Lohmar Lane bridge. Has money been budgeted to repair the bridge?

Commissioner Stamper replied he does not know. The landowner wants to know who is responsible for the bridge in order to clear title to his land. Without the bridge, the land is landlocked. A letter can be sent to the landowner to clarify responsibility. The county would have to consider any repairs. Commissioner Stamper agreed to have the landowner submit a letter outlining his request.

The meeting adjourned at 3:12 p.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner