

TERM OF COMMISSION: August Session of the July 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 Helen Sheehan

The meeting was called to order at 1:31 p.m.

**Subject: Purchasing Department**

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

**A. Open Bid 56-19AUG04 (Low Water Crossing Projects)**

	S&C Bridge and Concrete	Columbia Curb and Gutter	Concrete Engineering	Aplex, Inc	Widel, Inc.	Lehman Construction, Inc.
5.1 Base Bid	\$20,015	\$28,660	\$15,123	\$24,020	\$22,727	\$21,360
Alternate 1	\$19,825	\$23,310	\$14,199	\$22,360	\$22,397	\$21,760
Alternate 2	\$18,963.50	\$60,945	\$46,327	\$78,082	\$69,158	\$14,189
Total	\$58,830.50	\$112,915	\$75,649	\$124,732	\$114,282	\$57,309

Commissioner Schnarre noted the bids received will be forwarded to the department for review and brought back to the Commission at a later date with a recommendation for award.

**B. Second Reading and Award of Bid 50-03AUG04 (Exterior Painting – Maintenance Buildings)**

Commissioner Miller moved to award bid 50-03AUG04 for Exterior Painting – Maintenance Buildings to Humber Painting.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 346-2004**

**Subject: Discussion – Trevor Harris of the Mid-Missouri Regional Planning Commission**

Commissioner Miller stated she contacted Trevor Harris regarding the American with Disabilities Act (ADA) modifications to the Courthouse. The County has plans to make some of the bathrooms ADA accessible and also working to make the doorways ADA accessible. She requested Mr. Harris to give an explanation of the available grants that deal with ADA issues within County Courthouses.

Commissioner Schnarre stated Mr. Harris is familiar with these grants.

Trevor Harris stated after Commissioner Miller contacted him, he contacted Community Development Block Grant (CDBG) program to ask about Boone County's eligibility. Boone County is eligible but this has to be documented. For three years, CDBG is HUD pass through money for County Courthouse elevator improvements and other ADA improvements.

There are three main areas in doing a CDBG application. These items should happen concurrently. The first is the need has to be established and documented. This can be done with an engineering report and a feasibility/cost analysis. This would be done with the County and a selected engineer.

The second item is the fiscal preparedness and accounting. This is something RPC will work with the Commission and budget staff.

The final item is the policy preparedness. To secure a CDBG, a series of resolutions has to be passed. It is his understanding that the County had a block grant several years ago that REDI staff helped administer. He believes the standard resolutions have changed since that last block grant.

Mr. Harris stated he has these resolutions and can forward these to the County Counselor for review. Block grant staff has noted these cannot be changed but can be added to with their approval.

Mr. Harris reviewed the following resolutions that would need to be adopted by the Commission:

- Statement of Assurances (This is a promise to adhere to federal rules and regulation)
- Statement of Resolution (This is the Commissions statement they want to pursue a block grant and commitment to contributing a given amount in cash and in kind.)
- Certification of Lobbying Restriction (This is a statement saying no Commissioner has lobbied any state officials to get the grant)

- Section 3 Equalization (This is a statement that a low to moderate income individual will be hired if necessary for this project.)
- Anti-Displacement Plan (This does not apply but still needs to be completed)
- Fair Housing Resolution
- Excessive Force resolution (in the event of a peaceful, civil gathering in Boone County, they will not send the Sheriff to break up the gathering)

Mr. Harris stated there is also a public hearing requirement. If the Commission wants to proceed with the application, a date can be set at this time. This can be done in concert with a Commission meeting.

There is a rolling deadline for this application but the State has a fixed amount they award each year. In FY05 and FY06, they will stop putting money toward Courthouses and more toward City Halls.

Commissioner Schnarre stated he had heard the same thing and knew this would be a time critical issue for the County.

Commissioner Miller asked what the County's in-kind and cash contributions might be. Mr. Harris stated three of these have been done for elevators for Howard County, Moniteau County and Cooper County. Block grant staff has informed him there is no set amount but it is a ratio of what each county has available.

Commissioner Miller asked what determines what is available. Mr. Harris stated there is a form in the application about the budget. This form will show that even though there are funds available those funds have already been earmarked for other projects.

Commissioner Miller stated the County has funds earmarked for the renovation of the third floor of this building.

Commissioner Elkin stated the County Auditor, who is also the budget officer, can explain and justify the budget.

Commissioner Schnarre asked if there is a timeline for spending the money. Mr. Harris stated grantee needs to spend their funds within two years of when the grant is awarded. If the funds are not spent, it will not hurt the County with this project but it may hurt with future applications.

Mr. Harris noted the RPC has been working with the Boone County Regional Sewer District on a block grant. He mentions this because a city or county are the only entities that can apply for a block grant. Each entity can only be awarded two block grants per year and one of these awards can be for the city or county and the other can be for a recognized non-profit entity. The elevator application is for the County and the Regional Sewer District project will be for \$98,000 gap.

Commissioner Miller asked if the County can only receive two CDBGs per year. Mr. Harris stated that is correct.

Commissioner Miller asked about the Sheriff's funds and the CDBG funds the Sheriff's Department receives with the City on. Mr. Harris stated CDBG funds are pass through from HUD. Cities over 50,000 are entitlement communities and receive direct funds from HUD. The City of Columbia receives their own funds.

Commissioner Elkin stated he is not aware of any CDBGs the Sheriff's Department receives. He does know they receive Law Enforcement Block grants and JJC receives Juvenile Accountability Incentive Block Grants.

Commissioner Schnarre stated there will have to be engineering estimates done for this project. Mr. Harris stated there is a format the engineer has to follow that will be submitted with the application.

Mr. Harris asked if the Commission has chosen an engineer. Commissioner Elkin stated the County has an architect for the bathroom and an engineer for the doors.

Commissioner Miller noted this is not an elevator project. Mr. Harris stated the project has to be removing architectural barriers to be in ADA compliance. He will contact a field representative to clarify this is not an elevator project.

Commissioner Miller stated this is a project to redo four bathrooms and put in an automatic front door at the Courthouse.

Mr. Harris stated there are points awarded for project readiness. To help with this, the County can pre-select the administrator, architect, and engineer and develop a list of contractors that will be mailed bids.

Commissioner Miller stated the Purchasing Department already has pre-selected lists of contractors. The administrator, if RPC helps with the application they could possibly be the administrator. She asked if this is how it usually works.

Mr. Harris stated it is a procurement process. If the County wants to pre-select the administrator, or the selection can be made after the award, a Request for Proposal has to be sent to the Regional Planning Commission that services this area and a list of private grant administrators. He believes RPC would put in a response to the RFP but it will be the County's responsibility in deciding who will administer the grant.

Commissioner Miller stated the County typically does their own grant administration. Mr. Harris stated the County does not have to put money in for administration of this grant. The County has the staff capacity to do this.

Commissioner Miller stated the County should make sure it is eligible for this grant before any additional effort is put into the grant.

Commissioner Schnarre stated the bathrooms could cost approximately \$30,000 each and the front doors could cost between \$15,000 and \$20,000.

There was no further discussion on this item.

The Commission thanked Mr. Harris for coming to the meeting to discuss this issue.

**Subject: Clerk's Office – Second Reading and Approval of Request for Laptop Purchasing**

Commissioner Elkin moved to authorize the Information Technology Department to negotiate on behalf of the County Clerk for her purchase of used laptop computers through resale marketers. Purchases shall be made at the discretion of the County Clerk from Election Services fund according to the needs and acceptable pricing not achievable through the bid process.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 347-2004**

**Subject: Second Reading and Public Hearing for Approval of Summers Lane NID Budget Amendment**

Commissioner Elkin moved to approve the following budget amendment:

<b>DEPARTMENT ACCOUNT AND TITLE</b>	<b>AMOUNT INCREASE</b>
5210-71100: Summers Lane NID – Outside Services	\$82,425.00
5210-71104: Summers Lane NID – Administrative Services	\$4,950.00
5210-84100: Summers Lane NID – Interest	\$4,125.00
5210-84400: Summers Lane NID – Advertising	\$80.00

Said budget amendment is to establish the budget for the Summers Lane Neighborhood Improvement District.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 348-2004**

**Subject: Authorize Closed Session 610.021(1)**

Commissioner Miller moved authorize a closed session on Tuesday, August 24, 2004 immediately following the regularly scheduled County Commission meeting at 9:30 a.m. The meeting will be held in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021(1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

This discussion will be in addition to the discussion previously authorized under Commission Order #345-2004, by which the County Commission of the County of Boone authorized a closed session on Tuesday, August 24, 2004 immediately following the regularly scheduled Commission Meeting at 9:30 a.m. The meeting will be held in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021(3) RSMo. to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 349-2004**

**Commissioner Reports**

*Commissioner Schnarre*

No reports at this time.

*Commissioner Miller*

No reports at this time.

*Commissioner Elkin*

***McBaine Levy District Annual Meeting***

Commissioner Elkin stated he attended the McBaine Levy District Board of Trustees meeting. They toured the primary and secondary levies. They have built a secondary cross levy.

The Board will be maintaining the existing Board. There was discussion about the levy rates and possibly adjusting the rates in the future.

There was no public comment.

The meeting adjourned at 2:08 p.m.

Attest:

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Keith Schnarre  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner