

TERM OF COMMISSION: September Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Kristina Johnson

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

Public Works

Derin Campbell and Keith Austin were both present on behalf of this item.

1. Change Order # 2 for Lakewood Estates, Lakewood Villas and Valley Creek Neighborhood Improvement District (first reading)

Mr. Campbell stated this will be the last and final change order for this project.

Commissioner Pearson asked if this project was essentially done.

Mr. Austin stated yes. They are almost complete right now and they are waiting on close-out documentation.

Commissioner Pearson asked if this was within the approved amount of money.

Mr. Campbell stated this is under the original estimate by far.

Commissioner Miller stated she had thought Christianson had this contract.

Commissioner Elkin stated they did the RCC part. This was just one of the projects that we learned a lot about RCC. The weather just would not cooperate with this project.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with an appropriate order for approval.

2. Budget Amendment for the Rolling Hills Project (first reading)

Mr. Campbell stated this was budgeted '09 and '10 numbers were the County's actual expense regarding this project. Mr. Campbell stated when we went through budget, the Auditor requested that with the revenue coming from the City, this should reflect the entire expenses but

then show the revenue side to be considered. So, this is not a change this is just showing expenses with some revenue as no net increase or decrease.

Commissioner Pearson asked if this was displayed correctly on this budget amendment.

County Auditor June Pitchford stated it was.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the required 10-day hold, with an appropriate order for approval.

Auditor's Office

County Auditor June Pitchford was present on behalf of this item.

3. Physical Inventories for the Courthouse, Government Center, Sheriff & Corrects, and Public Works Department (first and second reading)

Ms. Pitchford stated the statutes for County Auditor's require that County Auditor's keep an inventory of all County property under the control of the various administrative offices where the property has a value of \$1,000.00 or more; and to conduct annual inventories.

Ms. Pitchford stated there are some counties that conduct annual inventories of all assets every year but she does not do that because that is about all they would get done. Ms.

Pitchford stated she conducts annual inventories on a cycle. Ms. Pitchford stated she tries to do a three to four year cycle and that is why not all the County offices are included.

Ms. Pitchford stated the Courthouse and Government Center physical inventory was conducted in 2007 and 2008.

Ms. Pitchford stated the Sheriff & Corrections and the Public Works inventories were both conducted this year. Ms. Pitchford stated in 2009 due to staff turnover and having one employee out on Family Medical Leave, we did not conduct physical inventories. Ms.

Pitchford stated we have tried to catch up and we have done that so she stated she is bringing forward the results of those physical inventories at this time. Ms. Pitchford stated all in all everything looked great. Ms. Pitchford stated they were unable to locate a handful of assets

and the detail is provided under the documentation. In most cases those assets were very old and most likely had been disposed of without the paperwork follow up.

Below are the inventories conducted:

Statutory Requirement: RSMo 55.160
 Auditors are required to keep an inventory of all county property under the control and management of the various offices and departments (having an original value of \$1,000 or more) and conduct an annual inventory

Summary Results of Physical Inventories (See Attached detail):

	# of Assets included in Physical Inventory	Historical Cost of Assets	Number of Assets Not Located (To Be Removed)	% of Total	Historical Cost of Assets To Be Removed	% of Total
Court House & Government Center	880	\$13,902,094.09	7	1%	\$17,207.54	0.1%
Sheriff & Corrections	396	\$10,292,322.66	6	2%	\$16,164.00	0.2%
PW- Maintenance	306	\$10,190,986.07	22	7%	\$45,622.02	0.4%
PW-Design & Construction	42	\$383,518.18	3	7%	\$8,316.45	2.2%
Total	1624	\$34,768,921.00	38	2%	\$87,310.01	0.3%

Uninstalled Assets:

Tac #	Description	Cost	Purchase Date
16435	repeater	\$5,161.00	9/27/2007
16436	repeater	\$5,161.00	9/28/2007
15951	Simulcast	\$10,092.30	12/31/2006
15952	Transmitter-Radio System	\$10,092.30	1/1/2007
15953	Radio System Improvement Project	\$10,092.30	1/2/2007
15955		\$10,092.30	1/3/2007
15956		\$10,092.30	1/4/2007
15354	VHF Simulcast Transmitters	\$4,926.00	2/21/2006
15355		\$4,926.00	2/22/2006
		\$70,635.50	

Located at PSJC storage, pending installation 2-yr warranties expired 9/27/2009
 Located at PSJC storage, pending installation 5-yr warranties will expire 12/31/2011
 12-31-2006

Two units paid by County; 3 paid by City of Columbia 2-yr warranties expired 2/21/2008

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PW- Maintenance	306	\$10,190,986.07	22	7%	\$45,622.02	0.4%
PW-Design & Construction	42	\$383,518.18	3	7%	\$8,316.45	2.2%
Total	<u>1624</u>	<u>34768921</u>	<u>38</u>	<u>2%</u>	<u>\$87,310.01</u>	<u>0.3%</u>

Courthouse and Government Center Inventory 2007-2008

Prepared by Auditor's Office 9/15/10

Total Value of Assets Inventoried: \$13,902,094.09
 Total Number of Assets Inventoried: 880
 Total Value of Assets to be Removed: 17,207.54
 Total Number of Assets to be Removed: 7

Items not found; need to be removed from inventory records.

Location	Department	Tag Number	Description	Acquire Date	Cost	Notes
1210 - Circuit Court		6221	Software-Data Access	10/21/1888	\$ 6,535.80	Per the department this software is no longer in use
1210 - Circuit Court		8089	Network Work Station & NIC	3/23/1984	\$ 1,564.96	Not found in 2002 inventory. Item was left on inventory for another inventory cycle.
1210 - Circuit Court		8792	Tape Backup System	1/24/1984	\$ 2,387.78	Not Found
1210 - Circuit Court		10639	Compaq Workstation Computer	5/23/1986	\$ 2,185.00	Departmental notes from 2002 indicate a disposal form was sent 12/18/00
1210 - Circuit Court		12031	Notebook-HP Omnibook XE2 P2/333	9/23/1989	\$ 1,615.00	Not Found
1210 - Circuit Court		12245	Compaq PC w/ 17" Monitor	2/24/2000	\$ 1,617.00	Not Found
2010 - Assessor		6204	Lettering Machine and Case	9/13/1988	\$ 1,278.00	Not Found - Tom Schauwecker concurs with removal as the department no longer has the item.
					<u>17,207.54</u>	

Sheriff/Corrections Inventory 2010

Prepared by Auditor's Office 9/15/10

Total Value of Assets Inventoried: \$10,292,322.66
 Total Number of Assets Inventoried: 396
 Total Value of Assets to be Remove \$ 16,164.00
 Total Number of Assets to be Remo 6

Items not found; need to be removed from inventory records.

Location Number	Tag Number	Description	Make	Model	Serial Number	Acquire Date	Total Cost	Notes
1255 - Corrections	12452	FAX	PANASONIC	UF-595	199T002021	6/8/2000	\$ 1,180.00	Per Dept a disposal was sent in 2007
1255 - Corrections	7025	50LB. COMM. WASHER/TRACTOR	WASCOMAT	W-184	9002-034781	2/14/1992	\$ 4,446.00	Washer has been replaced
1255 - Corrections	13617	WASHER W/4 PROGRAM CONTROL	SPEED QUEEN	SC40MM2		10/17/2002	\$ 4,384.00	Washer has been replaced
1255 - Corrections	14065	MONITOR TOUCHSCREEN 18.1" TFT	CORSAIR	FLAT PANEL		5/13/2003	\$ 2,085.00	Monitor has been replaced
1255 - Corrections	14066	MONITOR TOUCHSCREEN 18.1" TFT	CORSAIR	FLAT PANEL		5/13/2003	\$ 2,085.00	Monitor has been replaced
1255 - Corrections	14913	MONITOR TOUCHSCREEN 19" TFT	CORSAIR	19" TFT	ET1827L7SWB1	2/7/2005	\$ 1,984.00	Monitor has been replaced
							<u>\$ 16,164.00</u>	

Public Works - Design and Construction Inventory 2010

August 2010

Total Number of Assets Inventoried 42
 Inventoried Total Acquired Cost \$383,518.18
 Total Number of Assets Inventoried for Disposal 3
 Disposal Total Acquired Cost \$ 8,316.45

LOCATION NUMBER	TAG NUMBER	DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	ACQUIRE DATE	TOTAL COST	NOTES
2045	10420	BLUEPRINTER	ROTOLITE	SL-42/20F		12/31/1995	\$ 1,495.00	Unable to locate in Fixed Asset review
2045	10685	2-WAY RADIO 6 CHANNEL DTMFMK	MOTOROLA	MAXTRAC 300 D43MJA77A3CK	428TWC3792	6/12/1996	\$ 1,171.45	Unable to locate in Fixed Asset review
2045	10407	ELECTRONIC DISTANCE INSTRUMENT	SOKKISHA	SET2 TOTAL STATION		12/21/1995	\$ 5,650.00	Unable to locate in Fixed Asset review
							\$ 8,316.45	

Public Works - Maintenance Inventory 2010

August 2010 306
 Total Number of Assets inventoried \$10,190,986.07
 Total Number of Assets inventoried for Disposal \$ 45,622.02
 Disposal Total Acquired Cost

LOCATION NUMBER	TAG NUMBER	DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	ACQUIRE DATE	TOTAL COST	NOTES
2040	3491	5 TON HOIST	JIM BROWN			12/8/1983	\$ 4,500.00	Replace with newer model, no longer have old model
2040	4388	STORAGE SHELVEING				8/2/1984	\$ 1,307.78	Unable to locate in Fixed Asset review, beyond useful life
2040	6259	911 COMMUNICATION LINK				10/24/1988	\$ 1,014.25	Updated Communication, Unable to locate in Fixed Asset review
2040	6703	MOBILE RADIO-722	MOTOROLA	D43LRA73A5	778FQ2675	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6706	MOBILE RADIO-765 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQ2663	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6720	MOBILE RADIO-768 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQ2668	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6722	MOBILE RADIO-717 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQJ6608	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	7079	DRILL PRESS 20" 9 SPEED	WILTON	2400	778FQJ6602	3/4/1991	\$ 1,320.98	Old Models being updated, unable to locate in Fixed Asset review
2040	7707	AMULET HOE CLAMP	AMULET	3409B	10927	6/7/1990	\$ 1,386.00	Replaced with newer model, no longer have old model
2040	7856	FUEL CARD ENCODER	GASBOY	MCE 300	MCE 10929	5/24/1993	\$ 1,840.50	no longer use system or have fixed assets that went with it
2040	7897	AIR CONDITIONER	LENNOX	HS17-963.1	5184E36714	8/14/1984	\$ 3,238.00	Updated model in place, no longer have old model
2040	7885	PHONE SYSTEM-W/OUT UNIT CONTRL	MERIDIAN			9/9/1993	\$ 1,842.46	Updated model in place, no longer have old model
2040	8022	16 CHANNEL 2 WAY MOBILE RADIO	RADIUS	M216	778TSG1756	2/28/1994	\$ 1,100.00	Old Models being updated, unable to locate in Fixed Asset review
2040	8024	16 CHANNEL 2 WAY MOBILE RADIO	RADIUS	M208	778TSG5365	2/28/1994	\$ 1,100.00	Old Models being updated, unable to locate in Fixed Asset review
2040	10197	SNOW PLOW 10X36" REVERSIBLE	GOOD ROADS	GM300	159TTSC197	2/28/1994	\$ 1,100.00	Old Models being updated, unable to locate in Fixed Asset review
2040	10710	2-WAY RADIO 6 CHANNEL DTMFK	MOTOROLA	120M	2673-D	7/5/1995	\$ 4,624.00	Unable to locate in Fixed Asset review
2040	11746	BRINE MAKER	SPRAYER SPEC	MAXTRAC 300 D4	4281WC3788	12/31/1998	\$ 1,032.00	Old Models being updated, unable to locate in Fixed Asset review
2040	13068	WASTE OIL HEATER	REZTOR	SB1400		8/14/2001	\$ 6,200.00	no longer use system or have fixed assets that went with it
2040	13147	MAYTRIX LAN RACKING SYSTEM	MAYLINE	RA235		11/21/2001	\$ 5,875.00	Burned in fire. Replaced with new model on Fixed Asset list
2040	13358	RADIO 2-WAY W/POWER AMPLIFIER	MOTOROLA	CDM1250 AAM25K	103TCCA530	4/18/2002	\$ 1,114.39	Old Models being updated, unable to locate in Fixed Asset review

\$ 45,622.02

Ms. Pitchford stated there are a number of assets at Public Works that were on the inventory and were not installed. Ms. Pitchford stated the radio repeaters are located at the Fire Protection District storage facility. Ms. Pitchford stated these had two year warranties on them and they are expired now. Ms. Pitchford stated she asked a few more questions and found out that additional equipment that had been purchased from Prop L is also in storage

and has not been installed. Ms. Pitchford stated the Commission may be aware of this but she is just bringing this forward in case the Commission was not aware of this.

Commissioner Miller asked if they would be put in use.

Ms. Pitchford stated she does not know the status of that project.

Commissioner Miller stated she had no idea why those were not installed but she will find out.

Commissioner Elkin stated this is also news to him. Commissioner Elkin asked Ms. Pitchford if she believed it would be appropriate to send out a notice to all the departments to remind those folks that they need to record this and dispose of items in the appropriate manner.

Ms. Pitchford stated her staff is in contact with various personnel and discovered that at times there are some assets that are attached to other assets which are being disposed of and in turn both items are disposed of. So, our office tries to keep track of these items at time of purchase through disposal.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby accept and approve the Auditor's report of physical inventories for the Courthouse, Government Center, Sheriff & Corrections, and Public Works Department; and further authorize the removal of those assets which were not located during the physical inventory from the inventory record.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 458-2010**

Prosecuting Attorney's Office

4. Budget Amendment for the benefits for the Victim Specialist (first reading)

Deputy Clerk Kristina Johnson stated she had been in contact with Bonnie Adkins the Prosecuting Attorney's Office Administrator and she stated this is an annual grant and if there were any questions she would be happy to show up for the second reading of this budget amendment.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the required 10-day hold, with an appropriate order for approval.

Circuit Court

5. Budget Amendment for the Title II – JDAI Grant (second reading, first read on 9/9/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment for the Title II JDAI Grant 2010-2011 year to establish a budget for the 2010 portion:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03411	Judicial Grants	Federal Grant Reimb.		6,943.00
1243	37220	Judicial Grants	Travel to Training		111.00
1243	37230	Judicial Grants	Meals/ Lodging		532.00
1243	71101	Judicial Grants	Professional Services		6,300.00

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 459-2010**

6. Budget Amendment for the Mid-Missouri Access to Justice Project (second reading, first read on 9/9/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Mid-Missouri Access to Justice Project:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Grant Reimbursement		12,500.00
1243	71101	Judicial Grants	Professional Services		12,500.00

Commissioner Miller seconded the motion

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 460-2010**

7. Budget Amendment for the Domestic Relations Resolution Fund to establish a budget for a portion of the 2010 grant (second reading, first read on 9/9/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Domestic Relations Resolution Fund-Contact for Kids: A Safe Way Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants & Contracts	State Grant Reimbursement		5,100.00
1243	71101	Judicial Grants & Contracts	Professional Services		5,100.00

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 461-2010**

8. Budget Amendment for the Probation Services Grant (second reading, first read on 9/9/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Probation Services Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Grant Reimbursement		40,967.00
1243	10100	Judicial Grants	Salaries/Wages		31,720.00
1243	10200	Judicial Grants	FICA		2,426.00
1243	10300	Judicial Grants	Health Insurance		4,750.00

1243	10325	Judicial Grants	Disability Insurance		117.00
1243	10350	Judicial Grants	Life Insurance		53.00
1243	10375	Judicial Grants	Dental Insurance		356.00
1243	10400	Judicial Grants	Workers Comp		1,155.00
1243	10500	Judicial Grants	401 (A) Match		390.00

Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 462-2010**

9. Budget Amendment for the Intensive Intervention Grant (second reading, first read on 9/9/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Intensive Intervention Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Grant Reimbursement		5,498.00
1243	10100	Judicial Grants	Salaries/ Wages		5,107.00
1243	10200	Judicial Grants	FICA		391.00

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 463-2010**

Commission

10. MOU between Boone County and Laborers' Local 773 (second reading, first read on 9/16/2010)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the Memorandum of Understanding 2011- 2013 between Boone County, Missouri, and the Laborers' Local 773. The terms of this agreement are stipulated in the

attached contract. It is further ordered all three Boone County Commissioners are hereby authorized to sign said MOU.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 464-2010**

11. Seventh Agreement for Extension of MOU (second reading, first read on 9/16/2010)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the agreement between Boone County, Missouri and the Laborer's Local Union to extend the MOU through December 31, 2010. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 465-2010**

12. Organizational use of the Boone County Commission Chambers by National Alliance on Mental Health (first and second reading)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Chambers by National Alliance on Mental Illness on October 11th, from 7:00 pm until 8:50 pm for a candidate's forum.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 466-2010**

13. Public Comment

14. Commissioner Reports

The meeting adjourned at 10:00 a.m.

Attest:

Kenneth M. Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner