

**TERM OF COMMISSION:** January Session of the November Adjourned Term

**PLACE OF MEETING:** Hearing Room One, Boone County Courthouse

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

The regular meeting of the County Commission was called to order at 9:36 a.m.

**SUBJECT: Open Bid No. 4-24JAN95, Administrative Building Furnishings**

Commissioner Vogt moved that the County Commission of the County of Boone waive the technicality of reading each bid aloud. The Commission will instead make the bid documents available for inspection immediately following the opening.

Commissioner Miller seconded the motion.

There was no response to a question from Commissioner Stamper as to whether anyone in the audience objects to the action proposed by the motion. Motion passed unanimously. Order 31-95.

Responses to the request for quotation were opened as follows:

| <b>Company</b>                    | <b>Location</b>    | <b>Bid Price</b> | <b>Bond</b>  |
|-----------------------------------|--------------------|------------------|--------------|
| Adirondack Direct                 | Long Island, NY    | No Bid           |              |
| Bowlus School Supply, Inc.        | Pittsburg, KS      | No Bid           |              |
| Tab Products                      | St. Louis, MO      | No Bid           |              |
| Worksafe Products                 | Columbia, MO       | No Bid           |              |
| Blockhouse                        | Red Lion, PA       | No Bid           |              |
| Business Interiors                | St. Louis, MO      | No Bid           |              |
| ATD American                      | Wyandotte, PA      | No Bid           |              |
| Connor Business Systems           | St. Louis, MO      | No Bid           |              |
| Custom Information Services       | Holts Summit, MO   | No Bid           |              |
| Check Office Equipment            | Columbia, MO       | Bid              | Yes          |
| The Peterson Group                | Columbia, MO       | Bid              | Yes          |
| Missouri Correctional Enterprises | Jefferson City, MO | Bid              | Not Required |
| The Peterson Group                | Columbia, MO       | Bid              | Yes          |
| Mayer Melnick Interiors           | St. Louis, MO      | Bid              | Bid          |
| Yes                               |                    |                  |              |
| Meridian Inc.                     | St. Louis, MO      | Bid              | No           |
| Columbia Office Supply            | Columbia, MO       | Bid              | Yes          |
| BT Buschart                       | St Louis, MO       | Bid              | Yes          |
| Concepts for Business             | Lenexa, KS         | Bid              | Yes          |

**SUBJECT: Computer Maintenance Agreement with ZBM**

Commissioner Vogt moved that the County Commission of the County of Boone approve, and authorize the Presiding Commissioner to sign, the attached agreement with ZBM for maintenance of the Lanier optical imaging system.

Commissioner Miller seconded the motion. Motion passed unanimously. Order 32-95.

**SUBJECT: Request Extension of Temporary Laborers**

Mr. Ratermann stated temporary laborers have been employed for two consecutive 90-day periods. Mr. Ratermann described work completed and remaining as outlined in a memo to the Commission dated January 23, 1995. It is requested their term of service be extended 66 working days or 1056 hours. The employment of the temporary laborers will stop upon completion of the project.

In response to a question from Commissioner Vogt, Commissioner Stamper replied the extension cannot be funded with grant funds from the State. Funding from the City of Columbia can be used. Commissioner Stamper moved that the County Commission of the County of Boone extend the term of employment of two temporary employees a maximum of 66 working days for the purpose of completing work associated with the MKT Trail extension, including fencing work and completion of the Brushwood Lake bridge deck and handrail. Employment of the temporary workers shall terminate upon completion of the previously described work.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 33-95.

**SUBJECT: Accept Roads for Maintenance: The Woodlands Plat 1 & 2**

Mr. Ratermann stated deficiencies noted when the roads were inspected have been corrected.

Commissioner Stamper moved that the County Commission of the County of Boone accept for roadway maintenance the streets shown on the final plat of The Woodlands, Plat 1 and 2, Dated April 24, 1991.

Commissioner Vogt seconded the motion and asked should the length of the road be given?

Mr. Ratermann stated a reference to the plat, which describes the roads, is included.

Motion passed unanimously. Order 34-95.

**SUBJECT: Computer Maintenance Agreement with Bay Networks**

Commissioner Stamper moved that the County Commission of the County of Boone approve, and authorize the Presiding Commissioner to sign, the attached agreement with Bay Networks for maintenance of Wellfleet computer network router products.

Commissioner Miller seconded the motion. Motion passed unanimously. Order 34a-95.

**SUBJECT: Award Bid No. 101-20DEC94, Duplicating Services**

Commissioner Stamper reviewed a recommendation of award prepared by County Commission Administrative Coordinator Beckie Jackson and moved that the County Commission of the County of Boone award bid number 101-20DEC94, Duplicating Services, to the lowest and best bidder, Mail and More, Incorporated per the attached price list.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 35-95.

**SUBJECT: Contract with Modern Business Systems for Photocopier Maintenance**

Commissioner Stamper moved that the County Commission of the County of Boone approve, and authorize the Presiding Commissioner to sign, the attached contract with Modern Business Systems for photocopier maintenance, pending review by legal counsel.

Commissioner Miller seconded the motion. Motion passed unanimously. Order 36-95.

**SUBJECT: Budget Amendment: Capital Projects**

Commissioner Stamper moved that the County Commission of the County of Boone waive the ten day comment period and authorize the following budget amendment:

| <u>Organization</u> | <u>Account</u> | <u>Account Title</u>      | <u>Increase</u> |
|---------------------|----------------|---------------------------|-----------------|
| 1190                | 83919          | OTO: Capital Project Fund | \$387,500       |

**Explanation:** Record operating transfer to capital projects fund.

Commissioner Miller seconded the motion. Motion passed unanimously. Order 37-95.

**SUBJECT: Vote to Authorize Closed Meeting 610.021 (3) RSMo.**

Commissioner Miller moved that the County Commission of the County of Boone authorize a closed meeting immediately following the regular County Commission meeting on January 24, 1994, as authorized by section 610.021 (3) RSMo. to discuss the hiring, firing, disciplining or promoting of an employee of a public governmental body.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 38-95.

**SUBJECT: Prosecuting Attorney Budget Revision: Replacement Auto**

Commissioner Stamper explained the request as outlined in a memo from the Prosecuting Attorney dated January 18, 1995. The Commission expressed disappointment that emergency funds are being used so early in the year.

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

| <u>Organization</u> | <u>Account</u> | <u>Account Title</u> | <u>Transfer From</u> | <u>Transfer To</u> |
|---------------------|----------------|----------------------|----------------------|--------------------|
| 1181                | 86800          | Emergency Funds      | \$1,013              |                    |
| 1261                | 92400          | Replacement Auto     |                      | \$1,013            |

Explanation: Increase budget to purchase replacement vehicle for Investigator.

Commissioner Miller seconded the motion. Motion passed unanimously. Order 39-95.

**SUBJECT: Lighting of Murals**

Commissioner Stamper added the item to the agenda, stating \$3,100 is requested for lighting the two murals being installed in the Courthouse stair landings. Emergency funds would have to be used. A small amount of interest earned on donations for the murals can be used toward the expenditure. Previously, \$1,500 was allocated for framing and hanging the murals.

Commissioner Vogt stated it is commendable that citizens raised funds for the murals. She looked at a mural in another building by the same artist and was not impressed with the lighting. She believes the current lighting is adequate. It bothers her to consider an emergency fund allocation at this time.

Commissioner Miller concurred the murals are adequately lit.

Commissioner Stamper stated he will advise the artist.

**SUBJECT: Microwave Oven Bid**

Commissioner Stamper added the item to the agenda, stating Ms. Jackson obtained telephone bids on microwaves for the Government Center. It is recommended the bid be awarded to Downtown Appliance as the low bidder with a price of \$142 per unit. Commissioner Stamper moved that the County Commission of the County of Boone award a verbal bid for nine GE microwave ovens to Downtown Appliance for the unit price of \$142. The total delivered price is \$1,278.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 40-95.

**SUBJECT: Adopt Government Center Dedication Plaque Composition**

Commissioner Stamper added the item to the agenda and presented the proposed composition.

Commissioner Vogt stated Raymond Easley is the current Collector, but by the time offices move to the new building, Pat Lensmeyer will be Collector.

Commissioner Stamper stated in speaking with officeholders he found their belief to be that the plaque should reflect those involved in the planning and construction of the building.

**SUBJECT: Snow Removal Report**

Facilities Maintenance Department Director Chuck Nichols reviewed a memo to the Commission dated January 24, 1995 outlining problems with the vendor awarded the bid for removal of snow from County owned parking lots. Mr. Nichols recommended award of the bid be vacated. He is in the process of contacting the second lowest bidder to determine if he will honor his bid. If not, the only option is to buy the necessary equipment and have maintenance workers perform the work.

Commissioner Vogt stated she believes the County has wrestled with the issue of snow removal sufficiently. Again, she does not wish to use emergency funds at this time, but she supports the purchase of equipment necessary to remove the snow.

Following discussion, Commissioner Stamper moved that the County Commission of the County of Boone vacate the award of bid number 96-01DEC94, Parking Lot Snow Removal, canceling the relationship between Boone County and Tiger Striping. Tiger Striping should submit their final bill within thirty days. The Facilities Maintenance Director is directed to contact the next low bidder to determine if they will honor his bid.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 41-95.

**SUBJECT: Unexpected Facilities Maintenance Expenditures**

Commissioner Miller added the item to the agenda, stating several needs have arisen which are not budgeted for 1995, including a replacement motor for the Courthouse air handler and a stack for the waste oil heater at the South Public Works facility. Ms. Pitchford suggested an emergency fund similar to the one used by the Public Works Department be created for tracking purposes. Expenditures which are not budgeted would be brought before the Commission.

The Commission discussed the issue briefly but took no action.

Due to time constraints, Commission recessed at 10:25 a.m. in order to hold the closed meeting. Commissioner Stamper advised media representatives present they would be advised when the regular meeting reconvenes.

The regular meeting reconvened at 10:36 a.m.

**SUBJECT: Discussion of Closure of County Administrative Offices on January 19, 1995**

County Clerk Wendy S. Noren and Auditor June Pitchford were present.

Commissioner Stamper added the item to the agenda, stating the issue is how to deal with employee leave in light of administrative offices being closed the afternoon of January 19th due to the record snow and hazardous road conditions. He felt employees unable to work that day and the following day could use sick or annual leave to cover the absence. There are some employees who do not have leave available to use.

Ms. Noren stated there are a myriad of circumstances.

Commissioner Miller stated she does not consider part-time temporary employees to be a question. If offices are not open, they are not needed.

Commissioner Vogt stated she personally was not able to travel from her home for three days. No one is responsible for the snowfall. Individuals have to take some responsibility for where they live. Taxpayers are already paying for snow removal, which they wanted.

Commissioner Stamper stated the options as he sees them are:

- 1.) allow benefited employees to use sick or annual leave to make up time they were unable to work due to the weather on January 19th and 20th, or
- 2.) add hours to the sick leave balance of benefited employees, or
- 3.) declare the hours the offices were closed a holiday.

The first option is not necessarily fair to employees who made it to work. The second option allows employees who worked to gain something.

Ms. Noren commented she prefers the Commission not declare a holiday. That has been done in the past and has created problems.

In response to a question from Commissioner Stamper, Ms. Pitchford replied action the Commission takes concerning the hours administrative offices were closed will not create a policy. In January 1993, the Personnel Committee passed a resolution allowing employees to use annual or sick leave to compensate for absence due to inclement weather. The resolution further provided that if the time was made up later in the week, such leave does not have to be used. That is probably the policy the Commission should adopt on a long term basis. For hours the administrative offices were closed, the Commission may want to add to the sick leave balance. The Courts are following State policy, which does not allow use of sick leave--only annual leave--for absence due to inclement weather, for their employees. Also, the Court did not officially close. They are taking the position of Commissioner Miller concerning non-benefited employees.

Commissioner Stamper moved that the County Commission of the County of Boone follow the inclement weather policy adopted by the Personnel Committee in January 1993. For the five hours County offices were closed on January 19th, the County will add five hours to the sick leave balance of all benefited employees. Hours will not be added to the leave balances of employees of the State of Missouri or to employees covered by the memorandum of understanding with Union Local 45. Employees on probation will be allowed to use accrued annual or sick leave.

Commissioner Miller seconded the motion. Motion passed unanimously. Order 42-95.

**SUBJECT: Reports from Commissioners**

Commissioner Vogt reported she plans to discuss the Commission desk with the architect on Monday and will give the drawing created by the architect to Commissioner Stamper on Tuesday.

Commissioner Stamper stated the desk will probably not be ready by the time of the move.

Commissioner Vogt stated she would rather do it right than hurry and do it wrong.

Commissioner Vogt reported occupants of the Johnson Building found a doorbell for twenty dollars and will request that Facilities Maintenance install it.

Commissioner Stamper stated the Commission has said no to the request more than once.

Commissioner Vogt stated the issue continues to surface. They must believe it is important.

Commissioner Miller questioned whether the Commission will just let them do what they want. It is a matter of principle.

Commissioner Vogt stated the Human Resources Director is concerned with access to the building in light of the Americans with Disabilities Act. The door was kept locked before the Department was located there. Since the cost is only twenty dollars, she does not believe it is that big of a deal.

Commissioner Stamper stated he stands by his previous objections.

The meeting adjourned at 11:05 a.m.

Attest:

Don Stamper  
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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Linda Vogt  
District II Commissioner