

TERM OF COMMISSION: November 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 adjourned term meeting of the County Commission was called to order at 9:30 a.m.

SUBJECT: Open Bid Number 91-07NOV94, Office and School Furniture

Responses to the request for quotation were opened as follows:

Company	Location	Bid Price
Adirondack Direct	Long Island City, NY	No Bid
ATD-American Co.	Wyncote, PA	No Bid
Benchcraft, Inc.	St. Louis, MO	No Bid
Blockhouse	Red Lion, PA	No Bid
Check Office Equipment Co., Inc.	Columbia, MO	Bid
Columbia Office Supply	Columbia, MO	Bid
Commercial Concepts and Furnishings	Independence, MO	Bid
Concepts For Business	Lenexa, KS	No Bid
Conner Business Systems	Manchester, MO	No Bid
Custom Information Services	Holts Summit, MO	No Bid
Ergonomic Business Environments	Columbia, MO	No Bid
Grooms Office Systems, Inc.	Springfield, MO	No Bid
Mayer Melnick Interiors	St. Louis, MO	Bid
MO Vocational Enterprises	Jefferson City, MO	No Bid
National Business Furniture	Milwaukee, WI	Bid
Office 1 Superstore	Elk Grove Village, IL	Bid
Shuler Business Systems, Inc.	St. Louis, MO	No Bid
The Peterson Group	Columbia, MO	No Bid
Worksafe Products	Columbia, MO	No Bid

SUBJECT: Open Bid No. 92-07NOV94, Detention Furniture

Responses to the request for quotation were opened as follows:

Company	Location	Bid Price
Adirondack Direct	Long Island City, NY	No Bid
ATD-American	Wyncote, PA	Bid
American Institutional Supply	St. Louis Park, MN	No Bid
Benchcraft	St. Louis, MO	No Bid
Blockhouse	Red Lion, PA	Bid
Chief Industries	Grand Island, NE	No Bid
Commercial Concepts & Furnishings	Independence, MO	Bid
Ergonomic Business Environments	Columbia, MO	No Bid
Folger Adam Co.	Lamont, IL	No Bid
Glaspec	Miami, FL	No Bid
Norix Group	West Chicago, IL	Bid
MO Vocational Enterprises	Jefferson City, MO	Bid
Modu Form Inc.	Fitchburg, Mass.	Bid
National Business Furniture	Milwaukee, WI	No Bid
Smith	Plano, TX	No Bid
Southern Steel Company	San Antonio, TX	No Bid
W. A. Charmstrom	Minneapolis, MN	No Bid

SUBJECT: Budget Revision: Equipment Repairs and Maintenance

Assistant Public Works Department Director Frank Abart stated some fixed assets were budgeted at a higher amount than their ultimate cost. The excess funds are available for transfer to class 6 to cover maintenance and repair costs which have been high this year.

In response to a question from Commissioner Miller, Mr. Abart replied the County should receive its new motor graders within thirty days. Repairs to those being traded have been extensive.

Commissioner Stamper asked are maintenance and repair expenses higher as a result of bringing surplus equipment up to standard?

Mr. Abart replied yes. Trailer modifications, which will be discussed later, will be reflected in the fixed asset account.

Commissioner Stamper stated had such modifications not been made, this budget revision might not be necessary. Such costs should be anticipated and budgeted.

Commissioner Miller stated you cannot anticipate what equipment will become available.

Commissioner Vogt commented she advised the Department State Surplus purchases should be for equipment for which a need has been identified during the budget process so that savings are realized by purchasing surplus equipment rather than buying items at random.

Commissioner Miller stated until the Department began applying PEP, it did not realize roads needed to be wet in order for it to work. Therefore, a trailer was needed to haul water. The need was unexpected.

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
2040-92300	Replacement Mach. & Equip.	\$35,000	
2040-60200	Equip. Repairs & Maintenance		\$35,000

Commissioner Miller seconded the motion. Commissioner Miller and Commissioner Vogt voted in favor of the motion. Commissioner Stamper voted in opposition to the motion. Order 452-94.

SUBJECT: Change Speed Limit on Ginn Lane from 35 mph to 25 mph

Mr. Abart stated at the request of residents, a portion of Ginn Lane between AB and Logan Road was reviewed and found to be narrow and have safety problems. It is recommended the speed limit be lowered to 25 mph.

Commissioner Miller moved that the County Commission of the County of Boone change the speed limit on Ginn Lane from 35 mph to 25 mph.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 453-94.

SUBJECT: Treasurer's Report for August and September

Treasurer Kay Murray reviewed the reconciliation of the bank statement and cash totals and investments for August and September.

SUBJECT: Reallocate Class 9 Funds to Purchase Trailers

Mr. Abart stated excess Class 9 funds are available to purchase four trailers. The cost of the trailers, and the cost to retrofit them, will be taken from class 9. The \$5,000 cost to retrofit one tank trailer will be requested in the 1995 budget.

In response to a question from Commissioner Vogt, Mr. Abart replied he does not know the cost of a new tank trailer. The trailer in question is a piece of military equipment.

In response to a question from Commissioner Stamper, Mr. Abart replied the trailers are a tank trailer, two small utility trailers used to transport water and a trailer used to haul concrete forms and tools. One trailer cost \$100, two cost \$125 and the tank trailer cost \$1,000.

Public Works Director Stan Elmore stated the Department previously used fire hydrants to obtain water. A back flow device must be used and notice must be given to water districts. It is more efficient to haul water. The 5,500 gallon tank trailer has not been modified and can be returned.

In response to a question from Commissioner Stamper, Mr. Abart stated the cost to modify the forms trailer would be \$1,000.

Commissioner Stamper stated he is uncomfortable with the amount of time directed at modifying equipment instead of constructing roads. The Department is acquiring equipment without participating in the customary budgetary debate. The equipment must be maintained in the future. Equipment acquired in this manner does not have to compete with other fixed asset requests. There is value in occasionally acquiring surplus equipment.

Commissioner Miller stated this is a new program. The Department has to have equipment to perform the work. She agrees equipment requests should compete with other requests. She is not opposed to the purchases.

Commissioner Vogt stated the Department has been in transition for some time. The Department is getting a lot of road work done that could not have been accomplished in the past. She believes the purchases are necessary for production and that is what she wants to see.

Auditor June Pitchford, present at the request of Commissioner Stamper, commented an account called "Equipment Under \$250" is intended to be used to purchase small, inexpensive equipment. Equipment which normally would be costly is purchased at a low cost and charged to the account. Equipment purchased in this manner is difficult to track and inventory. It deviates from the normal policy of discussing and budgeting fixed assets. As a result, she is obtaining additional information from the Department on purchases of this nature. Policy dictates that departments request fixed assets through the annual budget process or seek Commission throughout the year. This practice deviates from that policy. Ms. Pitchford requested clarification from the Commission on whether this or other departments will be allowed to operate under a different policy. Perhaps a modest amount should be included in their fixed asset budget for unforeseen needs. There is a precedent for doing so--the Data Processing Department has such an account. If not, the Department should identify their equipment needs and request budgetary approval from the Commission to purchase equipment as other departments do.

Mr. Elmore stated the only piece of equipment a lot of money was spent on was the PEP trailer. The cost of a comparable trailer is about \$50,000. There is a lot of equipment at State Surplus that is not purchased either because he does not believe Commission approval could be secured or because the equipment requires a great deal of repair. The process is awkward because you have to shop for things you want and purchase them as the opportunity arises.

In response to a question from Commissioner Stamper as to what was spent to reconfigure the PEP truck, Mr. Elmore replied the cost was about \$20,000.

Commissioner Stamper stated future replacement of surplus equipment is not being considered.

Commissioner Vogt commented she favors setting up an account for unexpected needs. She would like an opportunity to work with the Department on a policy, which could include a provision that equipment the Department intends to replace in the future be identified and that maintenance costs on requested equipment be outlined.

Commissioner Miller agreed.

Commissioner Vogt moved that the County Commission of the County of Boone authorize the reallocation of class 9 funds to purchase four trailers from State Surplus for the Road and Bridge Department at a cost not to exceed \$2,400.

Commissioner Vogt and Commissioner Miller voted in support of the motion. Commissioner Stamper voted in opposition to the motion. Motion passed. Order 454-94.

SUBJECT: Request Extension of Temporary Laborers

Commissioner Stamper added the item to the agenda, and referring to a memorandum from Mr. Elmore dated November 4, 1994, stated a 90-day extension is requested. The memorandum summarizes progress made on the MKT Trail extension with the help of the two laborers. Commissioner Stamper moved that the County Commission of the County of Boone authorize a 90-day extension of the employment of two temporary laborers, primarily associated with work involved in completion of the MKT Trail extension.

Commissioner Miller seconded the motion.

In response to a question from Ms. Pitchford as to whether the County is required to account for the City of Columbia's \$100,000 contribution for completion of the trail, Commissioner Stamper replied no.

Motion passed unanimously. Order 455-94.

SUBJECT: Community Oriented Policing Program

Commissioner Stamper moved that the County Commission of the County of Boone authorize the Presiding Commissioner to sign a Letter of Intent to Participate in the Community Oriented Policing Accelerated Hiring, Education and Development (COPS AHEAD) grant program.

Commissioner Vogt seconded the motion. Motion passed unanimously. Order 456-94.

SUBJECT: Reports from Commissioners

Commissioner Stamper reported on the dedication ceremony for Trails West subdivision street improvements.

Commissioner Stamper asked Mr. Elmore to provide a report on the status and funding levels of 1994 special road project grants to Boone County communities.

Ms. Pitchford stated she was under the impression the Commission office handled the grants.

Commissioner Miller stated the Commission office processed the paper work.

Ms. Pitchford stated at some point the process should probably be handled by the Department.

Mr. Elmore agreed.

Commissioner Miller and Commissioner Vogt did not object.

Mr. Elmore stated the matter should be discussed in a worksession.

SUBJECT: Public Comment

No comments were received.

The meeting adjourned at 10:40 a.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