

TERM OF COMMISSION: December Session of the October 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.

### **Purchasing Department**

Tyson Boldan from Purchasing was present on behalf of these items. Pat Lensmeyer the Boone County Collector was present for item # 1. Jason Warzinik from Information Technology was present on behalf of item # 4. Aron Gish was present on behalf of item # 5 and # 6.

#### **1. Amendment # 1 71-01Dec09 Computer Output to Microfilm Service Term and Supply (first and second reading)**

Mr. Boldan stated Contract 71-01DEC09 – Computer Output to Microfilm Service Term and Supply was approved in commission on March 25, 2009. The attached amendment allows the Boone County Collector to use this contract for their computer output to microfilm service needs.

Invoice will be paid from department 2110 –Collector Tax Maintenance Activity Operations, account 71100 – Outside Services. \$24,288.00 is the estimated cost of this service for the 2010 billing cycle.

Ms. Lensmeyer stated the microfilm project was done in 2008 and then the Secretary of State changed the specifications after the microfilm project was completed. Ms. Lensmeyer stated we had carried the money over to redo the project in 2009 and into 2010. Ms. Lensmeyer stated just now are we to the point where we can get this done this year.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve Amendment # 1 to contract 71-01Dec09 – Computer Output to Microfilm Service with U.S. Imaging, Inc. of Saginaw for conversion of digital images to ANSI quality microfilm. It is further ordered the Presiding Commissioner is hereby authorized to sign said Term and Supply contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 593-2010**

**2. Amendment # 1 to 55-26Oct10 Telephone Business Handsets (first reading)**

Mr. Boldan stated Contract 55-26OCT10 – Telephone Business Handsets was approved in commission on November 30, 2010. The attached amendment adds Meridian telephone model M5009-35 (refurbished) for \$79.00 each to the contract with Technology Resource Center of America.

This is a County-wide Term and Supply contract.

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.

**3. Bid Award 51-16Nov10 Carpet Cleaning Services (first reading)**

Mr. Boldan stated The Bid for Carpet Cleaning Services Term and Supply closed on November 16, 2010. Three bids were received. Purchasing and the Boone County Facilities Maintenance department recommend award to Atkins Building Services for offering the lowest and best bid.

This is a term and supply contract and invoices will be paid from department 6101 – House Keeping and account 60125 – Custodial and Janitorial Services. \$30,712.00 is budgeted for service in 2011.

Attached is a copy of the bid tabulation for your review.

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.

**4. Bid Award 64-07Dec10 Professional Land Surveying Services (first and second reading)**

Mr. Boldan stated The Request for Qualifications for *Professional Land Surveying Services – Section Corner Survey Project* closed on December 7, 2010. Six qualification responses were received.

The evaluation committee consisted of Jason Warzinik, GIS Manager, Jonathan Bode, GIS Analyst, Jeff Davis, Cartographer and Bob Walker, Lead Surveyor. The evaluation committee recommends award to Allstate Consultants LLC per their attached evaluation report. Also attached are a spreadsheet of a breakdown of the pricing offered and the Evaluation Report Form listing the points assigned by the evaluation team.

Mr. Warzinik stated he would request a first and second reading on this item.

Allstate offered the most competitive pricing of a not to exceed price of \$375.00/corner. Contract shall be a not to exceed cost of \$35,000 and invoices will be paid from department 2010 Assessment, account 71101 Professional Services. \$75,000 was originally budgeted.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 64-07Dec10 Professional Land Surveying Services – Section Corner Survey Project, to Allstate Consultants LLC. 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 # 601-2010**

**5. Bid Award 61-24Nov10 Electronic Media Storage Term and Supply (first and second reading)**

Mr. Boldan stated The Bid for Electronic Media Storage Term and Supply closed on November 24, 2010. Two bids were received. Purchasing and the Boone County Information Technology Department recommend award to Underground Records Management, L.L.C. for offering the lowest and best bid for Boone County.

This is a term and supply contract. Contract will be paid from department 1170 –Information Technology and Account 71100 – Outside Services. \$12,000 is budgeted for this service. Attached is the Bid Tabulation for your review.

Commissioner Miller asked Mr. Gish if emergency service was included in this.

Mr. Gish stated about four times a year there is a need for it, however we usually just go pick it up ourselves.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid 61-24Nov10 Electronic Media Storage Term and Supply, to Underground Records Management, L.L.C. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 594-2010**

**6. Bid Award 42-19Aug10 Web Based Report Writing (first and second reading)**

Mr. Boldan stated The Request for Proposal for a Web Based Reporting Tool closed on September 16, 2010. Two proposal responses were received.

The evaluation committee consisted of Aron Gish, IT Director, Derin Campbell, Public Works Director, and Jeff McCann, Professional Civil Engineer.

The evaluation committee recommends award to Replicon Inc., per their attached evaluation report. The contract includes the following:

**Replicon Web Based Reporting Subscription**

A One Time Implementation Services Lite fee of	\$1,495.00
First Year User Subscription Fee of	\$2,708.16
For a first year total contract price of	<b>\$4,203.16</b>

This contract will be paid from departments 2045 – Public Works Design and Construction and account 70050 – Software Service Contract. The initial contract includes installation implementation and has an option for annual renewal through December 31, 2014. The installation and implementation fee will only be charged for the first contract year. All subsequent years will only be charged a user Subscription Fee.

Commissioner Miller asked how many users is the County anticipating.

Mr. Boldan stated 20.

Commissioner Miller asked if this was all for the Planning Resource Management Department.

Mr. Boldan stated yes.

Mr. Gish stated this product is not really a writing tool but rather it is a subscription based project management tool. So this allows for each person to have a user id to manage projects, timelines, and goals.

Commissioner Miller asked if they can see each others work.

Mr. Gish stated on some yes.

Commissioner Pearson asked if this will allow them to assess costs with the projects and see how much money is going and how much is being spent on different parts of the project, right.

Mr. Gish stated correct.

Commissioner Elkin asked if this was a tool that maintenance could use.

Mr. Gish stated maintenance has a tool.

Commissioner Elkin asked what it is.

Mr. Gish stated he does not know the name of it but it was purchased a few years ago.

Commissioner Elkin stated no, for Public Works maintenance team.

Mr. Gish said he would check with Derin Campbell to see if that was applicable.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid 42-19Aug10 Web Based Reporting, to Replicon Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 595-2010**

**7. Bid Award 56-24Nov10 Shop Fluids Term and Supply (second reading, first read on 12/16/2010)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 56-24Nov10 Shop Fluids Term and Supply, to Heathwood Oil Company of Kansas City, Kansas. 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 # 596-2010**

**8. Cooperative Contract 39/2010 Moving Services (second reading, first read on 12/16/2010)**

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve Cooperative Contract 39/2010 Moving Services with Fry-Wagner Mid-Missouri of Columbia, Missouri. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 597-2010**

**Planning and Zoning**

Stan Shawver the Director of Planning and Building was present on behalf of this item.

**9. Request to Transfer Above ATS for Christina Crane (first reading)**

Mr. Shawver stated he has a request for an authorized transfer salary above the midpoint. This position is being changed into an Administrative Assistant position. This is to account for the change in Planning and Building with the inclusion of Public Works. This has been certified by the Auditor as being in the budget and this has been approved by the Human Resources Department.

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.

**Information Technology**

Aron Gish from Information Technology was present on behalf of this item.

**10. Budget Revision for mail services (first and second reading)**

Mr. Gish stated this request is for additional postage for the remainder of the year. Mr. Gish stated the County is running short on postage. Mr. Gish stated looking back through the numbers it appears as if it is related to elections. Mr. Gish stated while most of the election fund has been reimbursed not all of it has been. Mr. Gish stated there was also a small issue with receipts which has been addressed. Overall more postage and more pieces are going out then last year. Mr. Gish stated that these funds will carry over if this is not used.

Commissioner Elkin asked how much of the \$30,000.00 can be attributed to the election.

Mr. Gish stated he does not feel comfortable giving an actual dollar amount at this time.

Commissioner Elkin stated \$22,172.00, it is the very last page, if he is reading that right.

Mr. Gish stated that is an accurate number for reimbursement but he cannot tell the Commission what has been sent out yet.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget revision for operations in Mail Services due to the increase of total mail pieces over the 2010 year:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1123	86800	Emergency	Emergency	30,000.00	
1194	22000	Mail Services	Postage		30,000.00

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 598-2010**

### **Commission**

David Griggs was present on behalf of item # 12.

#### **11. Acceptance of Conveyance for the Missouri Highways and Transportation Quitclaim Deed (first and second reading)**

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the Acceptance of Conveyance via Quit-Claim Deed dated the 14 day of December, 2010, between the Missouri Highways and Transportation Commission and Boone County, Missouri. It is further ordered the Presiding Commissioner is hereby authorized to sign said agreement.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 599-2010**

#### **12. Approve the Amendment to the Boone County Chapter 100 Policy for Data Center Addition (second reading, first read on 12/16/2010)**

Mr. Griggs stated he just wanted to reiterate that this amendment is really critical to the County policy. Mr. Griggs thanked the Commission for all their help on this. Mr. Griggs stated he is happy to answer any questions that the Commission may have.

Commissioner Miller stated she has not heard from anyone over this issue which indicates that REDI has worked hard getting the information on this out there.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the amendment to the Boone County Missouri Chapter 100 Policy relating to Data Center Projects as presented in the attached memorandum.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order # 600-2010**

**13. Public Comment**

**14. Commissioner Reports**

**Commissioner Elkin** stated it has been a pleasure working with Commissioner Pearson the last four years. Commissioner Elkin stated he is certainly going to miss Commissioner Pearson's leadership and his calm demeanor. Commissioner Elkin stated he believes that Commissioner Pearson has done a great job and has served the citizens of Boone County well. Commissioner Elkin stated it has been an honor.

The meeting adjourned at 10:05 a.m.

Attest:

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Wendy S. Noren  
Clerk of the County Commission

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Kenneth M. Pearson  
Presiding Commissioner

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Karen M. Miller  
District I Commissioner

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Skip Elkin  
District II Commissioner