

TERM OF COMMISSION: September Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
Health Department Environmentalist Stephanie Sprock  
Treasurer Tom Darrough  
County Counselor C. J. Dykhouse  
Director Facilities Maintenance Doug Coley  
Senior Buyer Liz Palazzolo  
Deputy County Clerk Mike Yaquinto

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

**Proclamation**

**1. Proclamation recognizing September 10-16, 2017 as Direct Support Professionals Week**

Commissioner Atwill read the following proclamation:

*Whereas*, direct support professionals, direct care workers, personal assistants, personal attendants and in-home support workers are the primary providers of long-term services for millions of individuals with disabilities; and

*Whereas*, direct support professionals must build close, respectful, and trusted relationships with the individuals they help support; and

*Whereas*, direct support professionals provide a broad range of individualized support enabling individuals to live meaningful and productive lives; and

*Whereas*, direct support professionals help persons with disabilities participate fully in their communities and remain connected to family and friends; and

*Whereas*, the majority of direct support professionals are employed in home and community-based settings, and that number is projected to increase over the next decade; and

*Whereas*, approximately 725 direct support professionals currently provide support to over 700 people with disabilities in our community.

*Therefore*, in recognition of the dedication of and vital role played by direct support professionals in enhancing the lives of individuals with disabilities, the Boone County Commission does hereby declare September 10-16, 2017 as Direct Support Professionals Week.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby recognize September 10-16, 2017 as Direct Support Professionals Week.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #403-2017**

Commissioner Atwill presented the proclamation to Robyn Kaufman, Executive Director of Boone County Family Resources.

## **Health Department**

- 2. 1<sup>st</sup> & 2<sup>nd</sup> reading; Abatement of a property located at 6200 O'Rear Road, parcel #12-313-11-01-005.00 01**

Stephanie Sprock said the house is abandoned and there has been no contact with the owner. We have sent certified mail, posted it in the Columbia Tribune and sent a hearing notice and still have had no contact with the owner. The grounds are completely overgrown.

Commissioner Atwill asked if there is anyone here to represent the property owner. There was no one present.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 6200 O'Rear Road, parcel #12-313-11-01-005.00 01

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #403-2017**

**3. 1<sup>st</sup> & 2<sup>nd</sup> reading; Abatement of a property located at 528 E. Winter St., parcel #11-619-24-01-092.00 01**

Stephanie Sprock said this is in the Clearview neighborhood. There has been no contact with the property owner. At one time, there was a for sale sign up showing a real estate agent. I contacted the agent who said they would pass on the information, but nothing happened and the agent was unwilling to give me their information. It has been posted in the newspaper. There is poison ivy growing on the side and the backyard is overgrown.

Commissioner Thompson noted the owner is in Mountain Home, Arkansas.

Commissioner Atwill asked if there is anyone here to represent the property owner. There was no one present.

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 528 E. Winter St., parcel #11-619-24-01-092.00 01

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #404-2017**

### **Purchasing**

#### **4. First reading; Contract Amendment Number Two to 133-123116SS, Maintenance for the Uninterruptible Power Supply at the Boone County Communications Center**

Liz Palazzolo read the following memo:

Purchasing requests permission to amend term and supply contract 133-123116SS that currently provides maintenance on the Uninterruptible Power Supply (UPS) for the Boone County Joint Communications-911 Center at North Seventh Street. Amendment Two adds maintenance coverage for two additional UPS systems for the Boone County Communications Center located at 2145 East County Road. Contract 133-123116SS was originally established by way of Commission Order 542-2016. The contract is a sole source contract with Eaton Corporation of Cleveland, Ohio which is the proprietary source for repair service and parts on the Eaton UPS systems.

Addition of maintenance on the two additional UPS systems totals \$4,860.00 for coverage that runs through October 31, 2017 when the current contract period terminates. Costs will be paid from 2701 – Joint Communications Operations, account 60050 – Equipment Services Contract.

The intent to purchase as a sole source for the additional coverage was advertised in the Columbia Missourian and the Columbia Tribune on August 9, 2017.

There were no comments or questions.

Commissioner Atwill 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 appropriate order for approval.

### 5. First reading; Vehicle Surplus Disposal

Liz Palazzolo read the following memo:

Following are vehicles that will be replaced. The Sheriff's Department requests commission approval for disposal of the vehicles below through the Missouri Auto Auction, except for vin number 1FM5K8AR8FGC66812 which was involved in an accident, and the title will be turned over the Insurance carrier. Our contract with Missouri Auto Auction is 15-24APR15 – Auction Services for Surplus Vehicles.

AUCTION THROUGH MISSOURI AUTO AUCTION				
Year	Description	Approximate Mileage	VIN #	Condition
2005	Ford Crown Victoria	120,352	2FAFP71W65X113323 (Asset tag 14736)	Fair. High mileage resulting in a lot of mechanical repairs
2006	Ford Crown Victoria Police Interceptor	112,891	2FAHP71W66X159597 (Asset tag 15624)	Poor. Undependable.
2007	Chevrolet Impala	146,xxx	2G1WB55K079306264 (Asset tag 16170)	Fair
2011	Chevrolet Caprice PPV	124,xxx	6G1MK5E2XBL550967 (Asset tag 17791)	Good. Engine may consume a little oil. Hood latch may need repair.
2007	Ford Taurus	133,xxx	1FAFP53U87A170599 (Asset tag 15665)	Fair. Rough idle. Check engine light on. Windshield scratched. Rusty. (Not a good candidate for transfer to another County Dept.).
VEHICLE IN ACCIDENT – TITLE TO INSURANCE CARRIER				
2015	Ford Explorer		1FM5K8AR8FGC66812 (Asset tag 19697)	Totaled in accident

There were no comments or questions.

Commissioner Atwill 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 appropriate order for approval.

### **Facilities Maintenance**

#### **6. First reading; Budget Revision for the UPS System serving the Emergency Management Center**

Doug Coley said this is a continuation on the existing contract which will begin November 1, 2017 through December 31, 2018. The system is used when power is disrupted or there is a surge or an under-voltage situation at the center. UPS detects this and keeps the voltage consistent to the servers and computers so there is no interruption in power. The UPS will last about 17 or 18 minutes and then the generator comes on. This is critical to the operation of the building and the internet interloop which involves all of our buildings.

There were no comments or questions.

Commissioner Atwill 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 appropriate order for approval.

### **Treasurer**

#### **7. 1<sup>st</sup> & 2<sup>nd</sup> reading; Selection of the County Depository**

Tom Darrough said we have completed our process for evaluating the responses to the RFP for the depository bid. There were four bids; U.S. Bank, Commerce Bank, Central Bank of Boone County and Landmark Bank. After our evaluation, specifically to the parameters we

set forth, it was determined that Central Bank of Boone County could best match those parameters. Our recommendation to the Commission is to move the depository contract to Central Bank of Boone County attempting for an October 1<sup>st</sup> transitions which will be difficult.

C. J. Dykhouse said that the County Collector has asked him to present on his behalf with respect to the urgency to move forward. Chapter 1.10 of the revised state statute contemplates that we do bank bids in odd number years. We are at the conclusion of the existing process. The County Collector receives automated clearing house (ACH) transactions every day and is required, by law, to make daily deposits.

On our original schedule, we had it planned and got the extension agreement through September. We had planned to do the bid recommendation at the end of August and would have left the Collector with the full month of September to switch over activities. This time frame has now been shortened. He has notified IT of the need to staff up and do this in half the time if this bid is to go to someone other than the existing depository. He would also like the Commission to proceed with an award without delay to protect the substantial interests of the county, particularly the office of the County Collector, in advance of the tax season which is to begin in earnest.

Commissioner Parry asked about the compatibility with OSCA and its significance.

Mr. Dykhouse said that is the Office of State Court Administrators and they mandate certain accounting software be used by Circuit Clerks around the state for their centralized administration of the Missouri judiciary. One of the concerns of the Circuit Clerk during this current contract experience is the compatibility with our current depository and their interface with OSCA's mandated accounting software. She has brought to my attention automatic check clearing and positive pay as concerns she has had during the term of this contract.

When we stood up these bid specifications in 2017, they were modified from the historical bid specifications that Wendy Noren had prepared to address, specifically, the Circuit Clerk's concerns about compatibility with OSCA's mandated software and positive pay features she needs at an operational level. The staff time she has diverted to banking because of the lack of not having these things was deemed significant and that was one of the primary issues that drove the evaluation.

Each offeror was asked how they handled secure file transfers and positive pay at a teller level and if a teller knows, when a check is presented, if it is a good check without doing anything other than interacting with their electronic system and can they demonstrate a sufficient ability to interface with OSCA's mandated accounting software. These were some of the key elements in the bid.

Commissioner Atwill said it's his understanding that some questions have been raised about the mechanism of this process. Have those questions been examined by anyone.

Mr. Dykhouse said we have. There is some misinformation held by different parties to this process. It is difficult to have a candid conversation with everybody at a time, during the process, before the bid evaluation report becomes public. The report became public today, for the first time, as it was distributed as part of the Commissioners' agenda packets for this public meeting today. I think all of our offerors could go back and evaluate the comments in the 10-page bid evaluation.

I was asked, specifically, earlier, in response to the question that Commission is referencing, to examine if there was a violation to federal, state or municipal law in connection with this RFP process, as contemplated by our Purchasing Policies that the Commission adopted in 2012, and I do not believe that anything in connection with this RFP process violated federal, state or local law.



Commissioner Parry said that now that we have the evaluation and it is public, would it be detrimental to do the first reading today and have a second reading on Thursday. This report provides a clear explanation on where the committee stands and the criteria by which the bids were measured. That would, at least, allow the offerors the opportunity to comment if there was any misunderstanding. I don't know if it would change the recommendation of the committee, so how detrimental would it be to delay the second reading until Thursday.

Mr. Dykhouse said that he is here under specific instructions from his client, the County Collector, to ask for the expeditious resolution for the reasons stated. I want to make that clear. With that said, I believe, and Brian would be here today, but he is down at the County Collector's Legislative Conference in Jefferson City and Christy Blakemore is away as the Circuit Clerk annual training conference is going on, and he could begin the work after the first reading with the contemplation a second reading will occur on Thursday. I can't report he will be happy with my status report that this was not done today.

Commissioner Thompson asked if a 2-day delay before second reading would not, in your estimation, derail the process.

Tom Darrough said that it would not derail us or Brian.

Mr. Dykhouse said that Brian can begin with some preliminary activities in anticipation of the second reading.

Mr. Darrough said we have more things to do between now and switching over. Our ACH stuff is where it all comes in and we are behind now, so two days will not make a difference.

Mr. Dykhouse said there is an important process note here and that is the draft Commission Order here today, is authorization to begin the process activities for the Collector, Treasurer, County Clerk, Circuit Clerk and Counsel to put together the master depository agreement.

Commissioner Atwill asked at what point in this process, for those who have submitted proposals, can an objection be filed to the award if it were made.

Mr. Dykhouse said post award, they have 10 days from the day of the award to file a bid protest. In this case, it would be important that offerors review, with fresh eyes, the evaluation report which they will get today, before they make that decision. The next level of analysis is to get into some of the more particular service issues and performance issues and more nuanced variations. The committee wants to report it is happy with all four offerors and felt that all but one gave a responsive bid.

Commissioner Parry asked for clarification on the county's requirements for positive pay and the ways a bidder would not meet the county's requirements.

Tom Darrough said we produce a file from the AS400 system representing checks written. Our requirement is that the file produced be electronically directed to an institution's computer and be activated that way as opposed to taking that file and dropping it down to a PC and having that individual upload to the institution's on-line software. That is an important distinction and it is this county's policy not to do that.

Mr. Dykhouse said it is an internal control system. When you draw it out of the system that created it, and have an individual, there is, at least, the potential, without separation of duties or segregation of functions, for that file to be altered before it gets pushed on. The idea is, from an internal control perspective, the system that creates the file can send it without human hands touching it and you can alleviate some internal control design problems.

On the other side, what the banks are supposed to do with that file is scale it electronically such that when a check hits their system, the system knows automatically whether that check is bad. It does not require interactions, further searches or phone calls.

Commissioner Thompson said it is important to the Circuit Clerk.

Mr. Dykhouse said it is most important for the Circuit Clerk because, unlike the Treasurer, they have a fair amount, a huge volume, of checks that are low dollar value, most notable reimbursements from court costs. People are not in a hurry to cash those checks and so it creates a huge management burden for the Clerk to keep track of all these low dollar checks. There has been attempts to create fraudulent checks, mostly out of state, on the Circuit Clerk's account that has created a huge management issue for us in response to that.

Mr. Darrough said what should happen is when someone presents a check at Landmark to get cash, they present the check and if positive pay is working, they can say immediately that the check is not valid right at the teller window and that's where we had the breakdown.

Commissioner Parry noted that only one of the offerors could not accommodate this service.

Mr. Darrough said only one for the way we have written it.

Commissioner Parry asked if positive pay is unusual.

Mr. Darrough said it is not and most do it the way we have described.

Commissioner Parry noted these offerors are big banks, some being national banks and they can't provide this service.

Mr. Darrough said not the way we have described.

Mr. Dykhouse said that Commerce Bank could, but their fee proposal was not advantageous.

Commissioner Thompson noted that two banks could, but one had a better cost structure. Also, on the purchasing piece of this, it is the response to the RFP, not some subsequent statement by one of the entities saying now that we know what everyone else has responded, now we can change some things.

Mr. Dykhouse said it is okay to talk about these things post award because these entities will be coming back for future RFP's.

Commissioner Parry asked in the spirit of transparency if we can do a first reading today and the second reading on Thursday.

Mr. Dykhouse said we can work with that.

There were no further comments or questions.

Commissioner Atwill 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 appropriate order for approval.

### **Office of Emergency Management**

#### **8. Public Hearing and second reading; Budget Amendment to establish a budget for Emergency Management Integrated Course to be reimbursed by FEMA (1<sup>st</sup> read 8-31-17)**

Commissioner Atwill opened the public hearing and asked if there is anyone present that would like to speak to this item. There were no speakers and Commissioner Atwill closed the public hearing.

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from Emergency Management

Operations for travel expenses, to be reimbursed by FEMA, to attend the Emergency Management Integrated Course.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2702	37220	Emer. Mgt. Operations	Travel – Airfare etc.		47,000
3702	3465	Federal Reimburse	Federal Reimburse Expenses		47,000
					94,000

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #406-2017**

### **Sheriff's Department**

#### **9. Second reading; School Resource Officer Agreements with:**

- a. Harrisburg R-VIII Schools**
- b. Hallsville R-IV Schools**
- c. Southern Boone County R-I Schools**
- d. Sturgeon R-V Schools**

**(1<sup>st</sup> read 9-5-17)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached School Resource Officer Agreements with Harrisburg R-VIII Schools, Hallsville R-IV Schools, Southern Boone County R-1 Schools, and Sturgeon R-V Schools.

The terms of the Agreements are stipulated in the attached Agreements. It is further ordered the Presiding Commissioner is hereby authorized to sign said School Resource Officer Agreements.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #407-2017**

**Commission**

**10. First reading; Amendment to the Environmental Review Record – American Outdoor Brands Project**

Ed Siegmund said he is with the Mid-MO Regional Planning Commission and is bringing forth this amendment because as American Outdoor Brands was looking at their site development plan, they decided to change the configuration of such which now will include an additional 22-acre parcel to the north. When they did that, and because public funds are involved, we have to go through the environmental process on this new parcel. This will be the second report for this project. It has been done and everything is fine.

Commissioner Parry noted we have approved the first review and that was okay.

There were no further comments or questions.

Commissioner Atwill 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 appropriate order for approval.

**11. 1<sup>st</sup> & 2<sup>nd</sup> reading; Re-appoint Dan McCray to the Building Code Commission**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby re-appoint the following:

<b>Name</b>	<b>Board</b>	<b>Period</b>
Dan McCray	Building Code Commission	October 1, 2017 through September 30, 2019

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #408-2017**

**12. 1<sup>st</sup> & 2<sup>nd</sup> reading; Organizational Use of the Government Center Conference Room 301 by The Industrial Development Authority of Boone County for September 12, 2017**

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Government Center Conference Room 301 by The Industrial Development Authority of Boone County for September 12, 2017 from 7:00 p.m. to 9:00 p.m.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #409-2017**

**13. Public Comment**

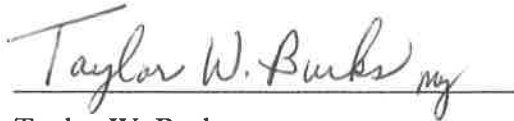
None

**14. Commissioner Reports**

None

The meeting adjourned at 10:11 a.m.

Attest:



Taylor W. Burks  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner