

TERM OF COMMISSION: November Session of the October 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  
Director Resource Management Stan Shawver  
Director Public Works Greg Edington  
Senior Buyer Liz Palazzolo  
Director Joint Communications Chad Martin  
Director Human Resources Jenna Redel  
Juvenile Officer Angie Jaco  
County Counselor C. J. Dykhouse  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:31 p.m.

### **Purchasing**

#### **1. First reading; Cooperative Contract 106/2017 – Two-Way Radios and Repair**

Liz Palazzolo read the following memo:

The Sheriff and Public Works Departments request permission to utilize the City of Columbia cooperative contract *106/2017* to purchase Two-Way Radios and Repair Service from WirelessUSA, Inc. of Maryland Heights, Missouri.

This is a Term and Supply contract and invoices will be paid from departments 2901 – Sheriff Operations LE Sales Tax and 1251 – Sheriff, accounts 60200 – Equipment Repairs/Maintenance and 60250 – Equipment Installation Charges.

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.

**2. First reading; Disposal of Surplus Equipment by auction on GovDeals**

Liz Palazzolo read the following memo:

The Purchasing Departments requests permission to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

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.

**3. First reading; Bid Award #MM69 – Bid Management Document Services**

Liz Palazzolo read the following memo:

Request for Bid #MM69 for Bid Document Management Services opened on October 17, 2017. Only one (1) bid was received. The bid opportunity was advertised in the Columbia Missourian and posted on the Purchasing Web Page; in addition, several vendors registered with the Boone County Purchasing Office were e-mailed notification about the bidding opportunity. The only bid received is from the incumbent contractor for the service, American Document Solutions of Columbia, Missouri. The bid has been reviewed by the Boone County Resource Manager's Office and the City of Columbia which is participating with the County in the procurement that the County conducted on behalf of the Mid-Missouri Public Purchasing Cooperative. Both the County and the City recommend award to the only bidder, American Document Solutions of Columbia, Missouri.

This is an on-going term and supply contract that will be awarded for one year and will include four (4) one-year renewal options.

Commissioner Parry if this is what we are currently paying.

Ms. Palazzolo said in most respects, yes.

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.

**4. First reading; Bid Award 39-28SEP17 – Forensic Workstation for the Boone County Sheriff's Department**

Request for Bid #39-28SEP I 7 for a Forensic Workstation for the Boone County Sheriff's Department opened on September 28, 2017. Three (3) bids were received. The Boone County Sheriff's Office recommends award to the low bid, J.C. Technology, Inc. dba as Ace Computers of Elk Grove Village, Illinois.

This is a one-time purchase that includes a 5-year warranty. The total purchase price is \$11 ,829.45, and it will be paid from Fund 1253 - Internet Crimes Task Force, Account 92300- replacement machinery and equipment.

Commissioner Thompson noted that it appears that J. C. Technology has a different brand listed in the proposal because the other two bidders have listed the same product, where J. C. Technology has a different one.

Ms. Palazzolo said that the J. C. Technology product has a more robust motherboard.

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.

**Industrial Development Authority**

**5. First reading; Approval of an application to amend the Articles of Incorporation of The Industrial Development Authority of Boone County**

C. J. Dykhouse said the statutory procedure we are operating under is 349.040. We issued an amendment to the Articles of Incorporation for our Boone County Industrial Development Authority. Under the statute, the members of the Board of Directors shall file a County Commission application seeking permission to amend the Articles.

The County Commission is to consider the application and if they find it wise, expedient, necessary, or advisable, they can authorize and move it forward.

Tom Schneider said he believes this amendment meets all the criteria. He is a lawyer here in Columbia and is representing the Industrial Development Authority of Boone County. The reason we are here is to seek approval of an expansion of the Articles of Incorporation of the IDA to bring it into conformity with state law. The language handed out to Commission has a yellow highlight and that is what would be added to the Articles of Incorporation.

There is a new application filed by the Baptist Home in Ashland, MO for a Continuum Care Facility. We have two representatives from that facility if any questions arise. Also, included is a letter from Senator Caleb Rowden. It summarizes the application by the Baptist Home. The take-away for the Commission is that this would merely authorize the consideration of this project. The IDA has not acted on this application. If this request is approved, we will file amended articles with the Secretary of State.

We will have a meeting sometime in November and at that time IDA will give its tentative approval, if it chooses to and then a 2<sup>nd</sup> phase where we get final approval and also approve bond documents. Under federal tax law in 1986, basically Congress decided that this process should require the approval of at least one elected official. The law now states that there must be a public hearing and the requirement is that the Presiding Commissioner approve a particular application.

The program's intention is to spur economic development by lowering the financing costs for an applicant and the mechanism to do that is tax free bonds where the interest is tax free. In theory, an investor will accept a yield with a couple points less. We don't lend the money, the applicant has to find the money through a bank or offering to sell bonds to the public.

Commissioner Atwill asked about the new language to be inserted as highlighted and whether this project would be rejected if it is not included into the articles.

Mr. Schneider said that it would not be permitted under our articles, in my opinion.

Commissioner Parry asked if our articles are not consistent with the state.

Mr. Schneider said that is correct. We are much narrower than the state. If the amendment is approved, we will have the same authority as most of the other IDA's in the state of Missouri have.

Commissioner Parry asked what exactly will we be approving at the second reading.

Mr. Schneider said it will be the amended articles.

Commissioner Atwill said the project itself will come later.

Mr. Schneider said after the articles are amended, if approved, Baptist Home will make a full-blown presentation to my board sometime in November and the Commission is welcome to attend if they like. What this does is it gives them a preliminary indication that the project will go forward and gives them a green light to spend money on a bond counsel etc. Also, it makes all those expenditures from that day forward reimbursable through the bond proceeds.

They then have to come back with the bond documents where they are vetted and edited if needed. The final approval, or not, is then given. It is very clear that the inducement resolution is non-binding, there is no guarantee.

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.

### **Joint Communications**

#### **6. First reading; Antenna Site License agreement with Contemporary Broadcasting, Inc.**

Chad Martin said Joint Communications requests permission for an Antenna Site License Agreement with Contemporary Broadcasting located on East Edwards Road in Ashland.

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.

**7. First reading; Antenna Site License and 2017 Improvement agreement with the City of Centralia**

Chad Martin said this also is an agreement for a site license as well as doing some improvements on the site.

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.

**Public Works**

**8. First reading; Disposal of a 1990 homemade trailer and purchase of a single axle SB03 replacement trailer**

Greg Edington said Public Works is requesting to purchase a small trailer for use with our walk-behind concrete saw replacing a 1990 home-made trailer. While the old trailer was in the shop, we noticed it was broken in half. There are savings in Class 9 to make this purchase at a cost of \$1,885.

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.

**9. First reading; Budget Revision moving Public Works onto the Shoretel phone system**

Greg Edington said Shoretel is going to become a county wide platform phone service. We have been working with Aron in I/T and have received some cost estimates. We will be moving funds from an account with cost savings and this will cover the purchase of the equipment and installation.

Commissioner Atwill asked if this will be covering the new north facility.

Mr. Edington said it will.

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.

**Juvenile Division**

**10. First reading; Fostering Court Improvement grant award**

Angie Jaco said we have received notice of the \$2,000 grant award for the Fostering Court Improvement grant and we are requesting approval of this grant award.

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.



**Resource Management**

**11. 1<sup>st</sup> & 2<sup>nd</sup> reading; Approve Consultant Services Agreement with Crockett  
Geotechnical Testing**

Stan Shawver said this is an agreement with Crockett Geotechnical Testing for soil testing at El Chaparrel subdivision which was developed in the 70's and 80's. The concern is with the sub-strata and we want to make sure whatever we do is right. Crockett has put together a proposal for 24 borings at various locations to determine the sub-strata with an estimated cost not to exceed \$8,015. We are asking for a 1<sup>st</sup> and 2<sup>nd</sup> reading today to get this started so we can report back by December 31<sup>st</sup>.

There were no comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached Consultant Services Agreement with Crockett Geotechnical Testing Lab.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Consultant Services Agreement.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #496-2017**

**Human Resources**

**12. First reading; Approve Job Classification Committee Recommendations**

Jenna Redel said the following are recommendations from the Job Classification Committee presented to Commission for their approval:

**Reclassify the two Account Specialist I positions in the Prosecutor's Office (position numbers 452 and 769) to Account Specialist II (Classification Code 100401), effective 1/1/2018.**

With the elimination of the Bad Check/Tax Program Administrator, additional duties have been reassigned to this position that are more complex and require additional training and confidentiality.

**Eliminate the position Victim Assistant (Classification Code 502200, Range 25) and reclassify it and create a new classification titled Administrative Technician III (Classification Code 101602, Range 27), effective 1/1/2018.**

With the elimination of the Bad Check/Tax Program Administrator, additional duties have been reassigned to this position that are more complex, including coordinating bad check repayment and delinquent tax recoupment for the Prosecutor's Office.

**Create a new temporary, part-time position titled Elections Intern (Classification Code 202450, Range 13) in the County Clerk's Office, effective 1/1/2018.**

This position will be a part-time, 12-week, summer intern selected from Missouri Youth Elections participants.

**Designate the current Deputy County Clerk II positions in the County Clerk's Office (positions 29,350, and 519) as positions that can be hired as Deputy County Clerk I or II, dependent upon the qualifications of the applicant.**

If one of these positions is hired as a Deputy County Clerk I, the employee in that position can advance to a Deputy County Clerk II if the administrative authority determines that the employee has reached the requisite training and experience required for the additional duties of the Deputy County Clerk II. The request to advance the position to a Deputy County Clerk II must come as part of the budget process.

**Reclassify the current Deputy County Clerk I- Payroll (position 28, Classification Code 201802) in the County Clerk's Office as a Deputy County Clerk II, effective 1/1/2018.**

The Deputy County Clerk I Payroll position is the primary payroll coordinator for the County, has a high level of contact with other offices, must spot a variety of potential problems that require training and experience to recognize, and perform functions that require accuracy and attention to detail. These requirements warrant the reclassification of the position to Deputy County Clerk II.

**Reclassify one of the current Sergeant (Classification Code 401300) positions in the Sheriff's Investigations Unit to a Lieutenant position (Classification Code 400300).**

The Sheriff's Department is continuing its restructuring process, after reactivating the Lieutenant positions in the Enforcement and Detention units in 2016. The Sheriff now seeks to continue that chain of command structure within the Investigation Unit as it combines the Proactive and Reactive divisions of that Unit.

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.

**13. First reading; Personnel Action Form (PAF) Signing Authority**

Jenna Redel said this allows all three Commissioners to sign off on approval of the Personnel Action Forms that will be sent both in written and electronic form. Currently, the Presiding Commission has sole authority to sign off on the PAF's and this would now allow any of the three Commissioners to have approval authority.

Commissioner Atwill said this makes sense if he is not here and the paperwork piles up.

Commissioner Thompson said that the way things are funneled through, they have been vetted by the various departments before we see them.

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.

Commission

14. Public Comment

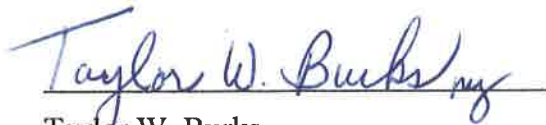
None

15. Commissioner Reports

None

The meeting adjourned at 1:57 p.m.

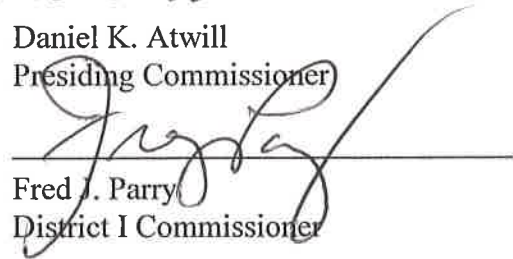
Attest:



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

