

TERM OF COMMISSION: June Session of the April Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
Buyer Liz Palazzolo
Captain Gary German
County Counselor CJ Dykhouse
Director Information Technology Aron Gish
Director Purchasing Melinda Bobbitt
Director Road & Bridge Greg Edington
Deputy County Clerk Michelle Thompson

The meeting was called to order at 1:30 p.m.

Information Technology

1. First & Second Reading; Request to Purchase New Assets:

- **Fujitsu Document Scanner for Auditor's Office**
- **Monitor for Commission Office**

Aron Gish explained the Commission Office was requesting to get an additional monitor. The request was not in the budget; however, anticipated savings from Class 9 will be used. The cost is approximately \$525. The other request is to purchase a document scanner for the Auditor's Office for the new Accountant Position. This request was also not in the budget, but it is needed for the new position. The approximate cost is \$1,378.13. It is also planned to use anticipated savings from Class 9. If there is not savings for it, it is be anticipated that a budget revision will be doen at the end of the year.

There were no comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the following new asset purchases by the Information Technology Department:

- Fujitsu Document Scanner for the Auditor's Office
- New Monitor for the Commission Office

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #243-2019**

Road & Bridge

2. First Reading; Proposal for Consultant Services: PW Architects, Inc.

Greg Edington explained he had been working with Commissioner Thompson as liaison for this project. It is to add a structure as well as to remodel some existing structures to suit current needs, as per results from the space needs study done by PW Architects, Inc.

Erik Miller presented the Commission with a diagram to show the stages of this project. The diagram is included at the end of these minutes.

Miller explained it is broken down into stages. Stage one would be vehicle parking. That has to be done first in order to move vehicles from the current building over so that building can be converted into mechanic space, which would be stage two. Stage two would also include car outfitting for the Sheriff's Department. Stage three would consist of a truck wash. Site development will include new paving.

Commissioner Atwill asked if this would allow the movement of the snowplows to a covered area.

Edington said yes. They will move to the south side of the enclosed building.

Commissioner Parry asked if this will be a climate-controlled building.

Miller said yes.

There were no more comments or questions from the Commission.

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.

Purchasing

3. First Reading; RFP Award Recommendation: 01-08JAN19 – Long Term Lease of Real Property – Central Missouri Events Center

Melinda Bobbitt read the following memo:

Request for Proposal 01-08JAN19 – Long Term Lease of Real Property – Central Missouri Events Center closed on January 31, 2019. Four proposal responses were received.

The evaluation committee consisted of the following:

CJ Dykhouse, Boone County Legal Counsel

Stan Shawver, Director, Boone County Resource Management

John Sam Williamson

The evaluation committee recommends award for a three-year period with potential renewal periods per their attached Evaluation Report as follows:

<u>Year 1</u>	<u>Facility</u>	<u>Annual Amount</u>
	Veterans United Home Loans Coliseum	\$25,000
	Sapp Building	\$2,500
	Parking lots north and east of Coliseum	\$2,500
	United Parcel Service	
	Parking area to be used as a trailer staging area	\$11,251.93

Revenue will be deposited in department 1190 – Non-Departmental, account 3822 – Other Lease Revenue.

CJ Dykhouse said the committee settled on this recommendation based on an extensive evaluation of the three proposals received. Ultimately, it came down to the projected revenue and maintenance expenses from Veterans United, totaled at about \$162,000 of a projected investment per year. The next closest proposal from JC Events, in terms of rent and maintenance expenses, was \$90,500 a year using their projected numbers. Therefore, given the time frame of three years, it is agreed the overall best economic value is the award to Veterans United and UPS.

Commissioner Parry asked if there was a CPI adjustor on the UPS lease.

Bobbitt said they proposed a three percent versus the CPI. The CPI is on the Veterans United Contract.

Commissioner Atwill wanted confirmation on how long the terms were for.

Dykhouse said three years.

Commissioner Parry said Veterans United has invested a significant amount of money in just the upkeep and repair of the building, totaling almost \$300,000 in their first two years there.

Dykhouse said yes, that is correct.

Commissioner Parry said that is one of the big distinctions in determining the best use of the property.

Dykhouse said correct. It is the first time in a long time that the arrangement that the County has in place has been able to bend the cost curve in a significant way in favor of taxpayers. Veterans United has maintained the property in a high-quality manner and they have done it at no additional expense to the taxpayers.

Commissioner Parry asked if there were any other differences in what Veterans United is proposing versus what they had considered for the first three years they leased.

Dykhouse said the proposal for the next three years is substantially the same as the past three years.

Commissioner Parry wanted clarification that Veterans United has made an accommodation for the Boone County Fair.

Dykhouse said yes. Actually, that is one distinction he did not mention. Veterans United has agreed to charge a \$10,000 security deposit rather than charging that price for rent.

Commissioner Parry clarified they are waiving the rent and instead asking for a \$10,000 security deposit which would be returned if the property is returned in the same condition after the event as it was before.

Dykhouse said that is correct.

There were no more comments or questions from the Commission.

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; RFP Award Recommendation: 02-09JAN19 Food Service for the Boone County Detention Center – Term and Supply

Liz Palazzolo read the following memo:

Request for Proposal 02-09JAN19 solicited competitive proposals for Food Services for the Boone County Detention Center. Four proposals were received: Summit Food Service, Trinity Services Group, Tiger Correctional Services, and Consolidated Correctional Services. A County Evaluation Committee evaluated the proposals and determined the proposal from Trinity Correctional Services of Oldsmar, Florida to be the “lowest and best” proposal and the choice for contract award.

Invoices will be paid from Department 1255 for Corrections, Account 71100 for Outside Services: \$474,135.00.

Commissioner Parry asked if Liz could explain about the point system used to make sure the Commission has a clear understanding.

Palazzolo said there was a three-member evaluation team that consisted of Leasa Quick, the Budget Administrator of the Sheriff's Department; Keith Hoskins, the Director of the Detention Center at the Sheriff's Department; and Captain Gary German. The committee decided to weigh the method of performance; 30 points; and experience & reliability 20 points. The best option receives the maximum points and the competitor is judged relative to that and then cost points are added. Overall, Trinity Services Group was rated with a total of 98 points compared to Summit Food Service, which had two different proposals for two different menus, with 79 and 78 points. The committee worked to obtain a healthier alternative menu and Captain German can speak directly to that. There was a desire to get the healthiest menu for the budgeted value that the County would want to invest.

Commissioner Parry asked who the current vendor was.

Gary German said it is Summit Food Service. The committee looked at the initial offerings and had them evaluated by the Health Department. The Health Department made some recommendations and then the committee went back to the vendors and asked them to give a different offering and tweak it based on the recommendations received from the Health Department.

Commissioner Parry asked if they felt the nutritional value of what would be offered by Trinity is superior to Summit.

German said yes. When you look at all those figures provided, as well as cost, they seem to be superior. It is a healthier diet than what is being offered now.

Commissioner Parry asked what the nature of the subject points were.

Palazzolo said it would be a lot of different things. It would be looking at the protocol that that they have for the kitchen: security, safety, hygiene, and especially staffing. There is also the quality of the menu, the food sourcing, the small ware provided, and the qualifications of the dietitians on staff. There were a lot of different factors that were assessed by the committee.

Commissioner Parry asked if they felt like they were able to address concerns brought up about the nutritional value of the food being served.

German said some of the concerns will be addressed with the new contract. Not all concerns will be able to be addressed when safety and security concerns are looked at within the facility. There are also limiting factors such as having enough space to keep all the food and still be able to serve everyone's needs on a daily basis.

There were no more comments or questions from the Commission.

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; RFP Award Recommendation: 30-30MAY19 Off-Site Scanning and Records Management Services for the Circuit Clerk's Office

Liz Palazzolo read the following memo:

Request for Proposal RFP 30-30MAY19 solicited proposals for Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office. One proposal, and two "No Bids" were received in response to this RFP request. The only proposal is from American Micro Company of Kansas

City, Missouri. It is noted that the RFP was advertised and posted on the Purchasing webpage in an effort to obtain competitive proposals. The proposal from American Micro Company is the lowest and best proposal and is acceptable to the Circuit Clerk's Office for award of contract.

The initial contract period will run from the Date of Award through One Year, with four one-year renewal options.

Payment will be paid from the following Department/Account:

Department 2860, Circuit Clerk Garnishment Fee/Account 71100 – Outside Services – Total: \$24,000.00.

There were no comments or questions from the Commission.

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.

6. Second Reading; Bid Award: 26-16MAY19 – 2019 Onyx Surface Seal Pavement Preservation (1st read 6-11-19)

Commissioner Atwill moved now on this day, the County Commission of the County of Boone does hereby award bid 26-16MAY19 – 2019 Onyx Surface Seal Pavement Preservation to Innovative Roadway Solutions, LLC.

Terms of the award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Commissioner Parry seconded the motion.

The motion carried 2 to 0. **Order #244-2019**

7. Second Reading; Contract Amendment One: 29-15JUN18 – Used Radio Equipment Shelter (1st read 6-11-19)

Commissioner Parry moved on this day, the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to Contract 29-15JUN18 – Used Radio Equipment Shelter.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Commissioner Atwill seconded the motion.

The motion carried 2 to 0. **Order #245-2019**

Commission

8. First & Second Reading; Board Re-Appointments:

- **Dr. Kelli Canada**
- **Jean M. Sax**
- **Dr. Tom Rose**

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

Name	Board	Period
Dr. Kelli Canada	Judicial & Law Enforcement Task Force	June 1, 2019 thru May 31, 2022
Jean M. Sax	Energy & Environment Commission	June 1, 2019 thru May 31, 2022
Dr. Tom Rose	Vicious Dog Advisory Board	June 1, 2019 thru May 31, 2022

Commissioner Parry seconded the motion.

The motion carried 2 to 0. **Order #246-2019**

9. Public Comment

Dave Raithel was present to speak about stray cats in his neighborhood.

Raithel explained he was frustrated with the number of stray cats in his neighborhood and the inability of the County to do anything about it. He has called Animal Control and has spoken with Michele Hall in the Commission Office. There have been stray cats they have been helping their elderly neighbors deal with for a little under a year. The cats are living underneath their shed. There were four of them. They have all been trapped and taken to the Humane Society. The Humane Society kept one of them as it was young enough to be tamed, but they returned all the others under the catch and release program. One of those has since given birth, so there are now eight cats living underneath the shed of his next-door neighbor. The subdivision he lives in is just outside the City limits, so the City will not help. No one would tolerate stray dogs, so he does not understand why nothing will be done about cats. The County needs an ordinance that will let the Animal Control officers do more.

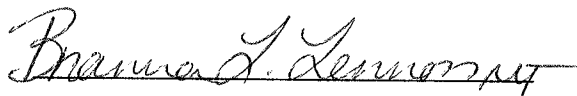
There were no more comments from the public.

10. Commission Reports

None

The meeting adjourned at 1:54 p.m.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner