

TERM OF COMMISSION: August Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center  
Conference Room 301 / Conference Call

PRESENT WERE: District I Commissioner Justin Aldred  
District II Commissioner Janet Thompson  
Director of Purchasing Melinda Bobbitt  
Boone County Counselor CJ Dykhouse  
Senior Buyer Liz Palazzolo  
Director of Emergency Management Chad Martin  
Director of Human Resources Jenna Redel  
Deputy County Clerk Jodi Vanskike

**Conference Call Information:**

**Number: 425-585-6224 Access Code: 802-162-168**

The meeting was called to order at 9:30am.

**Purchasing**

**1. First Reading: Purchasing Policy Revision**

Director of Purchasing Melinda Bobbitt read the following memo:

Purchasing requests to revise the Purchasing Policy Manual, which was readopted and amended by Commission on January 25, 2018, Commission Order 44-2018.

Proposed changes include the following:

- 1) To address that bids are now being received electronically in the electronic Procurement system, change the following language:

From:

Bids are generally opened in the Purchasing Department except for bids greater than \$250,000 and Road Project bids generated by the Resource Management/Road & Bridge Department(s). The County Commission prefers these be opened in a scheduled Commission meeting.

To:

The list of bids received for projects greater than \$250,000 will generally be read and acknowledged during a Boone County Commission meeting following bid opening.

- 2) To address the statutory changes in House Bill Number 271 for RSMo §50.660, which becomes effective August 28, 2021, change the threshold requirement for when we do not have to obtain bids from \$6,000 to \$12,000 or less made from any one person, firm or corporation during any ninety-day period.
- 3) To address the statutory changes in House Bill Number 271 for RSMo §50.783, which becomes effective August 28, 2021, change the sole source threshold from over \$6,000 to over \$12,000 for when we have to place notice and advertise any single feasible source purchase.

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

## 2. **First Reading: Surplus Disposal**

Director of Purchasing Melinda Bobbitt read the following memo:

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

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

## 3. **First Reading: Co-op Contract CC171501002 Mailroom Equipment Supplies & Maintenance – Bowman's Mailing Service**

Senior Buyer Liz Palazzolo read the following memo: Purchasing requests approval to spin-off a second contract award under contract number CC171501002 to Bowman's Mailing Solutions, LLC. Purchasing previously obtained permission from the Commission to use cooperative contract CC171501002 for Mailroom Equipment, Supplies & Maintenance, as approved on January 9, 2018, with Commission Order 13-2018. The cooperative contract was setup by the State of Missouri Office of Administration using a NASPO Valuepoint contract with Quadiant, Inc. (formerly Neopost) for the purchase of mailroom equipment, supplies and maintenance. It has been learned that the business relationship requires two contracts: Quadiant sells equipment and postage meter rental, whereas service is purchased from secondary firms that are authorized by Quadiant to perform service on their equipment. Bowman's Mailing Solutions, LLC is the authorized service technician and reseller of Quadiant mailroom equipment for the Boone County area.

The same contract number will be used for Bowman's Mailing Solutions LLC. This award will be assigned a contract period that runs August 10, 2021, through June 30, 2022. There are two (2) renewal options available.

This is a Countywide Term and Supply contract.

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**4. First Reading: Award of NCPA-01-97 (Synnex Aggregator) Co-Op Contract Westwind Computer Products Leica Total Stn**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests permission to use cooperative contract NCPA-01-97, which is referred to as the Synnex Advanced Technology Solutions Aggregator established by the National Cooperative Purchasing Alliance (NCPA) with Westwind Computer Products, Inc. of Albuquerque, New Mexico. The Sheriff's Office wishes to purchase one Leica TS 13 Total Station, including accessories, training, and support service.

The contract runs August 1, 2021 and extends through July 31, 2022, with two (2) one-year renewal options available.

The total purchase price is \$37,044.02 and it will be paid from Department 2901, Sheriff Operations LE Sales Tax- Account 92300, Replacement Machinery and Equipment.

The Purchasing Department requests permission to dispose/transfer of the Sokkia 30R3 Total Station, SN 154347, fixed asset tag 16313.

The Disposal Form is attached for signature.

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**5. First Reading: Contract Amendment #1 for Signature for Boone County: 32-14JUN19 - Security Window Film**

Director of Purchasing Melinda Bobbitt read the following memo:

Request for Proposal 32-14JUN19 - Security Window Film closed on June 14, 2019. Three proposal responses were received.

The evaluation committee consisted of the following:

Jenna Redel, Director of Human Resources  
Angela Wehmeyer, Risk Management Specialist, Human Resources  
Doug Coley, Director of Facilities Maintenance

The evaluation committee recommends award to Ultimate Security Window Armor Film, LLC for offering the best solution for Boone County per their attached evaluation report.

Contract total is \$29,228.08, which will be paid from department 1190 - GF Non-Departmental, account 91200 - Buildings and Improvements.

The delay in awarding this RFP is due to the security upgrades being planned for the first floor of the Government Center. We wanted to ensure that we were coordinating the two projects and there was no duplication of window film.

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**6. First Reading: Contract Award Co-Op Contract CS211867001 - Sign Language Interpretation Services for Boone County**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests permission to use contract CS211867001 for Sign Language Interpretation Services established by the State of Missouri Office of Administration with Access Interpreters, LLC of Rocheport, Missouri, as a cooperative contract.

The contract period runs August 10, 2021 through June 30, 2022. There are two (2) renewal options available.

This is a Countywide Term and Supply contract.

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**7. First Reading: Contract Award Co-Op Contract CS211474004 - Verbal Language Interpretation Services for Boone County**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests permission to use contract CS211474006 for Verbal Language Translation Services established by the State of Missouri Office of Administration with Global Village Language Center of St. Louis, Missouri, as a cooperative contract.

The contract period runs July 15, 2021 through June 30, 2022. There are two (2) renewal options available.

This is a Countywide Term and Supply contract.

Commissioner Aldred stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**Sheriff's Office**

**8. Second Reading: Capitol Police K-9 Maintenance Training Contract (First Read 08.03.21)**

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached K-9 Maintenance Training Contract between Boone County and the following:

- Capitol Police

Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said K-9 Training Agreement.

Commissioner Aldred seconded the motion.  
The motion carried 2 to 0. **Order #318-2021**

**Treasurer**

**9. First and Second Reading: Fred Bradley Tax Surplus**

Boone County Counselor CJ Dykhouse stated this is a tax surplus relating to the 2020 tax sale. Counselor Dykhouse stated, if the surplus is called for as part of a redemption effort, the County can proceed to process that, and that is the circumstance here. Counselor Dykhouse stated the owner has assigned the surplus to the Collector and he was the owner of record at the time of the sale.

Commissioner Thompson moved now on this day the Boone County Commission takes up the disposition of the 2020 tax sale surplus relating to Parcel 12-100-08-00-002.00:

Pursuant to RSMo §140.230, the Commission is authorized to approve claims for any tax sale surplus being held by the County Treasurer associated with the County Collector's annual tax sale as part of a redemption or after the expiration of the applicable redemption period. In this instance, the owner of record at the time the subject property went to tax sale was Fred Bradley per the vesting deed at Book 813, Page 880, Boone County Records.

Fred Bradley has assigned the tax sale surplus to the Boone County Collector as part of his redemption of the property as the owner of record. The other documentation which support of this claim is made a part of this record. The application to the County Treasurer for the surplus funds is timely.

The County Treasurer, based upon the documents presented to his office and made a part of this record, is satisfied that Fred Bradley, the owner of record, is entitled to assign the total surplus of \$1,043.33 to the Boone County Collector as part of the redemption of the subject property and recommends the Commission approve the same.

NOW, THEREFORE, upon the recommendation of the County Treasurer and the evidence made a part of this record, the County Commission hereby approves the disposition of the surplus via assignment to the Boone County Collector, assignee of the owner of record, in the amount of \$1,043.33 in a manner mutually-agreed to by the County Collector and County Treasurer, in order to facilitate the redemption of the subject property pursuant to RSMo §140.340.

Commissioner Aldred seconded the motion.

The motion carried 2 to 0. **Order #319-2021**

## **Human Resources**

### **10. First and Second Reading: Temporary lowering of budgeted hours for three vacant Emergency Telecommunicator positions**

Director of Human Resources Jenna Redel stated her request is to change the master position file for three of the Emergency Telecommunicator positions. Ms. Redel stated these positions are currently budgeted at 2,080 hours a year, or 40 hours a weeks, and she would like to lower the budget for one of the to 30 hours a week, which would still be a benefitted position, and the other two positions to 24 hours a

week. Ms. Redel stated this would allow Joint Communications to offer a couple of part-time positions. Director of Joint Communications Chad Martin stated they have been high with the number of vacancies they have recently and that this is an attempt to fill some of those spots without overburdening the full-time employees. Director Martin stated this is the same thing he recently spoke with the Commissioners about and they are asking for these three positions to be reduced as a way to test it out and, if this is successful, they may ask for more. Ms. Redel stated she has spoken with the Auditor's Office regarding the change and it was okayed due to being a cost savings by taking full-time positions to part-time positions.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve a request for authorization to change the budgeted hour allocation for three currently vacant Emergency Telecommunicator positions. One position will be lowered to 1560 hours. The other two positions will be lowered to 1250 hours and will not be eligible for County benefits. All three positions can be converted back to a full-time, benefits eligible, position with the same classification upon request of the Director of the Emergency Communications Center during a budget process, or at vacancy.

Commissioner Aldred seconded the motion.  
The motion carried 2 to 0. **Order #320-2021**

## **Commission**

### **11. First Reading: Acknowledging receipt of annual financial report from the Centralia Special Road District (CSR D)**

Boone County Counselor CJ Dykhouse stated every road district in the County must file a report of their prior fiscal year's activity in the month of August. Counselor Dykhouse stated this report for Centralia was sent to him after it was filed with the State Auditor's Office in January, and, in order to comply with the statute, they hold it until August before it is presented to Commission. Counselor Dykhouse stated at second reading, the action item would be to simply acknowledge receipt of the annual financial report.

### **12. First and Second Reading: Health Trust Committee Reappointment – Jason Hoffman**

Commissioner stated now on this day, the County Commission of the County of Boone does hereby approve the following board reappointment:

Jason Hoffman	Health Trust Committee	Reappointed	3 Year Term	August 1, 2021 thru July 31, 2024
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Commissioner Aldred seconded the motion.  
The motion carried 2 to 0. **Order #321-2021**

13. Public Comment

None

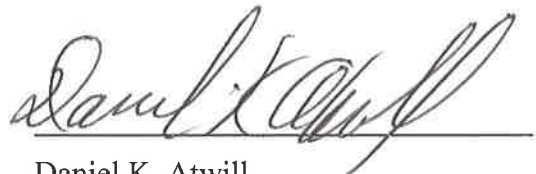
14. Commissioner Reports

Commissioner Thompson stated, later this morning, there will be a dedication ceremony for the Boone County Bicentennial Monument, which has already been placed on the Courthouse Plaza. The presentation will be made with the assistance of Lt. Governor, the Honorable Mike Kehoe, with Vice Chancellor of the University, Marshall Stewart; Columbia Mayor Brian Treece; and dignitaries from Hawthorn Bank, which is the sponsor of this monument. Commissioner Thompson stated the Chamber of Commerce will be at this event to do a ribbon cutting.

Attest:



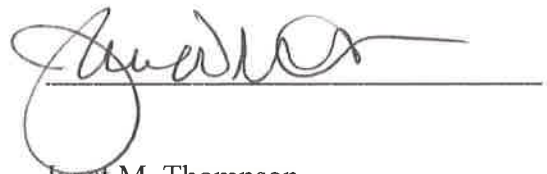
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner