

TERM OF COMMISSION: October Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Daniel Atwill
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Boone County Counselor CJ Dykhouse
Senior Buyer Liz Palazzolo
Director of Human Resources Jenna Redel
Stormwater Coordinator Nicki Rinehart
Deputy County Clerk Jodi Vanskike

Conference Call Information:

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

The meeting was called to order at 2:30pm.

Human Resources

1. First and Second Reading: Change to date of New Year's 2022 Holiday Observance

Director of Human Resources Jenna Redel stated this Commission order would split the observance of the New Year's Day holiday between County departments and offices. Ms. Redel stated, currently, the State of Missouri is observing Friday, December 31, 2021, as the New Year's Day holiday but that's also the last date to pay taxes. Ms. Redel stated offices in the Government Center want to stay open to be as convenient as possible for the citizens of Boone County and will observe the holiday on Monday, January 3, 2022. Ms. Redel stated, due to the

State of Missouri observing the holiday on December 31st, County offices that do business with the Court are going to observe the holiday on Friday.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby modify Commission Order 480-2020, which set the Boone County Holiday Schedule for 2021 in agreement with the Public Holiday List issued by the Office of the Governor, State of Missouri. The following will observe the 2022 New Year's Day holiday on Friday, December 31, 2021.

- The Boone County Prosecutor's Office
- The Boone County Sheriff's Office
- County-paid employees who work in the Circuit Court Clerk's Office
- County-paid employees who work for the 13th Judicial Circuit

All other county employees will observe the New Year's Day holiday on Monday, January 3, 2022.

Commissioner Atwill seconded the motion.
The motion carried 3 to 0. **Order #442-2021**

2. First and Second Reading: Update to Face Mask Requirement on Boone County Government property

Director of Human Resources Jenna Redel stated this Commission order would repeal the last order that was in place for mask wearing in the Boone County Government properties and will move from requirement to recommendation of mask wearing on Boone County Government property.

Commissioner Atwill moved now on this day the County Commission of the County of Boone does hereby repeal Commission Order 307-2021 and adopts in its place this new Order relating to the wearing of face masks on Boone County Government property.

The County Commission hereby recommends that all persons who have not completed their COVID-19 vaccination process and who are 10 years of age or older who enter the Roger B. Wilson Boone County Government Center (801 E. Walnut St.) and/or the Boone County Annex (623 E. Ash St.) wear a clean face mask and that they continue to wear a clean face mask when in any public areas of the Government Center and County Annex. Such public areas shall include the lobby, atrium, stairwells, elevator, bathrooms, and walkways. Offices and Departments within the Government Center and Annex may make other determinations for requirements within their individual offices and departments.

For purposes of this Order a "face mask" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face.

This Order shall be in effect immediately upon its adoption and shall remain in effect until further Order of the County Commission.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #443-2021**

3. First Reading: Job Classification Committee Recommendations Related to 2022 Organizational Chart Changes

Director of Human Resources Jenna Redel stated this is the Job Classification Committee's recommendation for changes to our pay plan for next year. Ms. Redel stated the Committee met multiple times leading up to the process and each office was asked to submit their 2022 requests for either new positions, a change to the pay range for a position or movement of one of their current positions to a different job title. Ms. Redel stated the offices submitted those requests, the committee reviewed each one of those, met with the office holder who made the request, had several sessions where they discussed the merits of the request and are now putting forward to the Commission their recommendations for changes. Ms. Redel stated there will also be six new job classifications within our system, pay range changes and a couple of positions that are moving to a new job title.

Commissioner Atwill 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.

Purchasing

4. First Reading: Amendment Two to 32-01OCT20 - Tires - Passenger Vehicles, Patrol Vehicles, Light Duty Trucks, and Trailers - Term & Supply

Senior Buyer Liz Palazzolo read the following memo: Contract 32-01OCT20 - Tires - Passenger Vehicles, Patrol Vehicles, Light Duty Trucks, and Trailers - Term & Supply was approved by Commission for award to Pomp's Tire Service, Inc. and McKnight Tire Company, Inc. on October 22, 2020, Commission Order 482-2020.

This amendment will change the renewal terms from three (3) one-year to six (6) six-month terms due to increasing price volatility.

The first renewal term will begin October 1, 2021 and end March 31, 2022.

Invoices will be paid from departments 2040 – RB Maintenance Operations and 1251 - Sheriff, account 59105 –Tires.

Commissioner Atwill 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 Contract 06-26JUL19 - Medical Services for the Boone County Jail

Senior Buyer Liz Palazzolo read the following memo: Amendment #1 to contract 06-26JUL19 with Advanced Correctional Healthcare for Medical Services for the Boone County Jail that was awarded January 2, 2020 (Commission Order 4-2020) revises the records retention requirement in the contract from three years to five years.

All other terms, conditions, including pricing of the original agreement remain unchanged.

Payment will be paid from the following Department/Account:

- Department: 1255, Corrections/Account: 85620, Other Medical - \$684,733.38

Commissioner Atwill 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 34-09SEP21 - Deed Record & Index Books for the Boone County Recorder

Senior Buyer Liz Palazzolo read the following memo: Request for Bid RFB 34-09SEP21 solicited bids for Deed Record and Index Books for the Boone County Recorder. One bid and two “No Bids” were received. The bid from Bear Graphics, Inc. of Sioux City, Iowa meets RFB requirements, has successfully provided the same books in the past for the Recorder’s Office, and is acceptable to the Recorder’s Office for award of a new contract.

It is noted for the record that the County Purchasing Department tried to obtain competitive bids by advertising the RFB and posting it on Purchasing’s electronic-bidding website. Only the one bid was received.

The initial contract period will run from the October 21, 2021 through October 20, 2022.

Payment will be paid from Department 2800, Record Preservation Fund Activity/Account 23000 – Office Supplies: Total: \$ 4,686.50.

Commissioner Atwill 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: Amendment #3 to Contract 20-07NOV19 – Technical Assistance for the 9-Element Plan for the Greater Bonne Femme Watershed Project

Senior Buyer Liz Palazzolo read the following memo: Amendment #3 to contract 20-07NOV19 for Technical Assistance for the 9-Element Plan for the Greater Bonne Femme Watershed Project that was awarded January 16, 2020 (Commission Order 35-2020) is being amended to add updates to the study and revise the contract period.

All other terms, conditions and prices of the original agreement remain unchanged.

Payment for updates to the study will be made using 319 Stormwater grant funds using the following Department/Account:

- Department 2142, DNR 319 Greater Bonne Femme/Account 71101 – Professional Services – Total: \$8,000.00

Commissioner Atwill 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.

Resource Management

8. First Reading: Approval of Extension of Stormwater Security Agreement and erosion and sediment control Irrevocable Letter of Credit for Oak Hill Estates

Stormwater Coordinator Nicki Rinehart stated they need to extend the Stormwater Security Agreement for Oak Hill Estates in the amount of \$133,324.73 until September 10, 2022 due to the construction not being completed. Ms. Rinehart stated the original order accepting the agreement and letter of credit was Commission Order 435-2020.

Commissioner Atwill 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.

Commission

9. Public Comment

None

10. Commissioner Reports

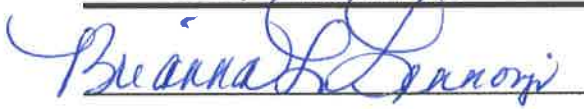
None



Daniel K. Atwill

Presiding Commissioner

Attest:



Brianna L. Lennon

Clerk of the County Commission



Justin Aldred

District I Commissioner



Janet M. Thompson

District II Commissioner