

TERM OF COMMISSION: September Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Kip Kendrick
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Boone County Environmental Public Health Supervisor Chrystal Smart
Boone County Environmental Public Health Specialist Logan Leamons
Chief Engineer Jeff McCann
Director of Resource Management Bill Florea
Senior Buyer Liz Palazzolo
Director of Human Resources Angela Wehmeyer
Boone County Counselor CJ Dykhouse
Boone County Deputy County Clerk Jodi Vanskike

Public: Billy Turner, Property Owner

Conference Call Information:

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

The meeting was called to order at 9:30am and roll call was taken.

Health Department

1. First Reading: Nuisance Abatement - Parcel# 11-619-24-01-042.00 01

Boone County Environmental Public Health Specialist Logan Leamons stated, on August 9, 2023, his office received a citizen complaint about the property. Mr. Leamons stated the initial inspection was completed on August 10, 2023, and a notice of violation was sent to the owner on August 11, 2023. Mr. Leamons stated, on August 14, 2023, the notice of violation was returned to the Department of Health signed and, on August 15, 2023, he spoke with the owner's daughter about the property complaint. Mr. Leamons stated he spoke with the owner and his daughter on the phone on August 24, 2023. On August 31, 2023, a follow-up inspection was done by Mr. Leamons and Supervisor Chrystal Smart. Mr. Leamons stated he contacted Voss Landscaping on September 6, 2023, for an estimate and he sent the hearing notice to the owner on September 11, 2023. Mr. Leamons stated another follow-up inspection, along with a phone call to the owner, was done again yesterday and no significant changes were noted. Mr. Leamons stated the original complaint was for derelict vehicles, overgrown grass, and trash, and stated they are only moving forward with the trash because the two other complaints have already been addressed.

Property Owner Billy Turner stated he doesn't understand how the Health Department was out yesterday and says the trash is still there because all the trash in the yard has been picked up and gone for the last three days. Mr. Turner stated he couldn't hear half of what Mr. Leamons said when he was talking. Mr. Turner stated his wife cannot speak so it's up to him, his daughter, and his son-in-law to say what is or isn't going on. Mr. Turner stated they have been working trying to get things done, but it seems as though the Health Department says one thing and later changes to something else. Mr. Turner stated his deck out front shouldn't matter because there is plenty of room on it. Commissioner Kendrick stated there is no complaint about Mr. Turner's deck. Mr. Turner stated that's where the black bags in the complaint, which he has since disposed of, were sitting. Mr. Turner asked his daughter to show the updated pictures on her phone to the Commission. Commissioner Kendrick stated the pictures look like there has been progress made, so he would like to give Mr. Turner at least two weeks before the second hearing is scheduled. Commissioner Kendrick stated that would make the second reading for this item on Thursday, October 12, 2023. Mr. Turner stated he would like to have in writing what the Health Department wants done because he feels that's where everything got messed up last time, that they kept changing their mind. Mr. Turner stated the Health Department would give them a list, and then when they came back for a re-inspection, they had a different list.

Boone County Public Health Supervisor Chrystal Smart stated last time they dealt with this property, they had a deputy on site and they plan to do the same for this re-inspection. She agreed to provide Mr. Turner a list of things needing done.

Commissioner Kendrick 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

2. **First Reading: Budget Revision for Department 1360 - Cover Class 9**

Director of Resource Management Bill Florea stated this is for the purchase of two recycling containers that were budgeted for this year. Director Florea stated, when they received the price of the containers, they realized they had a deficit in that account but had a surplus in another account due to suspension in hauling in Ashland where there was a contamination problem. Director Florea stated this request is to transfer \$6,000 from Account 83160 to Account 92300 to cover the purchase of two containers.

Commissioner Kendrick 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: Extension Agreement No. 3 for the Irrevocable Letter of Credit between Boone County and Fred Overton Development, Inc. for Perche Ridge Plat 1**

Chief Engineer Jeff McCann stated this is a one-year extension on the Stormwater Security Agreement and the Irrevocable Letter of Credit to allow the construction of three bio-retention cells once the homes in the drainage area are constructed. Chief Engineer McCann stated there are about eleven more homes that need to be constructed before the stormwater BMPs can be constructed.

Commissioner Kendrick 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.

Human Resources

4. **First Reading: Personnel Advisory Committee Recommendation to Approve Modification of Boone County Personnel Policies 1.11, 1.14, and 2.4**

Director of Human Resources Angela Wehmeyer stated the Personnel Advisory Committee met on February 24, 2023, and submitted two draft changes to the Boone County Personnel Policies, allowing all Boone County employees, regardless of probationary status, to use their accrued vacation. Director Wehmeyer stated a draft policy was communicated by email on September 8, 2023, and put to a vote through an online survey. Director Wehmeyer stated the vote passed with a majority on September 13, 2023. Director Wehmeyer stated the committee agreed to the attached modifications to Boone County Policies 1.11, Six-Month Probationary Period; 1.14, Employment Separation; and 2.4 Vacation Leave for Commission Approval.

Commissioner Kendrick 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 and Second Reading: Request for Standing Authority to Hire Above FHR for position 929, Office Specialist II Pool in the Collector's Office

Director of Human Resources Angela Wehmeyer stated this request is like past requests from the Collector to hire Office Specialist II positions above FHR. Director Wehmeyer stated that every year during tax season, they hire temporary Office Specialists. This year they are only asking for the Office Specialist II positions because the changes last year to the pay range resulted in the Collector being comfortable hiring the Office Specialist I position at FHR. Director Wehmeyer stated the Office Specialist II positions are reserved for the longer-tenured temporary employees who return year after year.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a standing request to hire above the flexible hiring maximum for position 929, Office Specialist II Part-Time Pool in the Collector's Office for the 2023-2024 tax season. This order authorizes hiring at up to the flexible hiring range for position 304, Office Specialist Part-Time Pool and up to \$20.00 per hour for position 929, Office Specialist II Part-Time Pool.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #426-2023**

6. First and Second Reading: Request to hire above FHR for Position 772, Account Specialist III in the Auditor's Office

Director of Human Resources Angela Wehmeyer stated this request is for a permanent position in the Auditor's Office. Director Wehmeyer stated Auditor Rieman is requesting \$22.00 an hour, which is 102.5% of mid-point, and he has funds available. Director Wehmeyer stated this candidate holds a Master's degree and over six years of related work experience.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a request to hire above the Flexible Hiring Range for position number 772, Account Specialist III, and does hereby authorize an appropriation of \$22.00 per hour for the salary of said position.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #427-2023**

Purchasing

7. **First Reading: Amendment Number One to contract C000589 – Architectural and Engineering Services for New Vehicle Storage & Facility Improvements at Boone County Road & Bridge Facility with PWArchitects, Inc.**

Senior Buyer Liz Palazzolo read the following memo:

Contract C000589 -Architectural and Engineering Services for New Vehicle Storage & Facility Improvements at Boone County Road & Bridge Facility was approved by Commission for award to PW Architects, Inc. on June 20, 2019, commission order #247- 2019.

This Amendment adds Professional Design Services for the Purchasing Department's relocation to the Road & Bridge South Facility.

Invoices will be paid from the following:

Road & Bridge: Department: 4110 - R&B Expansion & Improvement, Account: 71211 - A/E Fees

Phase I - Preliminary Design Services for Purchasing: \$2,170

Phase I - Preliminary Design Services for Road & Bridge: \$24,335

Phase II - Schematic Design, Design Development, Construction Documents, Bidding & Negotiation, Construction Administration Services for Purchasing: \$1,330

Phase II - Schematic Design, Design Development, Construction Documents, Bidding & Negotiation, Construction Administration Services for Road & Bridge: \$14,915

Commissioner Kendrick 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.

8. **First Reading: Award of Contract C000666 from Sole Source 171-123123SS for RVI Software Support with Real Vision Software Inc. of Alexandria, Louisiana, for RVI Support Service for the Boone County IT Department**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval of contract C000666, awarded from Sole Source #171-123123SS, for the purchase of support for RVI software from Real Vision Software, Inc. of Alexandria, Louisiana. The contract is being established on behalf of the Boone County Information Technology Department. Sole Source 171-123123SS was approved by the Boone County Commission on September 14, 2023, via Commission Order 409-2023.

The County uses Real Vision software for electronic storage of County records. County records uploaded into IBMi use RVI software and, in order to receive ongoing upgrades, updates and

technical support, the County must purchase an ongoing annual subscription for RVI software support.

The contract period will run co-terminus with the RVI subscription period, which runs July 01, 2023, through June 30, 2024. Renewals are unlimited and it is anticipated that the County and RVI will continue to renew the agreement on a year-to-year basis, as mutually agreed.

Payments under the contract will reference 1172-General Fund IT Hardware & Software/70050 –Software Services Contract: \$4,950.00

Commissioner Kendrick 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.

9. Second Reading: Amendment #1 to Contract C000551 (bid #28-29JUN22) – Doctor’s Orders: Produce Prescription Program with Columbia Center for Urban Agriculture – First Read 09.21.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve Contract Amendment #1 with Columbia Center for Urban Agriculture for Doctor’s Orders: Produce Prescription Program to add a supplemental increase of 16,890 units of Supplemental Food at \$1.41 per one token, for a not to exceed amount of \$23,814.90.

The terms of the agreement are set out in the attached contract and the Presiding Commissioner is authorized to sign the same.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #428-2023**

Commission

10. First Reading: Adopting an updated policy of the Boone County Commission on access to public meetings and records pursuant to RSMo Sec. 610.028

Boone County Counselor CJ Dykhouse stated this is an update to the Commission’s legacy policy at the office level. Counselor Dykhouse stated the Commission’s situation is somewhat unique in that the County Clerk has a statutory role to keep certain official records for the County Commission and then other administrative records are maintained by Commission staff. Counselor Dykhouse stated this updated policy reflects that nuance and has been discussed with the County Clerk, who supports the changes.

Commissioner Kendrick 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.

11. Public Comment

None

12. Commissioner Reports

None

Attest:

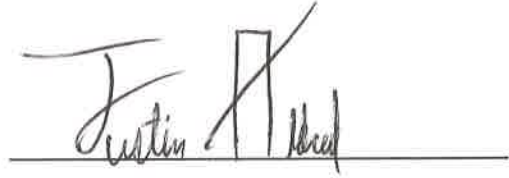


Brianna L. Lennon
Clerk of the County Commission

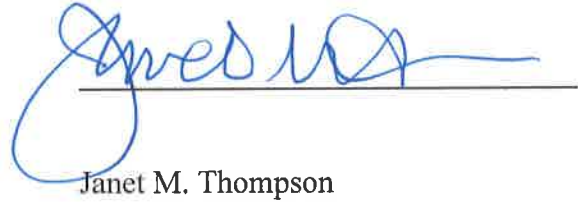


Kip Kendrick

Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner