

TERM OF COMMISSION: October Session of the October 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 Clerk Brianna Lennon
Director of Human Resources Angela Wehmeyer
Planner Uriah Mach
Senior Buyer Liz Palazzolo
Director of Purchasing Melinda Bobbitt
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 and roll call was taken.

Boone County Clerk

1. First and Second Reading: Acceptance of the 2024 Holiday Calendar

Boone County Clerk Brianna Lennon stated Boone County adopts the State of Missouri Holiday Calendar and then adds in the Friday following Thanksgiving. Clerk Lennon stated the County also recognizes Indigenous People’s Day and has a separate order that states, if the State of Missouri adds another holiday, the County of Boone automatically adopts it as well. Commissioner Kendrick asked, “What do we do when the State of Missouri announces that they will be closing early for a half day?” Director of Human Resources Angela Wehmeyer stated the County usually goes with it; the Courthouse is normally the one that has to make a decision based on case load.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby declare that the Boone County Holiday Schedule for 2024 will be in agreement with the Public Holiday List from the State Offices issued by the Office of the Governor, State of Missouri, with the addition of November 29, 2024 (Thanksgiving Day After).

Any additional holidays for 2024 adopted by the Office of the Governor will automatically be adopted by Boone County.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #490-2023**

2. First and Second Reading: Approval of Payroll Calendar for FY2024

Boone County Clerk Brianna Lennon stated this order is to memorialize the bi-weekly payroll schedule for FY2024.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Payroll Calendar for FY2024.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #491-2023**

Human Resources

3. First and Second Reading: Job Classification Committee Recommendations for 2024 Requests

Director of Human Resources Angela Wehmeyer read the following memo:

The Job Classification Committee met in person on Tuesday, October 10, 2023, and Friday, October 20, 2023, to review and discuss requests for new job classifications, pay range adjustments, and reclassifications for the 2024 budget year.

This year, the Committee reviewed requests from many offices and departments with many of the requests related to adding positions based on maintaining and developing new programs, maintaining accreditation, amending organizational chart structures to reflect the current training progression, and creating supervisor-level positions to expand the departments reporting structures and creating career ladders.

The Committee makes the following recommendations for changes to be implemented on January 1, 2024:

1. Create a new classification for On-Site Wastewater and Rental Housing Standards Coordinator on Range 42.
2. Create new classifications for Maintenance Supervisor on Range 35 and Landscape and Turf Supervisor on Range 31.
3. Create a new classification for Payroll Administrator on Range 39.
4. Reclassify Position 463, Legal Assistant III (Class Code 504600, Range 33), to a new classification of Senior Legal Assistant on Range 38.
5. Reclassify one Victim Assistant position (Class Code 502200, Range 37) to a new classification of Lead Victim Assistant on Range 38.
6. Reclassify two Assistant Prosecuting Attorney II positions (Class Code 500300, Range 51) to Assistant Prosecuting Attorney III (Class Code 500200, Range 55).
7. Reclassify Position 899, Administrative Assistant (Class Code 101400, Range 22) to Senior Administrative Assistant (Class Code 101300, Range 26).
8. Reclassify one Evidence Custodian position (Class Code 406600, Range 27) to a new classification and title of Lead Evidence Custodian on Range 29.
9. Change the title of position 112, Warrants Supervisor (Class Code 406100, Range 31), to a new classification and title of Services Specialist Supervisor on the same range.
10. Change the ranges of the following classifications:
 - ETC Trainee (Class Code 409300) from Range 29 to Range 32
 - Lead Emergency Telecommunicator (Class Code 409500) from Range 35 to Range 41
 - Shift Supervisor (Class Code 408500) from Range 40 to Range 44
11. Create a tiered system for Emergency Telecommunicator positions (Class Code 409400, Range 32) to include two new classifications:
 - Create a new classification of Emergency Telecommunicator I on Range 35.
 - Reclassify Emergency Telecommunicator (Class Code 409400, Range 32) to a new classification of Emergency Telecommunicator II on Range 38.
12. Reclassify and retitle Position 1531, Temp Senior Road Maintenance Worker (Class Code 902350, Range 32) to Senior Road Maintenance Worker Pool.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the recommendations from the Job Classification Committee for requests for Budget Year 2024 contained within the attached "Recommendations from the Job Classification Committee for Budget Year 2024" memo dated October 30, 2023.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #492-2023**

4. First Reading: Budget Amendment: Countywide 2023 Employee Retention Incentive

Director of Human Resources Angela Wehmeyer stated this Budget Amendment is in the amount of \$440,010 for the Boone County Retention Incentive based on date of hire. Director Wehmeyer stated this will be for a \$1,000 retention bonus for employees hired prior to December 31, 2022, who remain continuously employed through December 1, 2023, and \$500 for employees hired from January 1, 2023, through October 7, 2023, and remain continuously employed through December 1, 2023. Commissioner Kendrick added that Elected Boone County Officials are not a part of the employee retention program. Commissioner Kendrick added that this is Phase 1 of the Employee Retention Incentive which will span two fiscal years. Commissioner Kendrick stated today they are talking about the FY2024 budget. Commissioner Kendrick stated everyone goes back on equal footing starting December 2, 2023, and any employee that then remains employed through September 1, 2024, will be eligible for a \$2,000 retention incentive on their mid-September 2024 paycheck. Commissioner Kendrick stated the Commission will then have time to figure out how to tier the individuals hired beyond December 2, 2023.

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.

Boone County Resource Management

5. First and Second Reading: Khan's Subdivision Plat 1-A. C-G. S19-T49N-R12W. Kahn Enterprises LLC, owner. James Jeffries, surveyor.

Planner Uriah Mach stated this is a two-lot subdivision plat proposed for the subdivision of Mari's Convenience Store at the southeastern quadrant of the roundabout at 763 and Prathersville Rd. Mr. Mach stated they are subdividing to provide for a potential future development of property to the east of the store. Mr. Mach stated the City of Columbia will annex the new sewer system after the lot is created.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the following plat:

Khan's Subdivision Plat 1-A. C-G. S19-T49N-R12W. Kahn Enterprises LLC, owner. James Jeffries, surveyor.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #493-2023**

Purchasing

6. **First Reading: Award of Contract C000697 from Co-operative Contract CS231567001 for Mental Health Check-In Services with Clinical Associates PA of Lenexa, Kansas, for the Boone County Sheriff's Office**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval for awarding contract C000697, which is awarded from co-operative contract CS231567001 for Mental Health Check-In Services set up by the State of Missouri with Clinical Associates, PA of Lenexa, Kansas. The contract provides mental health support service delivered by a licensed psychologist or counselor via tele-video.

The original contract period will commence January 1, 2024 and extend through June 25, 2025. There are three (3) one-year renewal options available to renew the contract on a year-to-year basis after the original contract period.

This is a term and supply contract. Payment will reference the following Department/Object codes:

1251 – General Fund Sheriff Operations/71101 – Professional Services;
1255 – General Fund Detention Operations/71101 – Professional Services.

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.

7. **First Reading: Request for Proposal Award Recommendation: C000681 (Bid 37-08SEP23) – ARPA Contract Administration Services with FORVIS, LLP**

Director of Purchasing Melinda Bobbitt read the following memo:

Request for Proposal 37-08SEP23 -ARPA Contract Administration Services closed on September 13, 2023. Four proposal responses were received. The evaluation committee consisted of:

CJ Dykhouse, Legal Counsel
Kip Kendrick, Boone County Presiding Commissioner
Kyle Rieman, Boone County Auditor

Recommendation for award is to FORVIS, LLP of Springfield, Missouri, per the attached Evaluation Report.

Award is for a not to exceed contract amount of \$220,000 and will be paid from

Department 2983-American Rescue Plan Act, Account 71101 -Professional Services. A Budget Amendment was processed by the Auditor's Office to budget \$220,000.

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. Second Reading: Amendment #1 to Contract C000557 (bid #28-29JUN22) – Baby Bags with First Chance for Children – First Read 10.26.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a Contract Amendment with First Chance for Children for a supplemental increase not to exceed \$26,500.

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 #494-2023**

9. Second Reading: Award of Contract C000683 from Sole Source 173-123123SS for the Chloride Study Related to the Macroinvertebrate Data Mining Study for Hinkson Creek with Geosyntec Consultants of Jefferson City, Missouri, for the Boone County Resource Management Department – First Read 10.26.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the award of County Contract C000683 awarded from Sole Source 173-123123SS with Geosyntec Consultants of Jefferson City, Missouri, for the Chloride Study Related to the Macroinvertebrate Data Mining Study for Hinkson Creek for the Boone County Resource Management Department.

The Contract is set out in the attached and the Presiding Commissioner is authorized to sign the same.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #495-2023**

10. Second Reading: C000695 (41-20OCT23) - Deed Record and Index Books - Term and Supply – First Read 10.26.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve County Contract C000695 with Bear Graphics Inc. for the purchase of Deed Record and Index Books.

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 #496-2023**

11. Second Reading: Approval of Vehicle Surplus Disposal – First Read 10.26.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone hereby approves the Purchasing Department’s request to dispose of a 2020 Ford Interceptor Utility, VIN #1FM5K8AB5LGA18628, by turning over the vehicle and title to the County insurance carrier.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #497-2023**

Health Department

12. Second Reading: Boone County PDMP Contract Renewal with St. Louis County – First Read 10.26.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached Renewal – Prescription Drug Monitoring Program Agreement between Boone County, Missouri, and St. Louis County, Missouri.

The terms of the Agreement are set out in the attached and it is further ordered that the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #498-2023**

Boone County Sheriff’s Office

13. Second Reading: Florissant Police Department K-9 Maintenance Training Contract – First Read 10.26.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached K-9 Training Agreement between Boone County and the Florissant Police Department.

The terms of the Agreement are set out in the attached and the Presiding Commissioner is authorized to sign said Agreement.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #499-2023**

Boone County Office of Emergency Management

14. Second Reading: Siren Easement Agreement MoDNR (River Road) – First Read 10.26.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached Easement Agreement with the Missouri Department of Natural Resources (MoDNR) in furtherance of the MOU approved in Commission Order 347-2023 for the placement of an outdoor warning siren along River Road.

The terms of the Easement Agreement are set out in the attached and the Presiding Commissioner is authorized to execute the same.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #500-2023**

Boone County Counselor

15. Second Reading: Agreement with Missouri Department of Public Safety – Sheriff Training Facility funding – First Read 10.26.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Agreement with the Missouri Department of Public Safety for the State’s funding of a portion of the new Sheriff’s Regional Training Facility Project.

The terms of the Agreement are set out in the attached and it is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #501-2023**

Commission

16. Public Comment

None

17. Commissioner Reports

Commissioner Aldred stated the Columbia Regional Airport is embarking on their own Master Plan process, which will determine what the next 20 years of the airport will look like. Commissioner Aldred stated it is incredibly important to Southern Boone and important that it is folded in nicely with the Boone County Master Plan. Commissioner Aldred stated he looks forward to working with them on that project and to what the future holds.

Commissioner Thompson stated Director of Emergency Management Chris Kelley made contact with Linda Langston, who is a former County Commissioner in Iowa and President of NACo and who has been working in the federal government for the last several years. Commissioner Thompson stated Ms. Langston has been working very closely with FEMA and was the one who put together the Just in Time training at the annual NACo conference in Austin, Texas. Commissioner Thompson stated Ms. Langston will be running a similar project at the Legislative Conference this winter and is helping Director Kelley put a training together for here in Central Missouri.

Commissioner Kendrick stated he would like to note that the Commission is getting closer to hiring a Joint Communications Director.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner