

TERM OF COMMISSION: December 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
Captain Brian Leer
Senior Buyer Liz Palazzolo
On-site Wastewater/Rental Housing Coordinator Roy Kroeger
Director Rebecca Roesslet
Stormwater Coordinator Nicki Rinehart
Director of Resource Management Bill Florea
Director of Purchasing Melinda Bobbitt
Deputy County Clerk III 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 Sheriff's Office

- 1. First and Second Reading: Callaway County Sheriff's Department K-9 Maintenance Training Agreement – August 2024 and December 2024**

Captain Brian Leer stated the Callaway County Sheriff's Department has been a partner for a few years. Boone County Sheriff's Office has been training their K-9 teams and they are planning on starting a new handler and dog in the upcoming class. Captain Leer stated these two agreements are a continuation for maintenance training provided to Callaway County. Captain Leer stated, if approved, Callaway County will pay Boone County \$2,000 for each K-9 team.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached K-9 Maintenance Training Agreements between Boone County and Callaway County Sheriff's Department for August 2024 and December 2024 classes.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #632-2024**

**2. Second Reading: Budget Amendment - Department 2550 - Cover Class 7 – First Read
12.19.24 Open Public Hearing**

Commissioner Kendrick opened and closed the public hearing.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 2550 to cover MSHP CCW fingerprint fees.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #633-2024**

Boone County Health Department

3. First Reading: Hallsville - Limited-Service Animal Control Cooperative Agreement

Director Rebecca Roesslet stated this agreement will allow the Hallsville Police Department to contact our Animal Control Officers should they have a need for service in their area. Ms. Roesslet stated the new contract period runs from October 1, 2024, until September 30, 2025, with a not to exceed amount of \$2,000.

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.

Purchasing

4. First and Second Reading: Award of Amendment #2 to Contract C000789 awarded from cooperative contract CC240449008, the Qualified Vendors List for Ammunition with Sunset Law Enforcement for the Boone County Sheriff's Office

Senior Buyer Liz Palazzolo read the following memo:

Amendment #2 is amending contract C000789 awarded from cooperative contract CC240449008 – QVL Ammunition Rifle and Pistol for the Boone County Sheriff to add the purchase of 46 cases (23,000 rounds) of Hornady 9mm Critical Duty ammunition.

The Purchasing Department requested quotes from the ammunition dealers on the Qualified Vendors List that sell the Hornady 9mm pistol ammunition. Seven vendors were solicited. Two bids and one “No Bids” were received.

1. Gulf States Distributors, Inc. of Montgomery, Alabama
2. Sunset Law Enforcement LLC of Ackley, Iowa
3. Bald Ridge Outdoors LLC of Van Buren, Missouri (No Response)
4. Howards Premium Ammo LLC of Florence, South Carolina (No Response)
5. On Target Ammunition LLC of Grain Valley, Missouri (No Response)
6. Precision Delat Corporation of Ruleville, Mississippi (No Response)
7. Specialty Cartridge Inc. of Covington, Georgia (No Bid)

The two bids received were reviewed by the Purchasing Department and the Sheriff's Office (see the attached Bid Tabulation and Cost Evaluation). The bid from Sunset Law Enforcement LLC of Ackley, Iowa, is the “lowest and best” bidder for line item 1, the Hornady 9mm Critical Duty 9mm 135 gr+P Flex-lock ammunition. Captain Brian Leer of the Sheriff's Office has recommended that the County proceed with an award of 46 cases (23,000 rounds) of this ammunition to Sunset Law Enforcement LLC.

The contract was originally awarded May 7, 2024, via Commission Order 221-2024.

Payment for the ammunition will reference these codes:

- 2901 – LEST Sheriff Operations/23200 – Ammunition: \$1,002.48
- 1255 – General Fund Detention Operations/23200 - Ammunition: \$11,693.52

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the award of Amendment #2 to County Contract C000789 awarded from

cooperative Contract CC240449008, the Qualified Vendors List for Ammunition with Sunset Law Enforcement, LLC of Ackley, Iowa, for the Boone County Sheriff's Office.

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

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #634-2024**

5. First and Second Reading: Award of Contract C000957 awarded from cooperative contract CC240449002, the Qualified Vendors List for Ammunition with Gulf States Distributors for the Boone County Sheriff's Office

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval for the award of contract C000957 from contract CC240449002 established by the State of Missouri as a cooperative contract for the purchase of ammunition. In this case, the County requested quotes from all vendors selling the specific ammunition identified by the Boone County Sheriff's Office listed on the Qualified Vendors List (QVL).

The Purchasing Department requested quotes from the ammunition dealers on the Qualified Vendors List that sell the specific ammunition. Seven vendors were solicited. Two bids and one "No Bids" were received.

1. Gulf States Distributors, Inc. of Montgomery, Alabama
2. Sunset Law Enforcement LLC of Ackley, Iowa
3. Bald Ridge Outdoors LLC of Van Buren, Missouri (No Response)
4. Howards Premium Ammo LLC of Florence, South Carolina (No Response)
5. On Target Ammunition LLC of Grain Valley, Missouri (No Response)
6. Precision Delat Corporation of Ruleville, Mississippi (No Response)
7. Specialty Cartridge Inc. of Covington, Georgia (No Bid)

The two bids received were reviewed by the Purchasing Department and the Sheriff's Office (see the attached Bid Tabulation and Cost Evaluation). The bid from Gulf States Distributors of Montgomery, Alabama, is the only bid and therefore the "lowest and best" bid for line items 2, 3, 5, 6, and 7:

Line Item 2: Buckshot - Federal Cartridge Tactical 12GA 8-pellet LR 00B
Federal Cartridge #LE133-00 – Award 10 cases (2,500 Rounds)

Line Item 3: Slug - Federal Cartridge Tactical 12GA 1oz. Rifled Slug LR

Federal #LE127-RS – Award 10 cases (2,500 Rounds)

Line Item 5: Federal American Eagle 9mm - Federal Cartridge American Eagle,
147gr FMJ (Lead Free)

Federal Item # AE9N2 – Award 46 Cases (46,000 Rounds)

Line Item 6: Federal American Eagle 9mm - Federal Cartridge American Eagle,
124gr FMJ (Lead Free)

Federal Item # AE9N1 – Award 46 Cases (46,000 Rounds)

Line Item 7: Shotgun - Federal Cartridge Top Gun 12GA 8-Shot

Length: 2-3.4"/70mm

Shot Weight: 1-1/8 oz.

Federal item # TGL 12-8 - Award 10 cases (2,500 Rounds)

Captain Brian Leer of the Sheriff's Office has recommended that the County proceed by awarding Gulf States Distributors line items 2, 3, 6 and 7 as indicated above. No award is recommended for item 5.

The contract period will run December 26, 2024, through January 18, 2026. If any subsequent orders are needed for this type of ammunition, another round of quotes will be pursued by the Purchasing Office and an award will be made to the lowest and best bid from that round of quotes, consistent with how the QVL process is intended to be used.

Payment for the ammunition will reference these codes:

- 2901 – LEST Sheriff Operations/23200 – Ammunition: \$10,650
- 1251 – General Fund Sheriff Operations/23200 - Ammunition: \$9,850

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the award of County Contract C000957 awarded from cooperative Contract CC240449002, the Qualified Vendors List for Ammunition with Gulf States Distributors Inc. of Montgomery, Alabama, for the Boone County Sheriff's Office.

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 #635-2024**

6. First and Second Reading: Purchase Agreement: C000889 (CT170457009) - DocuSign Electronic Signature Licenses with CarahSoft Technology Corp.

Director of Purchasing Melinda Bobbitt read the following memo:

Attached for signature is contract# C000889 (State of MO cooperative contract CTI 70457009) - DocuSign Electronic Signature Licenses with CarahSoft Technology Corp. This is for the licenses that allow the County to route documents through DocuSign for electronic signature. There are 20 seats included: Purchasing (3), Children's Services (2), Legal (2), Information Technology (1), Resource Management (1) and Sheriff (10). (1) is an extra license because it is cheaper to purchase 20 to get the discount than to purchase 19.

The total cost of the agreement for the period 01/01/25 - 12/31/25 is \$14,866.43 and will be paid from Department 1118 - Purchasing, Account 70100 - Software Subscriptions. \$15,000 is budgeted for 2025.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve an agreement with CarahSoft Technology Corp. for DocuSign Electronic Signature Licenses.

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 #636-2024**

Resource Management

7. First Reading: Consideration of consent to the delegation of enforcement of a portion of the Boone County Code of Health Regulations regarding on-site wastewater to the Director of Resource Management

On-site Wastewater/Rental Housing Coordinator Roy Kroeger stated this is a consideration and would authorize Boone County Public Health and Human Services Department to delegate specific sections of 6.08 and 6.10 of the Boone County Health Regulations specific to investigations and enforcement of on-site wastewater complaints and nuisance violations to Resource Management.

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: Approval of Stormwater Security Agreement and Erosion and Sediment Control Performance Bond for Project Highlight

Stormwater Coordinator Nicki Rinehart stated this performance bond was issued by Liberty Mutual Insurance Company in the amount of \$44,369.35 and was issued on behalf of KW COU, LLC, by and through its Contractor, Poettker Construction Company.

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. First Reading: Building Permit Fee adjustment

Director of Resource Management Bill Florea stated they calculate residential building permits using a formula and the variable in that is the square footage of the building. Director Florea stated there are several constants in the formula, including the permit fee modifier, which since 2020 has been .008. They are proposing to change that to .0085. Director Florea offered an example of the impact of that change considering 2,500 square foot home. Under the current fees, the permit would be \$673.25 and under the proposed fee the cost would be \$714.58. Director Florea stated they are also proposing to increase the fee on large open structures, often called pole barns, from 4 cents per square foot to 6 cents per square foot and on modular homes on a foundation from 8 cents per square foot to 10 cents per square foot.

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.

10. First Reading: Land Use Fee adjustment

Director of Resource Management Bill Florea submitted the following paperwork:

Planning Land Use Fees

	Effective 01/02/2025	Current
Re-Zoning	\$395	\$385
Conditional Use	\$250	\$245
Board of Adjustment	\$190	\$185
Preliminary Plat	\$190	\$185
Final Plat	\$250 plus \$5/lot	\$245 plus \$5/lot
Admin Survey	\$55	\$50
MHP License	\$35	\$35

13. Second Reading: Annual Consultant Service Agreements with: Howe Company, LLC & Midwest Engineering Co. – First Read 12.23.24

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached Annual Consultant Service Agreements with Howe Company, LLC & Midwest Engineering Co.

Terms of the agreement are stipulated in the attached documents. It is further ordered the Presiding Commissioner is hereby authorized to sign the agreements.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #638-2024**

Commission

14. First and Second Reading: Organizational use of the Boone County Government Center Chambers

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the application for organizational use of the Boone County Government Center Chambers by Local Motion on Tuesday, January 28, 2025, from 4:30 p.m. until 7:30 p.m. for the Locals in Motion January Meeting.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #639-2024**

15. Public Comment

None

16. Commissioner Reports

Commissioner Aldred noted this is the last Commission meeting of 2024 to which Commissioner Kendrick added “it has been a productive year.”

Attest:



Kip Kendrick
Presiding Commissioner



Brianna L. Lennon
Clerk of the County Commission



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner