

423-2023

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 23

In the County Commission of said county, on the 21st day of September 20 23


the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the request to transfer above the authorized transfer policy for position number 700, Lead Deputy Collector, and does hereby authorize an appropriation of \$25.00 per hour for the salary of said position.


Done this 21st day of September 2023.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

**REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)
BOONE COUNTY Commission Order 146-2006**

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee Barbara Weaver Department Collector - 1150

Position Title Lead Deputy Collector Position No. 700

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point _____
OR Hourly: \$25.00 % of Mid-Point 110.9%

No. of employees in this job classification within your Department? 1

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) 17 years experience working in Collector's office - most recent Deputy Collector
20+ years in banking including VP & Branch Manager
Experience w/ managing employees & projects

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: N/A

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?

Will reallocate merit pool money to address any internal equity issues 9/21/2023

Additional comments: see attached - vacancies during 2023 will cover any additional 1150-10100 expense for 2023

Administrative Authority's Signature: [Signature] Date: 9-19-23

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100),
 Funds are not available within the existing departmental salary and wage appropriation (#10100);
budget revision required to provide funding is attached.

Auditor's Signature: Kyle Rieman by NA Date: 9-20-23

Human Resource Director's Recommendations:

Approve. No concerns with internal equity based on Collector's plan to reallocate.

Human Resource Director's Signature: Angela Wehmeyer Date: 9/20/23

County Commission _____ Approve _____ Deny _____
Comment(s): _____

Presiding Commissioner's Signature: [Signature] Date: 9/21/2023

District I Commissioner's Signature: [Signature] Date: 9/21/2023

District II Commissioner's Signature: [Signature] Date: 9/21/2023

Position vacancies during 2023

823 - vacant from March 2 to July 2.

Hourly Salary	\$	18.40
Hours		696 (87 days)
	\$	12,806.40

611 - vacant from September 25 to December 31

2023 budgeted rate	\$	18.75
Hours		560 (70 days)
	\$	10,500.00

Total \$ **23,306.40**

Position 700 transfer for remainder of 2023

700 - September 25 to December 31

Proposed ATS above FHR

	\$	25.00
2023 budgeted rate	\$	(20.20)
	\$	4.80
Hours		560 (70 days)
	\$	2,688.00

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September Session of the July Adjourned

Term. 20 23

In the County Commission of said county, on the 21st day of September 20 23

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached K-9 Basic Training Agreement between Boone County and Laclede County.

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

Done this 21st day of September 2023.



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

ATTEST:



Brianna L. Lennon
Clerk of the County Commission

**COOPERATIVE AGREEMENT
FOR K-9 BASIC TRAINING SERVICES**

THIS AGREEMENT dated the 21st day of September, 2023, is entered into by and between Boone County, Missouri (County), by and through the Boone County Sheriff's Office (BCSO), and the Laclede County Sheriff's Office (Agency):

WHEREAS, BCSO can provide K-9 basic training through its certified K-9 training staff; and

WHEREAS, BCSO can assist Agency in selecting a canine for purchase from an approved vendor to receive the training; and

WHEREAS, Agency desires to procure a canine to receive training from a vendor approved by County and train one of Agency's officers as that canine's handler through the BCSO's K-9 basic training program; and

WHEREAS, County and Agency have the authority to cooperate with each other for the purposes of this Agreement pursuant to RSMo §70.220;

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. **ASSISTANCE WITH PROCUREMENT OF CANINE.** County's K-9 trainer will provide advice on the selection of an appropriate canine from a vendor approved by County. The approved vendor will provide a minimum of a 6-month trainability guarantee and a 1-year health guarantee on a purchased canine that will run to the benefit of Agency. County will provide Agency with information about approved vendors.
2. **TRAINING.** BCSO agrees to provide Agency's K-9 handler and canine basic training by and through BCSO's certified staff. Training areas will include obedience, tracking, area search, article search, building search, K-9 aggression control, scenario-based training, and narcotics detection with respect to cocaine, heroin, and methamphetamines. The training shall consist of not less than forty (40) sessions, with each session consisting of approximately one, 8-hour day. The training will be conducted over a period of eight (8) weeks, Monday – Friday, in regularly-scheduled sessions during that 8-week period. Agency will receive a certificate documenting successful completion of the BCSO's program if the K-9 team meets the standards and requirements of the Missouri Police Canine Association at the conclusion of the training contemplated herein.
3. **EMPLOYED STATUS OF K-9 HANDLER.** Agency agrees that the training contemplated herein is within the scope and course of its handler's employment and Agency will be responsible for all appropriate compensation and the provision of Worker's Compensation coverage to Agency's employee. Agency's handler will execute a Waiver & Release as set out in the attached Exhibit "A" prior to being permitted to participate in the training.
4. **CONTRACT PRICE AND PAYMENT.** Agency shall pay County a total sum of Four Thousand Dollars (\$4,000.00) for the training contemplated herein, calculated at a rate of \$100.00/session. Agency may pay the full amount upon execution of this contract or, at Agency's option, Agency shall pay one-half, or \$2,000.00, upon execution of this contract and the remaining one-half, or \$2,000.00, after twenty (20) sessions have been completed.
5. **TERM AND TERMINATION.** The Agreement contemplates training sessions to commence

Exhibit "A"
INFORMED CONSENT WAIVER AND RELEASE

ASSUMPTION OF RISKS: I acknowledge that participation in the BCSO Basic Dual Purpose K-9 Training Class [hereinafter the "Program"] involves physical activities which, by their very nature, carry certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These physical activities involve strenuous exertions of strength using various muscle groups and also involve quick movements using speed and change of direction, all of which could result in injury. These risks range from minor bruises and scratches to more severe injuries, including the risk of heart attacks or other catastrophic injuries. I understand and appreciate that these physical activities carry certain inherent risks and I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

WAIVER AND RELEASE: In consideration of accepting my entry into this Program, I hereby, for myself, my heirs, executors, administrators, or anyone else who might claim on my behalf, covenant not to sue, and waive, release and discharge the Boone County Sheriff's Office, Boone County, Missouri, and/or its employees and agents engaged by them for any purpose relating to the Program that I have been permitted to participate in. This release and waiver extends to all claims of every kind of nature, whatsoever, foreseen or unforeseen, known or unknown.

INDEMNIFICATION AND HOLD HARMLESS: I also agree to indemnify and hold harmless the Boone County Sheriff's Department, Boone County, Missouri, and/or its employees and agents all from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees, that result from my participation in or involvement with the Program.

Waivers and Releases for minors are accepted only with a parent/guardian signature.

Signature of Participant/Date

Taylor Black 09/05/2023

Printed Name of Participant

Taylor Black

on or about the 23rd day of October, 2023, and sessions will proceed consecutively, Monday – Friday, for a period of eight (8) weeks as scheduled by County. Either party may terminate this Agreement at any time by providing the other written notice of their intent to terminate. Upon termination for convenience by either party, the parties will reconcile the payments paid and/or due based on the number of sessions attended at the rate of \$100.00 per session (with each session being approximately one, 8-hour day).

6. **MODIFICATION AND WAIVER.** No modification or waiver of any provision of this Agreement nor consent to any departure therefrom, shall in any event be effective, unless the same shall be in writing and signed by County and Agency and then such modification, waiver or consent shall be effective only in the specific instance and for the specific purpose for which mutually agreed.
7. **FUTURE COOPERATION.** The parties agree to fully cooperate with each other to give full force and effect to the terms and intent of this Agreement.
8. **ENTIRE AGREEMENT.** The parties state that this document contains the entire agreement between the parties, and there are no other oral, written, express or implied promises, agreements, representations or inducements not specified herein.
9. **AUTHORITY.** The signatories to this Agreement warrant and certify that they have obtained the necessary authority, by resolution or otherwise, to execute this Agreement on behalf of the named party for whom they are signing.

SO AGREED.

AGENCY: Laclede County Sheriff

By: [Signature]

Printed Name: David Millap

Dated: 9-5-2023

ATTEST: _____

BOONE COUNTY, MISSOURI

By: [Signature]
Kip Kendrick, Presiding Commissioner

Dated: 9.21.2023

ATTEST: [Signature]
Brianna L. Lennon, County Clerk

APPROVED – BCSO: [Signature]
Dwayne Carey, Sheriff

APPROVED AS TO FORM: [Signature]
Dykhouse, Boone County Counselor

ACKNOWLEDGED FOR BUDGETING & AUDITING PURPOSES:
[Signature]
Kyle Reiman by J
County Auditor

425 -2023

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STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 23

In the County Commission of said county, on the 21st day of September 20 23

the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby approve a contract agreement with SoftResources LLC for Consulting Services for Permitting Software Selection.

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

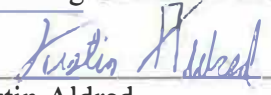
Done this 21st day of September 2023.

ATTEST:

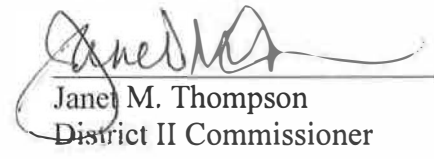
Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: September 13, 2023
RE: Request for Qualifications Award Recommendation: C000670 (Bid 24-05JUN23) – *Consulting Services for Permitting Software Selection*

Request for Proposal 24-05JUN23 – *Consulting Services for Permitting Software Selection* closed on June 5, 2023. Four proposal responses were received.

The evaluation committee consisted of:

Bill Florea, Director, Boone County Resource Management
Thaddeus Yonke, Senior Planner, Boone County Resource Management
Kelle Westcott, Budget Administrator, Boone County Resource Management
Nicki Rinehart, Stormwater Coordinator, Boone County Resource Management
Taylor Acton, Building Inspector, Boone County Resource Management

Recommendation for award is to SoftResources LLC of Kirkland, Washington per the attached Evaluation Report.

The initial award is for Phase I – Software Selection for \$113,600.00. It was be paid from:

1711-71100 / \$68,160 (budgeted \$64,000)
2081-71100 / \$45,440 (budgeted \$40,000)

A Budget Revision was processed by Resource Management to cover the difference in budget versus actual cost.

ATT: Evaluation Committee Report

cc: RFQ File
Bill Florea, RM

**CONTRACT AGREEMENT FOR
CONSULTING SERVICES FOR PERMITTING SOFTWARE SELECTION**

THIS AGREEMENT, C000670, dated the 21st day of September 2023 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **SoftResources LLC** herein "Contractor."

IN CONSIDERATION of the parties' performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Contract Agreement for **Consulting Services for Permitting Software Selection**, Boone County Request for Qualifications, RFQ number **24-05JUN23**, Addendums #1, #2, Clarifications #1, #2, #3, Best and Final Offer #1 with Contractor's responses to the clarifications and BAFOs, executed by Spencer Arnesen on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with Statement of Qualifications response may be permanently maintained in the County Purchasing Office file for this RFQ if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in this Agreement shall prevail and control over the Contractor's Statement of Qualifications and Clarification/BAFO responses.

2. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Consulting Services for Permitting Software Selection as identified and responded to in the Contractor's Statement of Qualification Response and Clarification(s) and Pricing Proposal/Best and Final Offer response. Service shall be provided as required in the Request for Qualification specifications and in conformity with the contract documents for the prices set forth in the contractor's Best and Final Offer and Clarification #3 response(s).

Initial Order: Phase I: Software Selection

<u>Phase</u>	<u>Hours</u>	<u>Price</u>
1. Needs Assessment	150	\$30,000.00
a. Project Launch		
b. Discovery Workshops		
c. Process Analysis		
2. Request for Proposal	66	\$13,200.00
a. Requirements Document		
b. RFP Development		
c. Vendor Outreach		
d. RFP Issuance		
3. Vendor Analysis	232	\$46,400.00
a. Proposal Analysis		
b. Software Demos		
c. Software Decision		
4. Contract Review	68	\$13,600.00
a. Vendor Contract		
b. Vendor Statement of Work		

Sub-Total	\$103,200.00
Travel:	\$10,400.00
Total:	<u>\$113,600.00</u>

Travel for Phases 1-4 included in contract as follows:

Discovery Workshops – Process Review, Mapping, Field Trips:

- One trip – 4 days x 2 consultants = \$5,200

Demo Facilitation:

- Two trips – 8 days x 1 consultant = \$5,200

If mutually agreed to by County and Contractor that additional time is needed for the Discovery Workshops, the additional cost for anything in excess of four (4) hours over the initial four (4) days will be billed at the rate of \$200 per hour. Travel will be charged as incurred. Incremental time required can be supported virtually and remotely.

Potential Award at a Later Date: Phase II - Implementation

Should the County determine at a later date to award implementation, an additional Purchase Order will be issued to the Contractor from this contract.

<u>Assumption</u>	<u>Quantity</u>	<u>Cost</u>
Fees	12 months x 45 hours/month x \$225/hour	\$121,500.00
Expenses	12 trips x \$2,400/trip	\$28,800.00

Travel for Phase II: Project Kick Off (1 trip), Discovery Events (3 trips), Training Events (7 trips) and Go Live Events (1 trip).

Should additional time be needed for Implementation Project Management, the cost will be billed \$225 per hour and trip costs at \$2,400 per trip through the completion of the implementation of new software.

3. Timeline – The timeline is as follows:

<u>Phase</u>	<u>Timeline</u>
1. Needs Assessment	
a. Project Launch	October 2023
b. Discovery Workshops	November 2023
c. Process Analysis	November 2023 – December 2023
2. Request for Proposal	
a. Requirements Document	November 2023 – December 2023
b. RFP Development	November 2023 – December 2023
c. Vendor Outreach	November 2023 – December 2023
d. RFP Issuance	January 2024
3. Vendor Analysis	
a. Proposal Analysis	February 2024 – March 2024
b. Software Demos	March 2024 – April 2024
c. Software Decision	April 2024 – May 2024

4. Contract Review

- | | |
|-----------------------------|----------------------|
| a. Vendor Contract | May 2024 – June 2024 |
| b. Vendor Statement of Work | May 2024 – June 2024 |

4. Billing and Payment - All billing shall be invoiced to the Boone County Resource Management department for services described in the Request for Qualifications scope of services. The County agrees to pay all invoices within thirty days of receipt of a correct and valid invoice. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

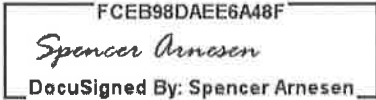
7. Termination by County - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission delivery of services and deliverables are or will be delayed or impaired, or if services are otherwise not in conformity with RFQ scope of services or variances authorized by County, or if services are deficient in quality in the sole judgment of County, or
- c. County may terminate this agreement for convenience for any reason or for no reason upon sixty (60) days written notice to contractor, or
- d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

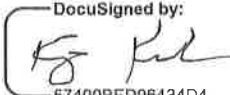
SOFTRESOURCES LLC

BOONE COUNTY, MISSOURI

by 
DocuSigned By: Spencer Arnesen

by: Boone County Commission

title Principal

DocuSigned by:

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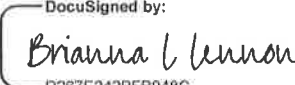
Kip Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:

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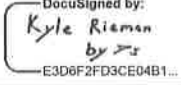
DocuSigned by:

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CJ Dykhous, County Counselor

Brianna L. Lennon, County Clerk

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

 E3D6F2FD3CE04B1...	9/15/2023	2081-71100 / \$45,440 1711-71100 / \$68,160
Signature	Date	Appropriation Account