

TERM OF COMMISSION: January Session of the January Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Director, Purchasing Melinda Bobbitt
Director, Resource Management Stan Shawver
County Clerk Wendy Noren
Child Support Specialist Barbara Morris
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 9:30 a.m.

*** Adjourned Term ***

Purchasing

**1. First reading; Amendment Number One – 49-08NOV11 – Photocopier
Maintenance**

Melinda Bobbitt read the following memo:

Contract 49-08NOV11 – Photocopier Maintenance was approved by commission for award to Sumner Group Inc dba Image Technologies on December 6, 2011, commission order 519-2011. This amendment revises the usage quantity and pricing for 2013.

Prosecuting Attorney's maintenance on their Kyocera KM-5050 is \$1,675 for 250,000 black and white copies with overage at \$0.0067 per page and will be paid from department 1261 – Prosecuting Attorney, account 60050 – Equipment Service Contract. The Juvenile Office's maintenance on their Kyocera 5035 is \$1,260 for 180,000 copies with overage at \$0.007 per copy and will be paid from department 1241 – Juvenile Office, account 60050 – Equipment Service Contract.

Commissioner Atwill inquired into the overall cost per copy. Is it going up or decreasing?

Melinda Bobbitt said that in both cases, the Prosecuting Attorney and Juvenile Office costs have gone down and we are getting a better rate.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

2. First reading; Permission to dispose of Surplus Equipment

Melinda Bobbitt read the following memo:

The Purchasing Departments requests permission to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

Melinda briefly reviewed the surplus disposal process with Commissioner Thompson.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

3. First reading; Sole Source Purchase – 111-123113SS – Teletrol Control Systems

HVAC Repair – Air systems LLC

Melinda Bobbitt read the following memo:

Attached is a Sole Source Request Form that was prepared by Bob Davidson/Facilities Maintenance for the County Commission for Air Systems LLC to be the sole provider for repair and maintenance of the Teletrol Control System (HVAC heating and cooling) at the Central Missouri Events Center. Air Systems LLC is the authorized vendor for the Teletrol system.

The intent to make the single, feasible source purchase was advertised in the Tribune on November 9 and the Missourian on November 20, 2012.

Annual maintenance and repair is estimated at \$10,700 and invoices will be paid from department 2120 – Fairground Maintenance Fund.

Commissioner Atwill asked if this is for the Fairgrounds.

Melinda replied – Yes.

Commissioner Miller asked what fund this is coming from.

Melinda said it is fund 2120.

Commissioner Miller asked if this is our Capital Fund.

Melinda said it is the Ground Maintenance Fund.

Commissioner Miller asked Commissioner Thompson to research this and to see why the county is paying for this.

It was agreed by all the Commissioners that a 2nd reading will be put on hold until there is clarification on this item.

4. First reading; 55-21NOV12 – Regulatory Signs Term and Supply

Melinda Bobbitt read the following memo:

55-21NOV12 – Regulatory Signs Term and Supply opened on November 28, 2012. Ten bids were received and Public Works recommends award by low bid by section as follows:

<u>Vendor</u>	<u>Section</u>
Custom Products Corporation of Jackson, MS	4.10.3.1, 4.11.1.2, 4.11.2.1-3
Lightle Enterprises of Ohio, LLC	4.10.1., 4.11.1. (with exception of 4.11.1.1-4.11.1.3, 4.11.2.5 and 4.11.2.6)
MD Solutions of Plain City, OH	4.11.1.1 and 4.11.1.3
MTS Safety Products of Belmont, MS	4.10.3.3
Vulcan, Inc. d/b/a Vulcan Signs	4.8.1. (with exception of 4.8.1.7, 4.8.1.11 and 4.8.1.16.)
	4.8.2, 4.9.1.12, 4.9.3.8, 4.9.3.21-22, 4.9.3.24-29, 4.10.3.2, 4.11.2.4
Osburn Associates, Inc.	4.8.1.7, 4.8.1.11, 4.8.1.16, 4.8.3, 4.9.1. (with exception of 4.9.1.12.)
	4.9.2., 4.9.3. (with exception of 4.9.3.8, 4.9.3.21-22, and 4.9.3.24-29.) 4.10.2.

This is a term and supply contract and invoices will be paid from department 2040 – Public Works Maintenance Operations, account 26600 - Strt/Traffic/Const Signs and 26500 - Highway Safety Signs.

Commissioner Miller asked if any of the County cities can use this contract.

Melinda replied – Yes.

Commissioner Atwill asked what defines a regulatory sign?

Melinda replied that it could be a stop sign, yield sign, flood area ahead sign.

Commissioner Miller stated any national standard sign is a regulatory sign.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk

to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

5. First reading; Cooperative Contract: DIR-SDD-509 – Copier with Maintenance and Fax Machine for Circuit Clerk and disposal of existing Canon IR5000 copier

Melinda Bobbitt read the following memo:

The Circuit Clerk's office requests permission to utilize the State of Texas cooperative contract DIR-SDD-509 with Data Comm of Columbia, Missouri to purchase a photocopier with maintenance and a fax machine.

Cost of copier is:

Canon iR6055 b/w copier / network printer	\$8,033
3,500 Sheet Paper Deck	\$1,512
50 Sheet Stapling, 3 Tray Finisher	\$1,890

Total cost of copier is \$11,435 and will be paid from department 1221 – Circuit Clerk, account 92000 – Replacement Office Equipment. \$11,500 was budgeted for the copier.

Copier maintenance pricing is firm for a total of five years for \$1,000 annually for 200,000 black & white prints with overage billed at \$0.005 / black & white copy.

Cost of Fax: Canon 710

\$1,348

Fax machine will be paid from department 1221 – Circuit Clerk, account 92000 – Replacement Office Equipment. \$2,000 was budgeted for the fax.

Purchasing is seeking permission to dispose of the existing Canon IR5000 copier, current copy count 1,446,149, fixed asset tag 14113, serial # MPL47872 by trade-in with a zero value. Data Comm has agreed to remove and destroy the hard drive (if one exists) and will haul off the existing machine to recycle. Past experience has taught us it costs us more to move the copier to surplus then to sell it on GovDeals. Attached for signature is the Request for Disposal form.

Purchasing is also seeking permission to dispose of the existing fax machine, Panafax UF-890, fixed asset tag 14467, serial # KCG2AV01169 by selling on GovDeals.

Commissioner Atwill asked what confirmation do we get that the hard drives and the information in the copiers is actually destroyed.

Melinda said that they sign a form when they pick up the information but no follow up is done after that.

Commissioner Atwill said we should check with the Circuit Clerk's Office to see if they are coordinating with the Prosecutor to see if all the information that is to be destroyed is accounted for. We need to look at practices in other areas.

Commissioner Miller said the safest way is to have the hard drive returned.

Commissioner Atwill asked if we have a disposal system and offered to check into it.

Commissioner Miller noted that scans are stored/retained in the copier. This had caused an issue previously outside of county government when these scans were recovered.

Commissioner Atwill said we need some assurance that we are doing this in a way that is consistent with regulations. Some court records/files are closed by the court and we are letting someone walk out with the information with the promise to dispose of it. We need some follow up that they did destroy the information and that they are responsible for it.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk

to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

6. First reading; Contract Amendment Number One – 18-17APR07 – Facilities Maintenance Software

Melinda Bobbitt read the following memo:

Contract 18-17APR07 – Facilities Maintenance Software with Maintenance Connection of Davis, California was approved in commission on July 2, 2007. The attached amendment adds annual support for the three licenses purchases by the Sheriff Department.

Invoices from this contract will be paid from departments 6100 - Facilities Maintenance and 1256 – Sheriff/Corrections Building HK/Maintenance and account 70050 – Software Service Contract. .

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk

to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

7. First and Second reading; Contract Amendment Number One – 47-02OCT12 – Networked Fire Alarm Detection and Notification System for Boone County Jail

Contract 47-02OCT12 – Networked Fire Alarm Detection and Notification System for the Boone County Jail was approved in commission on December 27, 2012, commission order 601-2012. The attached amendment changes the Contractor's required project completion date to May 15, 2013.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve Contract Amendment Number One – 47-02OCT12 – Networked Fire Alarm Detection and Notification System for the Boone County Jail changing the Contractor's required project completion date to May 15, 2013. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #9-2013**

County Clerk

8. First reading; Budget Amendment – Federal Grant Reimbursement for voting equipment parts

County Clerk Wendy Noren said this is a grant controlled by the Secretary of State. These are federal funds which she requested last year. There were a series of these grants for various activities.

Ms Noren also said she met with Auditor June Pitchford during the summer to go over specifics of the grant. The grant stipulated the use of certain voting equipment and if it was used during 2012, the County would be reimbursed for the cost of the equipment.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk

to schedule this item for a second reading after the 10 day period required for all Budget Amendments.

Commissioner Atwill asked Ms Noren about her thoughts on the earlier discussion concerning the disposal of confidential information. There was a brief review of what occurs in the County Clerk's Office and a general consensus that a procedure is needed for the information that leaves the County offices.

Resource Management

9. First reading; 2013 General Consultant Agreements for: Olsson Associates; Ross & Baruzzini; Bozoian Group Architects, LLC; Shafer, Kline & Warren, Inc.; Trabue, Hansen & Hinshaw, Inc.; SCI Engineering, Inc; and BFA, Inc.

Stan Shawver said that these are standard consulting agreements.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Information Technology

10. Second reading; Administrative Authority to Purchase Laptop Computers, Personal Computers, Peripherals and Printers from Cooperative Contracts for FY2013

(1st reading 1-3-13)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby grant administrative authority for the Information Technology Department to purchase personal computers, laptop computers, computer peripherals and printers from cooperative contracts for the FY2013 and to use the "Unanticipated Emergency Hardware" funding (1170-92301) to replace existing assets that fail and are not cost effective to repair which would only cover personal computers, laptop computers, computer peripherals and printers with a replacement cost below \$1,300.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #10-2013**

Child Support

11. First reading; Family Support (IVD) Cooperative Agreement Extension between County of Boone and Department of Social Services

Child Support Specialist Barbara Morris said this is a normal request and what has changed is the calendar year. Previously we worked off a June - July calendar. The timing was extended to July – Dec. so that the following year they would go on a permanent Jan. – Dec. calendar. Ms Morris also said they have experienced a 50% reduction in staffing.

Commissioner Atwill asked about the cost to the County.

Commissioner Miller said all “indirect” costs are capped at 8% and the County out of pocket is 12%.

Ms Morris said all “direct” costs are fully reimbursed.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Commission

12. Approve 4th Qtr. Minutes (1st and 2nd reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Boone County Commission Minutes during the IV quarter beginning on 10/01/2012 through 01/03/2013.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #11-2013**

13. 1st and 2nd reading; Boone County Board Appointments/Re-appointments

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby appoint/ reappoint the following:

Name	Board	Period
Max Lewis	Boone County Family Resources	Dec. 31, 2012 thru Dec. 31, 2015
Russell A. Williams	Boone County Family Resources	Dec. 31, 2012 thru Dec. 31, 2015
Kenneth M. Pearson	Boone County Family Resources	Dec. 31, 2012 thru Dec. 31, 2015
Shirley Patterson	Boone County Community Services Advisory Commission	Dec. 31, 2012 thru Dec. 31, 2015
Celeste Kay Spickert	Building Code of Appeals	Dec. 31, 2012 thru Dec. 31, 2017
Michael Leopard	Boone County Board of Appeals	Jan. 1, 2013 thru Jan. 1, 2018

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #12-2013**

14. First reading; Employee Assistance Program Agreement between Boone County and Boone Hospital Center

Commissioner Atwill said that he thought it was appropriate that this be looked at by the Commission and approved instead of him just signing it.

Commissioner Miller said this is very valuable to have. You never know when your employees will need it.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

15. Public Comment

None

16. Commissioner Reports

None

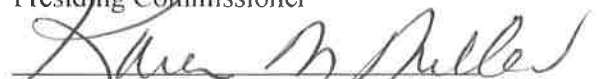
The meeting adjourned at 9:55 a.m.

Attest:


Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet Thompson
District II Commissioner

