

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commission Daniel Atwill
District I Commissioner Karen Miller
District II Commissioner Janet Thompson
Senior Buyer Amy Robbins
Director Resource Management Stan Shawver
Human Resources Assistant Jennifer Feltner
Manager Road Maintenance Operations Chet Dunn
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 9:31 a.m.

Assessor's Office

1. First reading; Budget Revision – Video Conferencing Equipment and Software

Commissioner Atwill said that he was present during the demonstration of the equipment and software. This system will allow the County representatives to communicate with the consultants in Florida and Pennsylvania on the 911 Center as well as many future projects the County may have. It has been determined that the best place for this system will be in Conference Room 301.

Commissioner Miller noted that the cost will be \$76,607

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.

Purchasing

2. First reading; Bid Award 47-22NOV13, Carpet Cleaning Services Term and Supply

Amy Robbins read the following memo:

47-22NOV13 – Carpet Cleaning Services Term and Supply opened on March 22, 2013. Two bids were received and Facilities Maintenance recommends award by low bid to Atkins Building Services, Inc. of Columbia, MO.

This is a term and supply contract and invoices will be paid from department 6101 – Housekeeping, account 60125 – Custodial/Janitorial Services.

Commissioner Atwill asked what buildings will be included with this Term & Supply.

Ms. Robbins said it will be all the County buildings.

Commissioner Miller said that some buildings will require more cleaning than others. The Chambers, which has heavy traffic and is used by the public will be one that will require more cleaning.

Ms. Robbins concurred and said some buildings may not need cleaning every year.

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; Bid Award 40-29OCT13, Video Conferencing Solution for Face-to-Face Video Meetings

Amy Robbins read the following memo:

The Request for Proposal for *40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings* closed on October 29, 2013. Four proposal responses were received.

The evaluation committee consisted of the following:

- Dan Atwill, Presiding Commissioner
- CJ Dykhouse, Legal Counsel
- Aron Gish, IT Director
- Dee Lueckenotte, Supervisor, Systems Analyst
- Tom Schauwecker, Assessor

The evaluation committee recommends award to Visual Systems Group Inc., dba VSGi per their attached Evaluation Report. Invoice will be paid from the following departments and accounts:

2010-91301 = \$56,787.00
2010-91302 = \$5,100.00
2010-70050 = \$3,270.00
2010-60050 = \$10,700.00
2010-48002 = \$750.00

Contract Grand Total: \$76,607.00

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.

4. First reading; Bid Award 49-02DEC13, Holographic Weapon Sights

Amy Robbins read the following memo:

49-02DEC13 – Holographic Weapon Sights opened on December 2, 2013. Eleven bids were received and the Sheriff Department recommends award by low bid to Black Rifle, LLC of Columbia, MO.

Invoices will be paid from department 2533 – Local Law Enforcement Block Grant, account 23850 – Minor Equipment & Tools (<\$1,000.)

Ms. Robbins said that the manufacturer is offering a \$60 rebate on each sight purchased. They retail for \$550 and we are getting them from Black Rifle for \$399 and then will receive the \$60 rebate.

Commissioner Atwill asked how the rebate process will work.

Ms. Robbins said that Purchasing will work with the Sheriff's Department to get the coupons and then fill out the forms with the UPC code of each purchase and submit.

Commissioner Miller asked what the range of the bids were since it is not listed.

Ms. Robbins said there were quite a few and were not listed, but the range was very tight.

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. Second reading; Cooperative Contract with City of Columbia for Fleet Maintenance (1st reading 12-12-13)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia Cooperative Contract 117/2013 – Fleet Maintenance Term & Supply with Al Scheppers Motor Co. of Jefferson City, MO.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #558-2013**

6. Second reading; Bid Award 18-09APR13 – Deed Record & Index Books to second low bidder, Bear Graphics & Printing (1st reading 12-12-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby award bid 18-09APR13 – Deed Record & Index Books Term & Supply to Bear Graphics & Printing. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #559-2013**

Human Resources

7. First reading; Proposed changes to pay range for Field Services Technician and Senior Sign Maintenance Specialist

Jennifer Feltner said that the Human Resources and Public Works Departments are requesting salary changes for the position Senior Sign Maintenance Specialist, going from range 29 – 31 and Field Services Technician, going from range 23 – 26, effective January 1, 2014.

Commissioner Miller asked if this has gone through the Job Classification Committee for the range changes.

Chet Dunn said that it has been presented to the Committee with their approval.

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.

8. First reading; Establish new position in the Auditor's Office – Senior Account/Financial Analyst

Jennifer Feltner said that Human Resources and the Auditor's Office are requesting to

establish a new position, Senior Accountant/Financial Analyst within the counties salary plan effective January 1, 2014. The position will have a class code of 1006, salary range 43 and will be non-exempt.

Commissioner Miller asked if all the accountants are non-exempt.

Ms. Feltner said that they are.

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.

Public Works

9. First reading; Request to hire a second full-time employee into position #146, Maintenance Worker II

Chet Dunn said that he is requesting to hire a 2nd full-time employee due to the pending retirement of one of his workers in mid 2014. Currently, Public Works has an intern that was hired earlier this year. This person is a really good worker and the department would like to retain him. He has been put on temporary status and we would like to over hire for this position for the first six months of 2014 so we can retain him eventually as a full-time employee. This will show that we are committed to retaining him.

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.

Prosecutor's Office

10. Second reading; Approval to accept Award of Contract for Violence Against Women Act grant (1st reading 12-12-13)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the acceptance of the attached grant award for 2014-2015 for Stop Violence Against Women.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #560-2013**

Information Technology

11. Second reading; Budget Revision for Backup and Recovery project (1st reading 12-12-13)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Information Technology Department to transfer funds to expedite the backup and recovery project into 2013.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1123	86800	Emergency & Contingency	Emergency	200,261	

1170	92301	IT	Replace Computer Hardware		200,261
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Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #561-2013**

Resource Management

12. First reading; Agreement between County of Boone and MO Department of Natural Resources for remonumentation of survey corners

Stan Shawver said that this is now an agreement with the Department of Agriculture. It used to be with the Department of Natural Resources. It is in cooperation with the land surveyor where section corners and quarter corners are re-mounted based on the original land surveys from the 1800's. This is done through research and documentation. The county will be reimbursed for doing up to 10 at \$250 for each one. There will be one month to identify ones to be re-monumented, one month for the approval process and three months to survey and submit paperwork.

Commissioner Atwill asked how many of these are in the County.

Mr. Shawver said that there are approximately 685 sections with five per section, so it is close to 3, 500.

Commissioner Miller noted that this is a long process. Many have been done by the private sector. This program is mostly for those in remote areas.

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

13. 1st & 2nd reading; Approve Closed Session authorized per RSMo Sec 610.021 (1) and RSMo Sec 610.021 (9) at 9:00AM on December 19, 2013

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Thursday, December 19, 2013, at 9:00 a.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and 610.021(9) RSMo.- preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #562-2013**

14. 1st & 2nd reading; Organizational Use of the Government Center Conference Room 301 by the Department of Mental Health Dietitians for January 14, 2014.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Conference Room 301

by the Department of Mental Health Dietitians for January 14, 2014 from 9:00 a.m. to 2:00 p.m.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #563-2013**

15. Public Comment

None

16. Commissioner Reports

None


The meeting adjourned at 9:51 a.m.

Attest:


Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner