

TERM OF COMMISSION: January 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
Auditor June Pitchford
Senior Buyer Amy Robbins
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:30 p.m.

Purchasing

1. First reading; Sole Source Approved Vendor List for 2014

Amy Robbins read the following memo:

Purchasing has received requests from departments to renew on-going sole source approvals. We are requesting approval to renew the attached list of sole source vendors for another year, ending on December 31, 2014. The 2014 list of vendors was advertised in the Columbia Missourian on December 24 and the Columbia Tribune on December 23, 2013.

Commissioner Atwill noted that the list goes back to 2001. He understands that if a product is proprietary that a particular vendor is used. What are the rules that determine when we use a sole source vendor as opposed to the bid process.

Ms. Robbins said there is a check list that is reviewed. There is a list of questions, one similar to what the state uses, that will justify sole source or not. Questions such as product type, more than one manufacturer.

Commissioner Atwill referred to Ken's Service Center which supplies diesel fuel for tractor mowers in the NW quadrant of Boone County. There is a necessity to have a source close by, but don't diesel providers deliver everywhere. Why is this one a sole source vendor.

Commissioner Miller said this appears to be a cooperative purchase.

Ms. Robbins said the contract number would suggest this but not sure.

Commissioner Miller said that is how she would read it but didn't know why that would make it a sole source vendor because mostly all of our business would be sole source if that was the case.

Ms. Robbins said a possible explanation is that the City was using this vendor as a sole source vendor and the county did a cooperative off of that, not sure but will check on it.

Commissioner Atwill said he is not looking for fault, just trying to understand the process.

Commissioner Thompson noted that on page 5, the West Thomson Reuters Business sole sourcing would be similar.

Commissioner Miller said that they are the only ones to offer Westlaw, the online research service, which is what C. J. had requested.

Commissioner Atwill noted the contract concerning John Deere and the fact that there are several John Deere dealers in the city. He is just looking for justification for the direction

taken. He would like to take a look at the background on the decision making process.

Ms. Robbins said she will look into the concerns and add a column on the chart with details of that particular sole source vendor.

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.

Auditor

2. First reading; Budget Adjustment Policy

June Pitchford said that the County Commission adopted a Budget Adjustment Policy back in 1993 or 1994 and it has not been updated since then. The need for a Budget Adjustment Policy stems from the silence of the statute with respect to shifting appropriations within a given spending agency. This policy identifies the statutes addressing budget amendments and budget revisions between spending agencies and budget revisions for emergency funds. This policy just summarizes those statutory provisions where the statutes are silent. It's approving the transfer of funds from one class to another. So the purpose of the policy is to simplify the current process and have a policy that promotes transparency and accountability and compliance with state law.

Through a work session with the Commission, some of the wording was worked on and then it was distributed to all the administrative authorities. From their input, one change was made which occurs on the 1st page, 2nd paragraph, 2nd sentence. The policy provisions addressing the transfer of budgetary appropriations within a spending agency, those

reference other statutory thresholds.

Commissioner Miller said this will keep it current.

Ms. Pitchford said it would.

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

3. Public Comment

None

4. Commissioner Reports

None


The meeting adjourned at 1:42 p.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

