

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
Director Purchasing Melinda Bobbitt
Senior Buyer Amy Robbins
Sheriff Captain Chad Martin
Director Human Resources Jenna Redel-Reed
Deputy County Clerk Mike Yaquinto

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

Purchasing

1. Bid Opening – Emergency Communication Center

The Commissioners opened the following bids:

Wright Construction Services

Base Bid: \$9,763,000

Alternate Bid #1: \$ 134,000

ORF Construction

Base Bid: \$9,578,000

Alternate Bid #1: \$ 69,000

PCE (Professional Contractors & Engineers Inc)

Base Bid: \$10,340,000

Alternate Bid #1: \$ 115,000

River City Construction, LLC

Base Bid: \$10,153,000

Alternate Bid #1: \$ 76,400

Little Dixie Construction

Base Bid: \$9,848,707

Alternate Bid #1: \$ 85,000

Commissioner Miller thanked the companies that bid on the project saying that the bids are pretty tight, which is a good thing. The budget for the project was \$10.3 million which includes contingencies. This is well within the ballgame and we are very thankful for everyone participating. The Purchasing Department will work with the Engineering team to review all bids, making sure they are complete. Once that is done, they will return a recommendation to the Commission as soon as possible.

2. First reading; Bid Award 51-13NOV14 – Sign Posts Term & Supply

Amy Robbins read the following memo:

51-13NOV14 – Sign Posts Term & Supply opened on November 13, 2014. Seven bids were received and Public Works recommends award to Comade, Inc. for offering the lowest and best bid for Boone County.

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

\$8,000.00 was budgeted for this contract in 2015.

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.

3. First reading; Bid Award 48-17OCT14 – Photogrammetric Products & Services

Amy Robbins read the following memo:

The Request for Proposal for *48-17OCT14 – Photogrammetric Products & Services* closed on October 17, 2014. Three proposal responses were received.

The evaluation committee consisted of the following:

- Boone County: Jason Warzinik-GIS Manager
- Callaway County: Jody Paschal-Assessor
- Cole County: Melissa Johnson-GIS Manager
- Cooper County: James Lachner-Assessor
- Howard County: Woody McCutcheon-Assessor
- Moniteau County: Ken Kunze-Commissioner
- City of Columbia: Matthew J. Gerike, PhD-Geospatial Services Manager
- Jefferson City: Greg Resz-GIS Manager
- University of Missouri: Brian Comer-Sr. GIS Specialist

The evaluation committee recommends award to Surdex Corporation per their attached Evaluation Report.

Item I-A. Option 1 – Orthophotography

\$ 60,919.25

Item I-A. Option 1 Optional Deliverable A – Color-IR Deliverable	\$ 500.00
Item I-A. Option 1 Optional Deliverable B – Ground Control Targets	\$ 0.00
Item I-A. Option 1 Optional Deliverable C – Digital file format MrSID Photomosaic Deliverable (cost list per County party to PAQ)	\$ 500.00
Item II – Boone County LiDAR A. Option 1	\$122,375.00
Total	\$184,294.25

Invoices will be paid from Department 2010 –Assessment, Account 71101 –
Professional Services.

Commissioner Miller said it appears the surrounding Counties are piggybacking off our bid and that is why they have been included in the evaluation process.

Ms. Robbins said that is correct. There are nine different entities that gave us their quantities and we put the bid together and submitted. Once our contract is in place, it will be a Cooperative Contract for them to use.

Commissioner Miller said this will really help out our neighboring Counties.

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.

**4. First reading; Partial Award Bid 27-10JUN14 – Purchase of Service Contracts for
Community Children’s Services – Child Advocacy Services**

Melinda Bobbitt read the following memo:

Request for Proposal 27-10JUN14 – *Purchase of Service Contracts for Boone County Community Children's Services* closed on July 10, 2014. 33 proposal responses were received.

The following is a partial recommendation of contract award. More contracts will follow at a later date. The contract file will become part of public record as soon as we have completed negotiations of contracts.

Heart of Missouri CASA

Child Advocacy Services

Contract from date of award through December 31, 2015 with two, optional one-year renewals \$90,000

Invoices will be paid from department 2161 – CCS Funding Opportunities, account 71106 – Contracted Services.

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.

5. Second reading; Sole Source Approved Vendor List for 2015 (1st read 12-18-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to renew the attached list of sole source vendors for another year, ending on December 31, 2015.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #587-2014**

6. Second reading; Contract Amendment Number One to 34-29JUL14 – Vehicle Preventative Maintenance Term & Supply (1st read 12-18-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to 34-29JUL14 – Vehicle Preventative Maintenance Term & Supply.

The terms of this amendment are stipulated in the attached Contract Amendment Number One. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #588-2014**

7. Second reading; Sheriff's Department request for equipment transfer to Cooper County Sheriff (1st read 12-18-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the request by the Sheriff's Department to transfer one K-9 insert for a Ford Crown Victoria to the Cooper County Sheriff's department.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Transfer form.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #589-2014**

8. Second reading; Bid Award MM66 – Bituminous Materials Term & Supply (1st read 12-18-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby award bid MM66 – Bituminous Materials Term & Supply to Missouri Petroleum Products Co., Vance Brothers, Inc. and Coastal Energy Corporation. The County will order each product from the Contractor offering the lowest price during each 4-month term of the contract.

The terms of the bid award are stipulated in the attached Purchase Agreements. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreements.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #590-2014**

Auditor

9. Public Hearing and second reading; Budget Amendment – Establish budget for 911 Radio and Technology (1st read 12-11-14)

Commissioner Atwill opened the Public Hearing and asked if there is anyone present that would like to speak on this budget amendment issue. There were no speakers and Commissioner Atwill closed the Public Hearing.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment by the Auditor's Office to establish appropriations for a radio tower, radio system and other technology associated with the new 911 Facility.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
410X*	Various*	911/OEM Facility	Radio & Technology Accts		8,650,000

* Specific cost center numbers and account numbers to be determined and assigned by the Auditor's Office

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #591-2014**

Human Resources

10. 1st & 2nd reading; Request to hire above Flexible Hiring Rate for position number 535, Commission Secretary

Jenna Redel-Reed said that this is a request to hire above the Flexible Hiring Rate for position 535, Commission Secretary.

The Commission Secretary position, position number 535, was vacated on 12/5/14. This vacancy is the fourth since May 2012. The reason cited by the most recent departing employee was that she was offered a secretary position with another agency paying approximately \$5,000 more annually than she was making with the County.

The 2015 pay range for the Commission Secretary position is \$26,582 (\$12.78 p/h) to

\$39,894 (\$19.18 p/h). The Flexible Hiring Rate (FHR) for this position is \$28,246.40 (\$13.58 p/h). The starting pay requested is \$31,499.50 (\$15.15), with an additional \$1,575 appropriated for a potential probationary or merit increase in 2015.

The candidate in question comes to this position with significant prior experience. She has worked in management positions for more than 40 years. Her prior experience includes work as a bank Vice-President, work that involved a high degree of skill in coordinating projects and problem solving. Those skills will be regularly put into play in the Commission's position. The candidate also has shown a tendency toward longevity in her prior positions, working for one employer for 30 years and another employer for almost 10 years.

The Commission's alternative choice in applicant has a salary demand of \$32,000. Position 535 was flagged by the Commission for review in the salary study. The Commission intends to have the PAC evaluate the position for a rise in the page range in 2015.

The City of Columbia pays:

- Administrative Support Assistants- \$25,070 to \$35,098, with hiring flexibility to \$30,084
- Senior Administrative Support Assistants- \$27,577 to \$38,607, with hiring flexibility to \$33,092.
- Administrative Technicians- \$34,126 to \$47,777 with hiring flexibility to \$40,951

The University of Missouri pays:

- Administrative Assistants- \$26,998.40 to \$43,305.60, with flexibility to hire to \$35,193
- Executive Staff Assistant - \$34,403 to \$58,593

Other Boone County Secretaries

- \$30,950 (2014)
- \$31,657 (2014)

So, this request for \$31,499 is right in the ballpark of the other secretaries.

There were no comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the request to hire above the flexible hiring rate for position number 535, Secretary, County Commission, and does hereby authorize an appropriation of \$33,074.48 for the salary of said position. The designated appropriation will cover the hiring salary and any probationary and/or merit increase for the position in 2015.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #592-2014**

13th Judicial Court

11. Public Hearing and second reading; Budget Amendment to attend training for the purpose of Limited Driving Privilege Certification (1st read 12-9-14)

Commissioner Atwill opened the Public Hearing and asked if there is anyone present that would like to speak on this budget amendment issue. There were no speakers and Commissioner Atwill closed the Public Hearing.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment by the 13th Judicial Court for the

Alternative Sentencing team members to attend training for the purpose of Limited Driving Privilege certification.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2830	3451	Circuit Drug Court	State Reimbursement		16,270
2830	37220	Circuit Drug Court	Travel to Training		6,295
2830	37230	Circuit Drug Court	Meals/Lodging		9,975

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #593-2014**

Resource Management

12. Second reading; Consultant Services Contract with Howe Company, LLC (1st read 12-18-14)

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the attached General Consultant Services Agreement with Howe Company, LLC.

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

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #594-2014**

Sheriff's Department

13. First reading; Subrecipient Monitoring Agreement between the City of Columbia and the County of Boone

Captain Martin said the Sheriff's Department is requesting Commission approval of the Subrecipient Monitoring Agreement between the City of Columbia and the County of Boone. It is for the 2014 Justice Assistance Grant disbursement to the City of Columbia. The agreement has been drafted by County Counsel and approved by the city council and presented to Commission today.

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.

Commission

14. Second reading; 3rd Quarter Public Safety/Joint Communication Invoice (1st read 12-18-14)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached invoice from the City of Columbia in the amount of \$593,842.02 pertaining to operating costs of the Joint Communications Center for the period July through September, 2014.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #595-2014**

15. 1st & 2nd reading; 2015-2016 Commission Assignments

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby adopt the 2015 – 2016 Commission Assignments per the attached assignment listing.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #596-2014**

16. 1st & 2nd reading; Consultant Services with A Civil Group for work at the CMEC

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached General Consultant Services Agreement with A Civil Group to bring the CMEC into DNR compliance.

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

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #597-2014**

17. Public comment

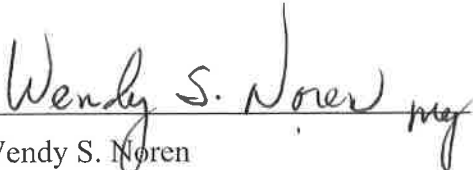
None

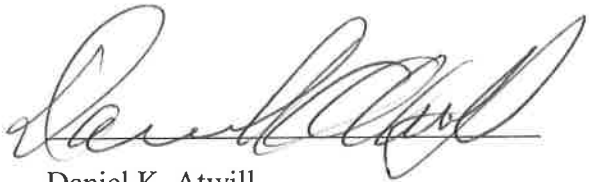
18. Commissioner Reports

None

The meeting adjourned at 9:50 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