

TERM OF COMMISSION: March Session of the January Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Accountant II Heather Acton
Director Human Resources Jenna Redel
Director Information Technology Aron Gish
Director Resource Management Stan Shawver
Senior Buyer Liz Palazzolo
Senior Administrative Assistant Diane Buchmann

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

Purchasing

1. First Reading; Bid Award: 03-18FEB20 – Pursuit Tires-Goodyear Brand – Term and Supply for the Boone County Sheriff’s Department

Commissioner Atwill noted that the agenda was rather long and in light of the urgency of the COVID-19 crisis, suggested that all these Purchasing items be approved for a second reading unless there were any comments or questions by the other Commissioners.

There were no comments or questions from the Commission.

Each item has the appropriate memo inserted

Memo:

Request for Bid RFB 03-18FEB20 solicited bids for pursuit tires for the Boone

County Sheriff's Department. One bid was received from Pomp's Tire Service, Inc. of Columbia, Missouri. A late bid was received from McKnight Tire of Columbia, Missouri but it could not be considered because it was late, not sealed, and otherwise indicated that pricing was not firm. The bid from Pomp's Tire Service, Inc. meets all requirements and is acceptable to the Sheriff's Department for award of contract.

It is noted for the record that the County Purchasing Department tried to obtain competitive bids by advertising the RFP and posting it on the Purchasing website.

The initial contract period will run from the Date of Award through One Year and includes three (3) one-year renewal options.

Payment will be paid from the following Department/Account codes:

Department 1251, Sheriff/Account 59105 – Vehicle Repairs/Maintenance –
Total: \$ 19,238.00

Department 1255, Corrections/Account 59105 – Tires: \$ 1,541.00.

2. First Reading; Contract Amendment One: 178AN-TISA2018 MiCTA Agreement with CenturyLink

Memo:

Amendment #1 to contract 178AN-TISA2018 for CenturyLink Products and Services with CenturyLink Communications, LLC that was awarded February 11, 2020 (Commission Order 76-2020) is being amended to add additional terms.

All other terms, conditions and prices of the original agreement remain

unchanged.

This is a Countywide Term and Supply contract.

3. First Reading; Contract Amendment Two: 54-18DEC15 for Electronic Media Storage

Memo:

Contract 54-18DEC15 for Electronic Media Storage that was awarded January 19, 2016 (Commission Order 24-2016) is being amended to assign the contract from Underground Records Management, LLC to Retrievox, Inc.

All other terms, conditions and pricing of the original agreement remain unchanged.

Invoices will be paid from

Department 1170: Information Technology/Account 71000 - Outside Services - \$5,000.00

Department 2703: Information Technology – Boone County Joint Communications/ Emergency Management/Account 71100 – Outside Services - \$200.00.

4. First Reading; Cooperative Contract: SW196 – Agriculture, Trees, and Brush Maintenance Equipment

Memo:

Road & Bridge requests permission to utilize the State of Oklahoma Cooperative

Contract SW196 to purchase one (1) John Deere 6130M Cab Tractor with Diamond Mowers 22' Rear Cradle Boom Mower from Sydenstricker Nobbe Partners, Inc.

Cost of contract is \$153,301.86 and will be paid from department 2040 – RB Maintenance Operations, account 92300 – Replacement Equipment.

This is a replacement purchase and the 2020 budgeted amount was \$149,000.00. The budgeted sale price was \$35,000.00, yielding a net cost of \$114,000.00

The contract price is \$153,301.86 minus the sale price of \$35,000.00, yielding a net cost of \$118,301.86.

The Purchasing Department requests permission to dispose of the following surplus by sale:

2013 John Deere 6125M Tractor with fixed asset tag 18625

Road & Bridge requests to utilize parts making up the following surplus for repairs to units of the same type:

Tiger – Bengal 50" Boom Mower Assembly with fixed asset tag 18623

Attached is the Disposal Form for signature.

5. First Reading; Vehicle Surplus Disposal

Memo:

Following are vehicles that will be replaced. The Sheriff's Department requests

Commission approval for disposal through the Missouri Auto Auction. Our contract with MO Auto Auction is 15-24APR15 – Auction Services for Surplus Vehicles.

AUCTION THROUGH MISSOURI AUTO AUCTION				
Year	Description	Approximate Mileage	VIN #	Condition
2013	Ford Intercepter Utility (18440)	126,000	1FM5K8AR0DGC63643	Fair
2014	Ford Intercepter Utility (19301)	118,000	1FM5K8AR3EGC38494	Fair
2014	Ford Intercepter Utility (19303)	122,000	1FM5K8AR7EGC38496	Fair
2014	Ford Intercepter Utility (19305)	122,000	1FM5K8AR9EGC38497	Fair
2014	Ford Intercepter Utility (19306)	112,000	1FM5K8AR2EGC27003	Fair
2014	Ford Intercepter Utility (19307)	122,000	1FM5K8AR4EGC27004	Fair

Auditor

6. **First Reading; Budget Amendments: Increase appropriations for revenue & expenditures for higher volume of indigent burials & increased reimbursement**

Heather Acton was present to speak on all the Auditor items.

Commissioner Parry asked if any of these were related to the COVID-19 crisis, and seeing none, suggested they all be approved for second readings at the next available commission meeting.

All three Commissioners agreed.

7. First Reading; Budget Amendment: Increase Funds to cover Out of County Housing for 2019

See item 6

8. First Reading; Budget Amendment: Account for 2019 Insurance claim activity of revenue and expenditures not budgeted; PW-Insurance Claim Activity

See item 6

9. First Reading; Budget Amendment: Account for 2019 Insurance claim activity of revenue and expenditures not budgeted; Facilities Maintenance

See item 6

10. First Reading; Budget Amendment: Account for 2019 Insurance claim activity of revenue and expenditures not budgeted; 911/EM

See item 6

11. First Reading; Budget Amendment: Account for 2019 Insurance claim activity of revenue and expenditures not budgeted; Insurance Claim Activity

See item 6

Information Technology

12. First & Second Reading; Request for Mobile Data Terminals Replacement

Commissioner Parry asked if this item was related to COVID-19.

Aron Gish said no it is not. If the County does not purchase them, it will lose the model number, so it is a time sensitive situation.

Commissioner Parry said the emergency remote connection software is COVID-19 related, as well as the budget revision that goes with it.

Gish said that is correct.

Commissioner Thompson wanted clarification that those two items, are being tracked for possible reimbursement purposes.

Gish said yes.

There were no more comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the request by the Information Technology Department to change the budget quantity for Mobile Data Terminals from 11 to 14 per the attached memorandum.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #133-2020**

13. First & Second Reading; Request to purchase emergency remote connection software

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the request by the Information Technology Department to purchase emergency remote connection software as requested in the attached memorandum.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #134-2020**

14. First & Second Reading; Budget Revision: Transfer of funds to complete the purchases of emergency remote connection software

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the following budget revision from the Information Technology Department to move funds from account 86800 (Emergency) for the following departments: 1123 (Emergency & Contingency), 2010 (Assessment), 2700 (911/EM General Sales Tax), 2160 (Community Children's Services), and 6100 (Facilities Maintenance) to account 70050 (Software Service Contract) for the following departments: 1170 (Information Technology), 2010 (Assessment), 2701 (Joint Communication Operations), 2702 (Emergency Mgmt Operations), 21600 (Community Children's Services), and 6100 (Facilities Maintenance) to complete the purchases for emergency remote connection software.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1123	86800	Emergency & Contingency	Emergency	13,1100	
1170	23810	Information Technology	Software Untagged (23)		13,110
2010	86800	Assessment	Emergency	6,840	
2010	23810	Assessment	Software Untagged (12)		6,840
2700	86800	911/EM General Sales Tax	Emergency	3,420	
2701	23810	Joint Communications Operations	Software Untagged (2)		1,140
2702	23810	Emergency Mgmt Operations	Software Untagged (4)		2,280
2160	86800	Community Children's Services	Emergency	2,280	
2160	23810	Community Children's Services	Software Untagged (4)		2,280
6100	86800	Facilities Maintenance	Emergency	192	

6100	23810	Facilities Maintenance	Software Untagged (2)		192
				25,842	25,842

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #135-2020**

Human Resources

15. **First & Second Reading; Approve Temporary amendments to County Policies 2.6 and 4.5**

Jenna Redel said these temporary amendments allow Commission to award sick leave for the hours the Government Center will be going to minimal staffing levels due to the COVID-19 crisis. In addition, the sick leave policy is being amended to expand the reasons that employees are allowed to use sick leave. The last part of the order, number 9, is in response to the Families First Coronavirus Response Act. This is an attempt to make sure the County is compliant. There are specific reasons the Response Act allows people to use the 80 hours of sick leave that was just mandated all employers provide.

There were no comments or questions from the Commission.

Commissioner Parry moved on this day, the County Commission of the County of Boone does hereby approve the following temporary amendments to Boone County Personnel policies 4.5 and 2.6. (Added language is in bold)

4.5 Emergency Closing of County Services and Buildings

If the Boone County Commission makes the decision to close County offices and departments, or recommends offices and departments go to minimum/essential staffing

levels, for any reason or circumstance deemed appropriate or necessary, all employees will receive one (1) hour additional **sick leave for each hour County operations are suspended up to a maximum of eight (8) hours per normally scheduled work day for full time employees (and a proportional amount for employees in positions budgeted at less than full-time). Employees in Offices and Departments that are required to stay open, or employees who are designated by their Administrative Authority as essential for minimum staffing level purposes**, will receive the same amount of sick leave hours added to their balances.

In addition, employees who are in Offices and Departments that close have the options listed in County policy 4.4 Inclement Weather. This policy does not apply when the offices and departments are closed for official paid holidays.

And;

2.6: Sick Leave

Employees may use sick leave under the following conditions:

The employee is unable to perform his or her duties due to illness or injury.

Medical or dental care of an employee or dependent (immediate family).

The employee has been exposed to a contagious disease(s) and may endanger others through contact.

Illness of employee's spouse, child, mother, father, brother, sister, legal wards, mother-in-law, and father-in-law requiring the employee to attend or care for such individual under the directives of a licensed physician.

Pre-natal and post-natal care under the directives of a licensed physician.

Additional Temporary COVID-19-Related Conditions:

- 6) **To care for a dependent child who has been impacted by the temporary closure of their school or childcare facility due to COVID-19.**
- 7) **To offset a shortfall in hours worked when the employee's Administrative Authority has decreased office staffing levels and ordered the employee to not report to work.**
- 8) **When the employee self-quarantines while awaiting COVID-19 testing results or due**

to their status as a person at higher risk of harm due to a chronic medical condition like heart or lung disease, diabetes, or advanced age (age 70+).

While under self-quarantine, employees are expected to stay home, except to take care of necessary activities such as grocery shopping, health care, or pharmacy visits and to avoid non-essential contact with others.

9) Due to an employee's current diagnosis of COVID-19 infection, quarantine as instructed by a health care provider, to care for another person who has COVID-19, or is under a health care directed order to quarantine due to COVID-19, or any other condition defined as an "emergency leave day" circumstance in the Families First Coronavirus Response Act.

These temporary policies will remain in place until rescinded through a subsequent Commission order.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #136-2020**

16. First & Second Reading; Commission staffing recommendation in response to COVID-19

Jenna Redel said following the amendment of County Policy 4.5 to allow sick leave to be awarded, this order recommends County offices go to minimum or essential staffing levels for the period from 12:01 am, Friday, March 20th, through 11:59 pm on Sunday April 5th.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does recommend Boone County Government offices and departments go to minimum/essential staffing levels for the period from 12:01 am on Friday, March 20, 2020

through 11:59 pm on Sunday, April 5, 2020, Pursuant to County Policy 4.5, which reads:

4.5 Emergency Closing of County Services and Buildings

If the Boone County Commission makes the decision to close County offices and departments, or recommends offices and departments go to minimum/essential staffing levels, for any reason or circumstance deemed appropriate or necessary, all employees will receive one (1) hour additional sick leave for each hour County operations are suspended up to a maximum of eight (8) hours per normally scheduled work day for full time employees (and a proportional amount for employees in positions budget at less than full-time).

Employees in Offices and Departments that are required to stay open, or employees who are designated by their Administrative Authority as essential for minimum staffing level purposes, will receive the same amount of sick leave hours added to their balances.

In addition, employees who are in Offices and Departments that close have the options listed in County policy **4.4 Inclement Weather**. This policy does not apply when the offices and departments are closed for official paid holidays.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #137-2020**

17. First & Second Reading; Request to add a part-time, temporary Planning & Preparedness Specialist position in the Office of Emergency Management

Commissioner Atwill explained that Chad Martin has requested to hire a person for planning and preparedness and has a person who is well qualified to do that on a temporary basis, who happens to be Geoff Jones' wife.

Commissioner Thompson said she is great. She has been doing that kind of work through the City and has been involved in multiple large events that need this kind of preparation

and planning skill set.

Jenna Redel said she believes that the budget impact for this would be at a maximum about \$15,000. It will likely come in substantially less than that though.

There were no more comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the request to add a temporary, part-time, Planning and Preparedness Specialist position (Range 35) to Emergency Management Operations. This position is a temporary addition due to the need to respond to the COVID-19 pandemic. The position will be eliminated from the office at the conclusion of the COVID-19 emergency event. It is estimated that the position will be needed for 500 hours or less. This Order further authorizes the Budget Officer to shift relevant funds from contingency into the appropriate budgetary accounts.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #138-2020**

Resource Management

18. First & Second Reading; Release Security Deposit: Stormwater BMP Activities at Midway Heights Elementary Sewer Project

Stan Shawver said this is to release the security deposit for stormwater for work that was being done with the Midway Heights Elementary sewer project. The work has been completed as required.

There were no comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby release a Cash Deposit from the Boone County Treasurer in the amount of \$20,103.90. Said deposit was issued on behalf of Columbia Public Schools for stormwater improvements, located at 8130 West Hwy 40, Columbia, Missouri. The work has been completed as required. The original Commission Order accepting the Cash Deposit is 230-2018.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #139-2020**

Road & Bridge

19. Second Reading; Bass Lane Chip & Seal Pilot Project: Endovac (1st read 3-17-20)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Chip & Seal Surface Pilot Agreement between Boone County and AEM Diversified Investments, LLC.

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

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #140-2020**

Commission

20. EMERGENCY ADDITION TO AGENDA: First & Second Reading; Resolution Concerning COVID-19 and Requesting Appropriate Orders from the Boone County Health Director

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby adopt the attached Resolution addressing the COVID-19 public health crisis.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #141-2020**

Commissioner Thompson said it is important for the public to understand that this is based on the authority of the Health Department and the Commission is relying on the information received from the Health Department in order to reach the conclusion for this.

21. Second Reading; Real Estate Contract: City of Columbia for the transfer of the CMEC/Fairgrounds property (1st read 3-17-20)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Contract for Sale of Real Estate between Boone County and the City of Columbia.

Terms of the agreement are stipulated in the attached Contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract for Sale of Real Estate.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #142-2020**

22. Public Comment

None

23. Commissioner Reports

Commissioner Parry wanted to make note of the work being done by department heads in the County to allow work to be done remotely when possible. The Emergency Management Department has been coordinating a number of calls involving all stake holders.

Commissioner Parry thanked Commissioner Atwill for his leadership and pulling all of that together.

Commissioner Atwill said the Commission has relied heavily on the Health Department and Emergency Management and they have performed exceedingly well. Not all counties have the luxury of having those departments as Boone County does. There is a lot left to do. It should be noted that Emergency Management has been activated in a fashion that is virtual, which means that contact is made with all the emergency organizations that do operational activities, which would include fire, police, and ambulance, and having virtual meetings every day for updates on all different parts of the County. It is a very challenging time for all people involved as things are changing on an hourly basis. This will be a challenging time for local government. Beginning tomorrow, the Government Center will be down to less than half of its normal staff and hopefully, essential functions can carry on.

Commissioner Thompson said the other piece of this is the impact this is going to have on local businesses. This is going to have a huge impact on local businesses. Then, the school systems. This shows how interconnected all the systems are and that part of the message the County must give to the citizens is to not forget their neighbors. People will need help. As stressed as everyone may be coming up against walls with this, there are people coming up against greater walls.

The meeting adjourned at 1:52 p.m.

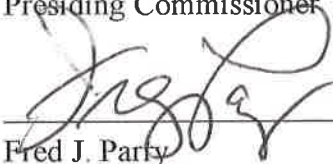
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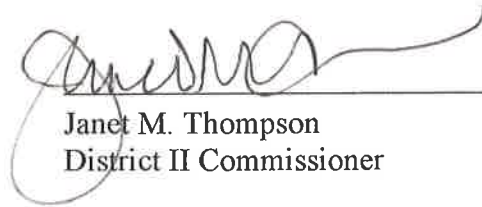
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parfy
District I Commissioner



Janet M. Thompson
District II Commissioner