

TERM OF COMMISSION: June Session of the April Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center  
Room 301

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
Buyer Robert Wilson  
Deputy Director EMO Christopher Kelley  
Director Community Services Joanne Nelson  
Director Human Resources Jenna Redel  
Director Purchasing Melinda Bobbitt  
Senior Account./Financial Analyst Caryn Ginter  
Deputy Clerk Michelle Thompson

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

**Conference Call Information:**

**Number: 425-585-6224 Access Code: 802-162-168**

**Purchasing**

**1. First Reading; RFP Award: 13-03APR20 – eProcurement Services**

Robert Wilson read the following memo:

Request for Proposal 13-03APR20 - eProcurement Services closed on April 3, 2020. Eight proposal responses were received.

The evaluation committee consisted of the following:

Melinda Bobbitt, Director of Purchasing

Liz Palazzolo, Senior Buyer

Dave Eagle, Purchasing Specialist

The evaluation committee recommends award to Ion Wave Technologies, Inc. of Springfield, Missouri per the attached Evaluation Report. Total cost of the subscription contract through December 31, 2020 is \$6,000 and will be paid from 1170 - Information Technology, 70100 - Software Subscriptions. The budget included \$16,000 for the annual subscription and \$8,000 for one-time implementation costs.

The contract includes electronic bidding and vendor management, RFP evaluation scoring, and contract management. The Purchasing Department will now be able to receive bid responses from vendors electronically and obtain electronic bid tabulations. The electronic system provides management of vendor contract and Insurance Certificates where the system notifies the County and vendor of approaching expiration dates. The vendor is also offering the RFP evaluation and scoring module free for the remainder of this year.

The contract is through December 31, 2020 and has four one-year renewal periods.

Melinda Bobbitt explained that eight proposals were received. Three of those were knocked off the list because they were over budget. One more was knocked off because the email sent to them bounced back. The City of Columbia also uses Ion Wave.

Wilson said there was a 5-year cost evaluation done. Ion came in the cheapest and there are options for add-ons if later desired.

There were no comments or questions from the Commission.

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; Cooperative Contract: 200203 – Security Systems Products and Services**

Melinda Bobbitt read the following memo:

Information Technology requests permission to utilize the TIPS cooperative term and supply contract 200203 with American Digital Security, LLC of Kansas City, Missouri to provide Security Systems Products and Services on an as needed basis. This is a Term and Supply contract for our Information Technology department.

The initial contract period is May 1, 2020 through April 30, 2023 and has one additional one-year renewal period.

There were no comments or questions from the Commission.

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. Second Reading; Contract Amendment Three: 08-01MAR16 – On-Line Computer Legal and General Research Services (1<sup>st</sup> read 6-2-20)**

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number Three to Contract

08-01MAR16 – On-Line Computer Legal and General Research Services.

Terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number Three.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #248-2020**

**Auditor**

**4. First Reading; Budget Revision: Reclassify funds budgeted in contingency for e-Procurement software**

Caryn Ginter explained this was related to the first item Purchasing read. This is just to move the funds to the correct account to make the purchase for the e-Procurement software.

There were no comments or questions from the Commission.

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.

**Emergency Management Operations**

**5. First Reading; Grant Subaward Agreement: 2019 Homeland Security Grant-Mid Missouri Regional Planning Commission**

Christopher Kelley explained this was the subaward for the 2019 grant. This is for servicing load testing of the towable power electrical generators. With Commission approval, EMO will be able to receive this through Homeland Security via the Mid-Missouri Regional

Planning Commission.

Commissioner Atwill asked if there was a cost to the County.

Kelley said no match is required for this.

There were no more comments or questions from the Commission.

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; Grant Applications: 2020 Homeland Security Grant-Mid Missouri Regional Planning Commission**

Christopher Kelley explained there were four grants being submitted to Homeland Security through the Mid-Missouri Regional Planning Commission. EMO is putting in four grant requests for the following items: two diesel water trash pumps which would be deployed in a flood situation; a towable light tower; satellite service being requested, which is just to sustain the current satellite service the County's EMO already has; and then there is general load testing service which is sustaining the continuation of that service. There is no cost match to the County on these.

Commissioner Parry asked if these items were budgeted for in 2020.

Kelley explained that this is sort of trickle-down money that Homeland Security then allots to the Regional Planning Commissions. Everyone puts in a wish list of sorts for items. The continuation of services will more than likely be received; it will be up to the committee to make decisions on the equipment items requested. These items will have no effect on the County budget.

There were no more comments or questions from the Commission.

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.

### **Human Resources**

#### **7. First & Second Reading; Approve request to temporarily deactivate position 776, Crime Victim Specialist and reactivate position 824, Victim Assistant**

Jenna Redel explained that Jessica Watson was previously in position 776, and since she has taken on a new position, there is an opening in that position and there is an intern in the office that is a good candidate for it. However, the person does not yet meet the requirements for that position, so the Prosecuting Attorney's Office is requesting to deactivate that position and reactivate position 824, Victim Assistant, which does not require a Master's in Social Work as the Crime Victim Specialist does. This candidate will be starting work on their Master's degree in the fall to work toward those qualifications and at the time those qualifications are met, the Prosecuting Attorney's Office would reactivate position 776.

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 hereby approve a request for authorization to temporarily deactivate position 776, Crime Victim Specialist, Department 1262 (Classification Code 502200, Range 37), and re-activate position 824, Victim Assistant (Classification Code 502100, Range 25), and authorizes the Prosecutor's Office to reverse this change at a later date. The Prosecutor anticipates requesting to convert the position back if the position becomes vacant or the employee in the position attains the qualifications necessary for the Crime Victim Specialist position. In the latter situation, the Prosecutor will request the change during the annual

budget process.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #249-2020**

**8. First & Second Reading; Approve request to convert position 570, Control Room Officer PT Pool to a part-time, non-benefitted, Account Specialist III**

Jenna Redel explained this position is currently a part-time pool position. Pool positions are designed so that there can be multiple people working the same position but as far back as Human Resources can see, there has only been the one person in the position. So, this is essentially just some housekeeping to get this position correctly set up in the system. The work this person is doing is consistent with an Account Specialist workload, so it is being requested to convert it to an Account Specialist III.

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 approve a request for authorization to convert position 570, Control Room Officer PT Pool (Classification Code 900600, Range 28), Corrections, to a part-time, non-benefitted, Account Specialist III position (Classification code 100300, Range 25), to be budgeted for 400 hours a year.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #250-2020**

**Resource Management**

**9. Second Reading; General Consultant Services Agreement: Simon Oswald**

**Associates Inc. (1<sup>st</sup> read 6-2-20)**

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached General Consultant Services Agreement between Boone County and Simon Oswald Associates, Inc.

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 #251-2020**

**10. Second Reading; Stormwater Agreement & Performance Bond: Midway USA 40/J  
Campus (1<sup>st</sup> read 6-2-20)**

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached Erosion and Sediment Control Security Agreement and Performance Bond between the County of Boone and 40-J LLC & 40 & J Development LLC.

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

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #252-2020**



**Commission**

**11. Public Comment**

None

**12. Commission Reports**

None

The meeting adjourned at 1:51 p.m.

Attest:



Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner