

TERM OF COMMISSION: July Session of the July Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Director of Purchasing Melinda Bobbitt
Director of Community Services Joanne Nelson
Project Manager Kari Hoehne
Budget Administrator Kelle Westcott
Deputy County Clerk Jodi Vanskike

Conference Call Information:

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

The meeting was called to order at 9:30am.

Resource Management

- 1. First Reading: Budget Amendment Department 1710 – Additional funds needed to do the planning records digitization project**

Budget Administrator Kelle Westcott stated in this year's budget Resource Management was allocated funds to have records digitized and put on easily accessible documents. Ms. Westcott stated the vendor came in and did a walk through, saw the number of documents they were talking about and gave an estimate based on what he saw. Ms. Westcott stated \$10,000.00 will cover the entire project in a single year. Ms. Westcott stated the digitization of the building permits were completed a couple months ago and when they signed off on the final invoice, they released \$10,000.00, so the request is to shift that amount to the planning documents.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Community Services

2. First Reading: Missouri Foundation for Health Grant

Director of Community Services Joanne Nelson stated Community Services was recently awarded a grant from the Missouri Foundation for Health for \$58,107.00 for the program “Bringing results, basic accountability, to Boone County.” Director Nelson stated the goal is to start in late summer 2022 and this funding will allow the Community Services Department to work with Clear Impact, the developers of the RBA, which is the same curriculum that they use with Upward Mobility. Director Nelson stated the goal is to support learning labs to train the community on how to utilize results-based accountability in their office or programs. Director Nelson stated the goal is to train 75 individuals who can utilize this curriculum.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Information Technology

3. First Reading: Request to reallocate a position within the department structure

Commissioner Aldred read the following memo: This request is to reallocate funding for a vacant Programmer position to a Systems Administrator position. The programmer position (886-1173) is a stacked position and can be hired as a Senior Programmer or the lower range of Programmer. If approved, the Programmer position would be moved on the IT Department structure and moved to a Systems Administrator. This position is also a stacked position and can be hired as an Associate Systems Administrator or the higher ranged position of Systems Administrator. I have attached an org chart that visually represents the position move and the budget impact estimate from the Auditor’s office.

The total budget impact for an entire year would be an increase of \$1,742.00. This compares both positions filled at the higher range of the stacked positions. I appreciate your consideration regarding this matter.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

4. **First Reading: Budget Amendment – Dept 1172 – This is to cover Amendment #4 03-13APR 17 - ERP System Selection Project for additional consulting & project management services**

Project Manager Kari Hoehne stated this is the Budget Amendment for the Amendment that was approved last week. Ms. Hoehne stated the ERP project has been extended at the request of the committee and this budget amendment is for additional consultant hours needed.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

13th Judicial Circuit Court

5. **Second Reading: Budget Amendment - Dept 1245 - Multi-Track DWI Court Grant (First Read 06.30.22) Open Public Hearing**

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the Budget Amendment for Department 1245, 13th Judicial Circuit Court, for year one of a four-year award of funds that were rolled over from 2021.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #309-2022**

Purchasing

6. **First Reading: Computer and Peripheral Surplus Disposal**

Director of Purchasing Melinda Bobbitt read the following memo: The Purchasing Departments requests permission to dispose of the attached list of surplus pc's, peripheral equipment, unworking air conditioners, file cabinets, and other miscellaneous items through MRC Recycling Center. MRC Recycling will pick up our surplus for \$50.00 per load. Tubed monitors and TV's cost extra. There is also an extra charge for items with freon. They are a State of Missouri, DNR Level Four recycling center. No computer items are land-filled. Purchasing will obtain a Certificate of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

Prior to Computer surplus coming to Purchasing for disposal, Information Technology has removed the hard drives for destruction by their department. Their procedure for PC disposal is: Once all the data is copied or recovered for the user, IT removes the hard drive and memory from the PC. The memory is held to be used for upgrading other PCs at the county that can benefit. IT sometimes removes parts that can be used as spare if the model is current enough. (ie Power Supplies, Video Cards, etc.) The hard drive is held for a minimum of 30 days in case a user identifies something is missing. After 30 days IT may reuse the hard drive in other County

pc's if there are failures. If a hard drive goes unused or fails and IT needs to physically dispose of it, they drill a 5/8" hole through the drive and the data platters. Once IT has collection of "drilled" drives, they deliver them to PC recycling vendor, MRC Recycling Center.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

7. First Reading: Sole Source Approval for the purchase of a subscription for User Licenses for Tier-4 Bridge 4PS PRO software from Mobility 4 Public Safety for the Boone County Office of Emergency Management

Director of Purchasing Melinda Bobbitt read the following memo: Attached for signature and approval is Sole Source Request Form 161-123 I 22SS for the 277 user licenses for Tier-4 Bridge 4PS PRO from Mobility 4 Public Safety of Kirkwood, Texas. The Purchasing Department requests approval of Single Feasible Source contract I 61- I 23122SS that is being established on behalf of the Boone County Office of Emergency Management. The sole source form is attached for Commission approval. Tier-4 Bridge 4PS PRO is a secure nationwide public safety collaboration platform. The single feasible source has been advertised in both the Missourian and the Columbia Tribune. No other vendors have come forth to indicate that they are able to provide it.

The contract period will run from August 01, 2022, through July 31, 2023. There are five (5) one-year renewal options available after this initial period.

Payments will be paid from the 2702 - Emergency Management Operations/70100 - Software Subscriptions: \$14,958.00

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

8. First Reading: Award of Co-Op Contract R190303 - Office Supplies, Related Products & Services (FE C000439)

Director of Purchasing Melinda Bobbitt read the following memo: Purchasing requests permission to use contract R190303 with Office Supplies, Related Products & Services with Office Essentials of St. Louis, Missouri. The contract has been established as a cooperative contract through Omnia Partners. As the title suggests, the contract provides a variety of office supplies, related products, and services.

The contract period runs July 01, 2022, through June 30, 2024. There are five (5) one-year renewal options available subsequent to this initial period.

This is a Countywide Term and Supply contract.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

9. First and Second Reading: Contracts Signed by the Purchasing Director for June 2022

Director of Purchasing Melinda Bobbitt read the following memo: Attached is the list of Contracts and Amendments that were awarded in June 2022 and signed by the Purchasing Director.

The Notice of Awards that explains the justification for award is posted on our web page at www.showmeboone.com /Purchasing/Notice of Awards. The Bid Tabulation listing the Bidders/Offerors with pricing is also posted there. These contract documents have been added to the Boone County Clerk bid file.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby acknowledge the attached report documenting the contracts approved by the Purchasing Director as the County's Purchasing Agent (as designated in Commission Order 114-2022) during the month of June 2022.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #310-2022**

10. Second Reading: Amendment #1 to Co-operative Contract 64/2022 for Uniform and Promotional Clothing Items with Diggitt, LLC (First Read 07.07.22)

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve Co-operative Contract 64/2022 for Uniform and Promotional Clothing Items that was awarded June 23, 2022 by Commission Order 266-2022.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #311-2022**

11. Second Reading: Cooperative Contract: 00318 (FE Contract # C000440) – Public Safety Communications Products, Services, and Solutions with Aviat U.S., Inc. Cooperative Contract used to purchase Microwave Radios for Joint Communications (First Read 07.07.22)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve an agreement with Cooperative Contract: 00318 (FE Contract # C000440) – Public Safety Communications Products, Services, and Solutions with Aviat U.S., Inc. This Cooperative Contract is used to purchase Microwave Radios for Joint Communications.

The terms of the agreement are set out in the attached contract and the Presiding Commissioner is authorized to sign the same.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #312-2022**

Commission

12. Public Comment

None

13. Commissioner Reports

Commissioner Thompson stated she got information from CCAM that they are coming up on their annual board meeting in which they look at training that will be offered to all County Commissioners. Commissioner Thompson stated, from all the comments accumulated for the board to consider, the most prevalent comment by all the Commissioners who attended was how great the presentations by CJ Dykhouse were. Commissioner Thompson stated as you went down each page, there were more comments about how great he was. Commissioner Thompson stated it was good for CJ and good for Boone County.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Justin Aldred
District I Commissioner

A handwritten signature in black ink, appearing to read "Janet M. Thompson", is written over a horizontal line. The signature is cursive and includes a large loop at the beginning.

Janet M. Thompson

District II Commissioner