

Greene County Commission Briefing  
Commission Conference Room  
1443 N. Robberson, 10<sup>th</sup> Floor  
January 17, 2019, 9:30 a.m.

Present: Michelle Hunt, Laura Merriman, Miriam Minter, Chris Mericle, Shane Schoeller, Cindy Stein, Kate Morris, Chris Coulter, Kevin Barnes, Franz Williams, Harold Bengsch, Donna Barton, Madison McFarland, Lorrie Bruer, Bob Dixon, Ray Earnest and Dr. Keith Norton.

Purchasing Director Chris Mericle presented for vote a request for a single source purchase for election ballots. He said Elkins-Swyres is a feasible source since the feasible single source requirement in this case is that it needs to be close in enough to print more ballots in case there is a timely need for more. County Clerk Shane Schoeller agreed with this recommendation, noting that Elkins-Swyres already has an established relationship with the ballot software company under contract, E, S & S (Elections Systems and Software). Auditor Cindy Stein also confirmed that she was okay with Mericle's recommendation. Commissioner Bengsch made a motion to allow for a single source purchase with Elkins-Swyres for ballot printing. Commissioner Dixon seconded the vote. The motion passed.

Aye: Bengsch, Dixon. Nay: None. Absent: John Russell. Abstain: None.

Medical Examiner Dr. Keith Norton presented for consideration a revised contract for forensic services through his company Forensic Associates. The county currently is under contract with Forensic Associates. Dr. Norton's proposal includes extending the contract to a six year period, funding for the purchase of a microscope for teaching purposes, and a three-week vacation. Commissioners Bengsch and Dixon agreed to consider the proposal.

Interim Building Operations Director Franz Williams presented a request for the sale of a surplus item. Staff recently removed an oven from the jail that would need to be salvaged. Cindy Stein explained that this was simply documenting the disposition of a county asset. Commissioner Bengsch made the motion to approve the surplus sale. Commissioner Dixon seconded the motion. The motion passed.

Aye: Bengsch, Dixon. Nay: None. Absent: John Russell. Abstain: None.

Resource Management Director Kevin Barnes presented a real estate purchase agreement for the purchase of the book store property on Central Street. This building was crashed into by a vehicle and would be sold to the county for \$120,000. An additional expense of about \$1,000 for titling and \$7,000 for testing for environmental hazards would be involved. Demolition of the building would cost an additional \$10,000 to \$12,000. Barnes noted that it is beneficial to purchase the available property around campus when it becomes available in preparation for growth. Closing on the purchase would be contingent upon the outcome of the hazards testing. This purchase will come out of General Revenue II. Commissioner Bengsch made a motion to approve the purchase agreement. Commissioner Dixon seconded the motion. The motion passed.

Aye: Bengsch, Dixon. Nay: None. Absent: John Russell. Abstain: None.

Chris Mericle gave an update for the purchasing Department and provided a document listing projects (Exhibit A).

Kevin Barnes updated the Commission about campus projects and told them that Franz Williams was named Interim Director of Building Operations. Barnes told the Commission that staff and contractors were ready to begin schematics designs for the future jail. Commissioners Bengsch and Dixon agreed to allow staff to proceed with schematic design as long as it's for the 'rough draft' purpose of allowing for more dialogue regarding budget and design scope.

County Administrator Chris Coulter reminded the Commission that real estate agent Ross Murray would be meeting with them on January 18 to discuss Jamestown. Coulter said he has been working with the Prosecuting Attorney, Sheriff, and Pretrial to draft a letter for Judge Cordonnier to send requesting reimbursement from the Department of Corrections.



OFFICE OF THE PURCHASING DIRECTOR  
1443 N. ROBBERSON AVE., SUITE 1000 SPRINGFIELD, MO 65802

BOB DIXON  
PRESIDING COMMISSIONER

HAROLD BENGSCHE  
COMMISSIONER, 1<sup>st</sup> DISTRICT

JOHN C. RUSSELL  
INTERIM COMMISSIONER, 2<sup>nd</sup> DISTRICT

January 17<sup>th</sup>, 2019

To: Greene County Commission

Re: Purchasing Department - Monthly Status Report for January 2019

**Bids (Completed)**

- A. Insurance Brokerage Services – Budget
  - a. \$25,000/ year
  - b. Contract executed
- B. Commercial Boiler-Justice Center – Resource Management
  - a. 2<sup>nd</sup> lowest bid (out of three) - \$85K (Multi-Craft)
  - b. Budget - \$60K
- C. 1<sup>st</sup> and 2<sup>nd</sup> Floor Renovation-Judicial – Resource Management
  - a. Low bid – Bales - \$108,800
  - b. High bid – MSI - \$224,312
  - c. Budget - \$200,000+
- D. Data Capture Software – Assessor
  - a. Only bid was Lakeland Office Systems - \$19,580
  - b. Pending
- E. Microfilm Tax Record Books – Collector/ Archives
  - a. Only one bidder at \$10,915
  - b. Collector asked for a 3<sup>rd</sup> bid for this service

**Bids (Active/ Future)**

- A. Microfilm Tax Record Books – Collector/ Archives
  - a. Six vendors
  - b. Opens – 1.23.19
- B. Assessment List Printing and Mailing – Assessor
- C. Hydrological Analysis – Environmental
- D. Audio/ Visual Services – OEM/ Information Systems
- E. Workers' Compensation Broker – Human Resources
  - a. Issues – 1.18.19
  - b. Opens – 2.15.19
  - c. Four vendors

**Special Projects**

- A. Year-End Processes
- B. Diversity Initiative

**Purchase Orders (2018)**                      2,840

**Purchase Orders (2019)**                      83