

THE CASS COUNTY COMMISSION

Date and time posted 1-27-15 at 2:00 pm

Notice is hereby given that the
Cass County Commissioners will conduct a meeting

on
Thursday, January 28, 2016
at the Cass County Historic Courthouse,

The tentative agenda of this meeting includes:

- 2:30PM** *Commission Meeting*
- 1. Call to Order*
 - 2. Roll Call*
 - 3. Pledge*
 - 4. Accept the Agenda as Presented*
 - 5. Approval of Minutes of January 21, 2016 Meeting*
 - 6. Cass County Recorder of Deeds Mike Medsker – Bid Recommendation for Software*
 - 7. Reappointment of Mark Randal, Member, and Mike Krass, Alternate, to the Mid-America Regional Council (MARC) Total Transportation Policy Committee (TTPC) for terms ending December 31, 2017.*
 - 8. Cass County Sheriff's Office Request for a Budget Amendment – Major Jeff Weber (Discussion Item)*
 - 9. Misc*
 - 10. Public Comment*
 - 11. Commissioner Communications*
 - 12. Adjourn*

The tentative agenda of this meeting also includes a vote to close part of the meeting pursuant to RSMo Sections 610.021.1 (Legal); 610.021.2 (Real Estate); 610.021.3 (Personnel actions); 610.021.13 (Personnel Records); and 610.021.17 (confidential communications with auditor); 610.021.12 (Contract Negotiations). All meetings are handicap accessible. Copies of the agenda are located outside the Cass County Clerk's Office, First Floor, Cass County Courthouse. Representatives of the media may obtain copies of this notice and Copies of CD's of Commission Meetings (fee of \$5 for CD) by contacting: the County Clerk's Office, Cass County Courthouse, 102 E. Wall St., Harrisonville, MO 64701, or by calling: 816-380-8106

Commission Meeting Minutes
January 21, 2016

The Cass County Commission convened on January 21, 2016 at 2:30 P.M. for the 2nd day of the January term, with those present as follows:

Jeff Cox
Luke Scavuzzo
Jimmy Odom
Mike Vinck

Presiding Commissioner
Associate Commissioner District 1
Associate Commissioner District 2
County Clerk-absent

Presiding Commissioner Cox called to order the regular Commissioner meeting at 2:30 pm.

1. Call To Order:

2. Roll Call:

Presiding Commissioner Jeff Cox – present
Associate Commissioner District 1 Luke Scavuzzo– present
Associate Commissioner District 2 Jimmy Odom – present

3. Pledge:

4. Accept the Agenda as Presented:

Commissioner Scavuzzo made a motion to approve the agenda. Commissioner Odom seconded the motion and it passed unanimously with all in favor with a show of hands.

5. Approve Minutes of January 7, 2016 Meeting:

Commissioner Odom made a motion to approve the minutes of January 7, 2016 meeting. Commissioner Scavuzzo seconded the motion and it passed unanimously with all in favor with a show of hands.

6. Cass County Collector Pam Shipley Requesting disbursement of 2015 Tax Sale Surplus Monies, Certificate of Purchase #15-16, Tax Sale #105, Taxpayer Name: Micah Dee, Amount: \$3,810.45, Payable To: Karl Joseph Calini:

Commissioner Scavuzzo made a motion to approve disbursement. Commissioner Odom seconded the motion and it passed unanimously with all in favor with a show of hands.

7. Memorandum of Understanding Between Cass County Road and Bridge Department and Carl Krauss for Brush Clearing:

Commissioner Odom made a motion to approve MOU for brush clearing. Commissioner Scavuzzo seconded the motion and it passed unanimously with all in favor with a show of hands.

8. Resolution No. 16-04 – Approving Agreement for Professional Services for Traffic Counting with Shaffer, Kline & Warren, Inc:

Commissioner Scavuzzo made a motion to approve Resolution No. 16-04. Commissioner Odom seconded the motion and it passed unanimously with all in favor with a show of hands.

9. Resolution No. 16-05 – Agreement for Professional Services for Cass County Bridge No. 2300017 (Thorn Grove Road):

Commissioner Odom made a motion to approve Resolution No. 16-05. Commissioner Scavuzzo seconded the motion and it passed unanimously with all in favor with a show of hands.

10. Cass County Library Board Appointment of Phil Kohler of Pleasant Hill to fill Randy Millers unexpired term ending 12-31-17:

Commissioner Scavuzzo made a motion to approve appointment of Phil Kohler to the Library Board to fill unexpired term. Commissioner Odom seconded the motion and it passed unanimously with all in favor with a show of hands.

11. Ordinance No. 16-01 – Ordinance Calling an Election to Authorize Extension of County-Wide Law Enforcement Sales Tax and Increase of County-Wide General Sales Tax To Be on Ballot April 5, 2016:

Commissioner Odom made a motion to approve Ordinance No. 16-01. Commissioner Scavuzzo seconded the motion and it passed unanimously with all in favor with a show of hands.

12. Misc:

13. Public Comments:

Major Jeff Weber expressed support on behalf of the Sheriff’s Office for Ordinance No. 16-01 placing the two sales tax questions on the April 5, 2016 ballot.

14. Commissioner Communications:

Commissioner Odom announced that a dedication for the Cass County Historic Courthouse Tower Clock Project would be held on Saturday, January 30, 2016 at 11:15am in the Second Floor Courtroom.

15. Adjourn:

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Commissioner Scavuzzo made a motion to adjourn the Commission meeting at 2:40 pm. Commissioner Odom seconded the motion and it passed unanimously with all in favor by a show of hands.

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(CDs are available in the County Clerk’s Office of all Public Hearings and Meetings for a fee of (\$5.00))

Jeff Cox
Presiding Commissioner

Luke Scavuzzo
Associate Commissioner District 1

Jimmy Odom
Associate Commissioner District 2

Michael J. Vinck
County Clerk

To: Cass County Commission
RE: Software bid acceptance
Date: 1/20/2016

Honorable Cox, Honorable Scavuzzo, Honorable Odom,

The end of 2015 I sent out a bid notice to local papers, local vendors and on the Cass County website for a new records management software provider for our office. This was the notice:

PUBLIC NOTICE

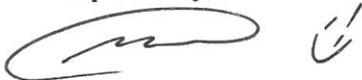
Request for Proposals – Records Management Software

Cass County is seeking proposals for records management software for the Cass County Recorder of Deeds Office . Sealed proposals must be received by and will be opened at 9:15 AM on November 16 , 2015. The Request for Proposals document is available on the Cass County website (www.casscounty.com) , or may be obtained from the Cass County Recorder of Deeds Office . All questions related to this request for proposal must be directed to Mike Medsker , via e-mail: mikem@casscounty.com. or at 816- 380-8123.

The Recorder's office received 4 bids (see attached). We also received a 5th bid that was past the deadline and was not taken into consideration.

After reviewing the 4 bids, I would like to make a recommendation to accept the proposal from Mobilis. Our estimates are that Mobilis will save our office over \$100,000 in the next few years while still providing a fatastic service to the constiutents and businesses that use our office. Mr Campo has reviewed the agreements and said they look good.

Respectfully,



Mike Medsker
Cass County Recorder of Deeds



Cass County Commission

102 East Wall • Harrisonville, Missouri 64701

LUKE A. SCAVUZZO

ASSOCIATE COMMISSIONER • DISTRICT 1

E-MAIL: luke@casscounty.com

PHONE: 816/380-8158

JAN CANTRELL

ADMINISTRATIVE ASSISTANT

E-Mail: janc@casscounty.com

Phone: 816/380-8155

JEFF COX

PRESIDING COMMISSIONER

E-MAIL: jeffc@casscounty.com

PHONE: 816/380-8160

JIMMY ODOM

ASSOCIATE COMMISSIONER • DISTRICT 2

E-MAIL: jimmyo@casscounty.com

PHONE: 816/380-8159

MICHELE PHILLIPS

H. R. DIRECTOR

E-Mail: michelep@casscounty.com

Phone: 816/380-8103 Fax: 816/380-8113

November 16, 2015

Memo For Record

Re: Bid Opening for Recorder's -Records Management Software

Those present for opening were as follows: Cass County Recorder of Deeds Mike Medsker, and Commission Administrative Assistant Jan Cantrell. New Vision and Mobilis Technologies representatives were also present.

Bids received are as follows:

1. New Vision
50 Locust Ave
New Canaan, CT 06840 \$33,074.00 Maint.
2. Mobilis Technologies
1700 SW US 40 Hwy Ste 102
Blue Springs, MO 64015 \$130,000.00 Start Up \$24,000.00 Maint.
3. Thomson Ruters
510 E Milham Ave
Portage, MI 49002 \$181,688.00 Start Up \$16,600.00 Maint
4. Pioneer Technology Group
1100 Central Park Dr, Ste 100
Sanford, FL 32771 \$82,625.00 Start Up \$15,000.00 Maint.

Bids will be reviewed and a recommendation will be made at a later date.

Sincerely,

Jan Cantrell
Administrative Assistant
Cass County Commission

Cass County Request for Proposals

Records Management Software

Proposals Due: November 16th, 2015

PUBLIC NOTICE

Request for Proposals – Records Management Software

Cass County is seeking proposals for records management software for the Cass County Recorder of Deeds Office. Sealed proposals must be received by and will be opened at 9:15AM on November 16, 2015. The Request for Proposals document is available on the Cass County website (www.casscounty.com), or may be obtained from the Cass County Recorder of Deeds Office. All questions related to this request for proposal must be directed to Mike Medsker, via e-mail: mikem@casscounty.com. or at 816- 380-8123.

TIMELINE:

- Proposals Due: 11/16/15
- Installation begins on or about: 01/15/16
- Completion and Acceptance: 02/15/16

DUE DATE:

- Sealed proposals will be received until 11/16/15 at 9:00 AM. They will at that time, be opened and reviewed by the Recorder of Deeds. Late responses will NOT be considered. Submit proposals responses to:

Cass County
Attention: Jan Cantrell
102 E. Wall, Harrisonville, MO 64701

- Please be sure that the sealed proposal is marked "Response to Cass County RFP for Records Management Software" on the outside of the sealed envelope.

WORK AUTHORIZATION AFFIDAVIT:

- Pursuant to RSMo 285.530(1), by its sworn affidavit, the successful contractor will be required to affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services and that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

AWARD

- Cass County reserves the right to reject any or all proposals, and to waive any response technicalities or irregularities. Cass County shall award the proposal based upon its determination of the lowest and best proposal.

CONTACT:

- All interested bidders will direct all questions to Cass County Recorder of Deeds Mike Medsker at mikem@casscounty.com, or at 816- 380-8123.

Records Management Software – RFP

Introduction

The Cass County, Missouri Recorder of Deeds Office is requesting proposals from qualified vendors for a replacement to the current Land Record Indexing Software. The successful bidder will provide all services required for installation, conversion of both data and images from the current system, and user training of the new system.

Background

The Cass County Recorder of Deeds is responsible for recording and filing real property records, tax liens, marriage licenses and other miscellaneous records. As keeper of the records, the Recorder of Deeds is also responsible for issuing certified and uncertified copies.

The purpose of this RFP is to acquire the technology and services necessary to replace the current system while improving operating efficiencies and customer services. This request includes the following functions: a recording/cashiering system with integrated scanning and indexing capabilities, implementation services, and annual software maintenance. The Recorder of Deeds is interested in acquiring the best solution based on the criteria and requirements defined in this document.

Major application components of this project include:

- ▶ Real Estate
 - Cashiering and Recording
 - Cashiering of other services. i.e. Copy Fees
 - Scanning
 - Indexing
 - Real Estate
 - Military Discharge
 - Tax Liens

- ▶ Marriage License
 - Cashiering and Recording
 - Scanning
 - Indexing

- ▶ Public Research
 - Real Estate
 - Marriage License
 - Tax Liens

- ▶ Microfilm Production

- ▶ Web Services

- ▶ Plats/Surveys

- ▶ Other Components include:
 - Implementation Services
 - Support and Maintenance

Note: The Cass County Recorder of Deeds will purchase all hardware components of this project based on specifications provided by the company whose application is selected for implementation.

Function Requirements

Single system which integrates the following functions for the recording of Land Records, Tax Liens, Military Discharges and Marriage Licenses. This system must provide the ability to record all of these instrument types. The Marriage License is filed in a separate index tailored to Missouri's marriage license requirements.

Required Features:

- ▶ Exact/Covert/Load data and images from the existing information system to the proposed software
- ▶ Cashiering
 - Allow concurrent cashiering at multiple stations and multiple instances of cashiering at each station
 - Ability to create daily and monthly fee reports
 - Auto calculate fees based on a configurable fee structure
 - Auto or manual assignment of recordation details
 - Provide configurable printed receipt
 - Print configurable barcode label for document certification and identification
 - Provide check endorsement
 - Ability to create separate agents for each Title Company and municipality and allow escrow and charging and create monthly charge/escrow reports
- ▶ Integrated Imaging
- ▶ Scanning
 - Scanning must automatically tie scanned images to document data
 - Scanning must validate scanned page count v. recorded page count
- ▶ Ability to limit public access to specific document types
- ▶ Ability to assign instrument numbers values, as well as book and page based on instrument type. The system needs to be able to assign an instrument number, a book/page, or both depending on the instrument type.
- ▶ Workflow based system including data entry and verification steps
- ▶ Data entry of document including information
- ▶ Data entry via on-screen image or paper
- ▶ Ability to have document images on separate vertical monitor
- ▶ Maintain document audit log
- ▶ Ability to block deletion of verified images for certain users
- ▶ Ability to allow more or less security on a per user basis

- ▶ Allow high level users full control of image/recording/fee and indexing information
- ▶ Able to add and use common parties/addresses/subdivision in indexing
- ▶ Copy and paste last indexing information
- ▶ Verification of document indexing information
- ▶ Provide public search modules for both in house and internet users
- ▶ Allow per minute and unlimited fees for internet viewing
- ▶ Provide the ability to allow or limit document viewing and printing via the internet module
- ▶ Software table driven and configurable
- ▶ Images to be stored as Group IV tiff
- ▶ Provide import and export of data and images for title companies and microfilm service providers
- ▶ Must provide the ability to export marriage license data to a file compliant with Missouri formatting requirements
- ▶ Ability to print Marriage License forms on Cass County pre-printed forms
- ▶ Quoted price must include integration with the Missouri eRecording portal at no additional cost

Technical Requirements

- ▶ Microsoft SQL Server for database services
- ▶ Microsoft Windows Server for file services
- ▶ Allow daily full backups via USB hard drive
- ▶ Microsoft IIS for Web Services
- ▶ Web server must run in a protected area outside of a firewall (i.e. DMZ)
- ▶ The web server must not require direct access to the SQL server or file server shares
- ▶ Must support Windows 2000 and/or newer windows workstations
- ▶ Must run on a Ethernet network using TCP/IP as the communications protocol
- ▶ Support both Twain and Image Controls based scanners
- ▶ Must support NAT and user configured port assignment for DMZ to internet communications
- ▶ Vendor will describe system backup requirements and strategy
- ▶ Large number of outside users can access at same time

Equipment

The selected vendor shall identify all equipment required to fulfill the proposal. Vendor may recommend lease, purchase, or vendor provided equipment and support.

Training

The selected vendor will provide on-site training for the Recorder's Office staff. Please outline training costs and plan.

Data Ownership

The successful vendor agrees all data, records and information in whatever form, in the custody or control of Cass County, or the Cass County Recorder of Deeds, to which the successful vendor, it's agents and employees and/or the software application which is the subject of this proposal obtain access, remains at all times the property of Cass County, Harrisonville, Missouri.

600 Broadway, Suite 200
Kansas City, Missouri 64105-1659

816-474-4240
816-421-7758 FAX
www.marc.org



January 21, 2016

The Honorable Jeff Cox
Presiding Commissioner
Cass County, Missouri
102 East Wall Street
Harrisonville, MO 64701

Dear Commissioner Cox:

The Mid-America Regional Council (MARC) is updating its membership of the Total Transportation Policy Committee (TTPC). As the appointing authority for Cass County, we invite you to make or renew your jurisdiction's 2 key appointments (1 member and 1 alternate). These appointments will be effective January 1, 2016, with terms to expire December 31, 2017. We are seeking elected/policy officials that have an interest in and a willingness to serve in helping make progress in the region's multi-modal transportation system and its support of the region's economic development, environment protection and social equity goals. To best reflect the demographic diversity of our communities and region we encourage you to consider minorities, women and economically disadvantaged persons when making your appointments.

The current appointees from Cass County are as follows:

MEMBER	ALTERNATE
Mark Randall, City Administrator	Mike Krass, Public Works Director

As you make your appointments, please feel free to contact Ron Achelpohl, Director of Transportation, or me should you have any questions. I look forward to hearing from you by February 10, 2016. Thank you for your continued support of MARC.

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Warm".

David A. Warm
Executive Director

cc: Mark Randall, City Administrator
Mike Krass, Public Works Director

CASS COUNTY SHERIFF'S OFFICE

Sheriff Dwight Diehl



Cass County Commission

Gentlemen,

At the recommendation of the Missouri Department of Public Safety, the Morgan County Sheriff's Office has requested our assistance in providing a Law Enforcement Academy in their county for the 2016 - 2017 calendar years. This academy would mirror the academy that we host here and would be under the administration and State License of the Cass County Sheriff's Office. We are asking that a budget amendment be made by the Commission to accommodate this request. This amendment would have no finical impact on the citizens of Cass County and would produce more revenues than expenses, having a positive net increase in our budget. As this proposed academy would not start until July 2016 and carry into June of 2017, we are only asking for the necessary funds to cover half of the total cost this year, while all of the revenue will be collect. Therefore we respectfully request the following additions to our 2016 budget:

Revenues

#550-1201-0000-42120	Fees	+ \$40,000
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Expenses

#550-1201-0000-50105	Salary & Wages	+ \$16,000
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Sincerely,

Major Jeff Weber

The Morgan County Satellite Academy will begin in July of 2016. The academy will “mirror” our main academy and will include instructors from multiple agencies, to include both Cass County and Morgan County employees. The following information contains information about the director, overall costs/revenues, instructors, rate of pay, and cost comparison.

Director

Sgt. Craig McMein has been in law enforcement for over 17 years, 12 of which have been with the Cass County Sheriff’s Office. Sgt. McMein is currently the supervisor of the training division as well as the Director of our Regional Training Academy. Sgt. McMein is also the team leader of our Tactical Response Team. Prior to his current assignment, Sgt. McMein spent time in the Patrol Division as a deputy, corporal and sergeant, and in the Investigations Division as a deputy and corporal. In addition to his employment with the Sheriff’s Office, Sgt. McMein is also an adjunct faculty member at the Metropolitan Community Colleges-Blue River and instructs criminal justice courses. Sgt. McMein has a Bachelor’s Degree in Criminal Justice and a Master’s Degree in Business Administration.

Overall Cost / Revenue

The cost to attend will be the same as the Cass County location which is \$3950.00. To ensure there is not a cost, minimum enrollment shall be ten recruits, with \$39,500.00 received in tuition or approximately \$37,500.00 after the purchase of a Chromebook per recruit. There are approximately 964 instructional hours. If Morgan County Employees instructed each hour, the maximum cost would be approximately \$21,796.04. This provides revenues of \$15,703.96. If Cass County Employees instructed each hour, the maximum cost would be approximately \$31,455.32. This provides revenues of \$6,044.68. If the instruction was divided between Cass County and Morgan County, the maximum cost would be approximately \$26,625.68. This provides revenues of \$10,874.32 and is the most likely scenario. In addition to the revenues, there will be a cost of travel time, food, and lodging (depending upon instruction). This figure will not be available until the instructors are selected and scheduled for instruction.

Instructors

Our instructors consist of full-time employees with the Cass County Sheriff’s Office, the Raymore Police Department, and the Harrisonville Fire Department. Additionally, we have two instructors that have retired from their respective agency (Cass County Sheriff’s Office and the Gladstone Police Department). With the addition of the Morgan County Satellite Academy and to ensure sufficient staffing, additional instructors will be added to either the Cass County payroll or Morgan County payroll (dependent upon location).

Rate of Pay

The rate of pay for full-time employees is their respective overtime rate. The rate of pay for non-full-time employees at the Cass County location is a flat rate of \$30.00 an hour. The rate of pay for non-full-time employees at the Morgan County location is a flat rate of \$20.00. This is subject to change based

upon experience, however, shall not exceed \$26.78, which is the highest hourly instructor rate of the Morgan County Sheriff's Office.

Cass County Employees Compensation

If an employee, who has access to a county owned vehicle and in addition to their instructional time, may be compensated for travel time, food, and lodging. The following breakdown will explain the process to receive all three categories.

Instructional Hours	Travel	Food	Lodging
4 or less	2 Hours	NA	NA
8 or more	2 Hours	NA	NA
Multiple Days	2 Hours	Yes	Yes

Non-Cass County Employees Compensation

If a non-employee, who does not have access to a county owned vehicle and in addition to their instructional time, may be compensated for mileage, travel time, food, and lodging. The following breakdown will explain the process to receive all four categories.

Instructional Hours	Mileage	Travel	Food	Lodging
4 or less	Yes	NA	NA	NA
8 or more	Yes	NA	NA	NA
Multiple Days	Yes	NA	Yes	Yes

Morgan County Employees will not be compensated for mileage, travel time, food, or lodging.

Appendix

Mileage	98 miles / 196 miles (Google Maps)
Travel Time	1 hour, 47 minutes / 3 hours, 34 minutes (Google Maps)
Mileage	\$0.475 per mile / \$93.10 (2015 Cass County Rate)
Hotel	\$105.00 nightly (Holiday Inn)
Average Rate	\$32.63 per hour (Cass County Employees / 2015 Pay Schedule)
Cass County Hourly Rates	Ten (10) instructors / \$32.63 average rate (2015 Academy Session)
Morgan County Hourly Rates	Eight (8) instructors / \$22.61 average rate



Morgan County Sheriff's Office



Jim Petty, Sheriff

211 East Newton St. Suite 2 – Versailles, Missouri 65084
Phone (573) 378-6860- Fax (573) 378-7171

To: Craig McMein-Cass County Sheriff's Office

From: Sheriff Jim Petty-Morgan County Sheriff's Office

Cc: Chief Deputy Tony Wheatley-Morgan County Sheriff's Office
Sgt. Skyler Viebrock-Morgan County Sheriff's Office

Date: August 24, 2015

Craig McMein,

The Morgan County Sheriff's Office would like to ask if we could become a satellite academy with your office and host it at the Morgan County Sheriff's Office. We are looking to have a part time academy located in central Missouri. We believe that having a Sheriff's Office put on an academy; officers will be able to have more overall training experience as well as better prepared to take the oath of any office they intend to pursue.

We have multiple specific instructors on staff and can get you a list of these instructors and what they are trained to teach. We understand that we will fall on your experience and expertise to dictate that our instructors meet the goal of what you are wanting as instructors for the academy under your supervision.

We briefly discussed venue for certain types of classroom for specific classes. We believe we have the venue for this and would be glad to discuss further or show if needed such venues.

We look forward for your decision in this matter and hopefully have a great working relationship between both Sheriff Offices.

Sheriff Jim Petty
Morgan County Sheriff's Office