BILL NO.: 24-0717

ORDINANCE NO.: 24-1286

INTRODUCED BY COUNCIL MEMBER(s) Girtele

AN ORDINANCE AUTHORIZING JEFFERSON COUNTY, MISSOURI TO ACCEPT THE AWARD FOR THE STATE OF MISSOURI, OFFICE OF THE SECRETARY OF STATE LOCAL RECORDS PRESERVATION GRANT AND AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE THE DOCUMENTS NECESSARY FOR THE COUNTY TO PARTICIPATE IN SAID GRANT.

WHEREAS, the County was awarded the Local Records Preservation Grant administered by the State of Missouri, Office of the Secretary of State; and

WHEREAS, the purpose of said grant is to purchase steel shelving units for permanent records including Ordinances, Resolutions and Executive Orders; and

WHEREAS, the plan is to reconfigure the layout of the County Clerk's Vault for greater access to historic records for staff reference or research request; and

WHEREAS, the County Clerk is the Custodian of Records for Jefferson County; and

WHEREAS, the Department of the County Clerk Election Authority intends to purchase eight (8) Closed Industrial Steel Shelving units; and

WHEREAS, the shelving units will allow better access for the public to review; and

FILED

JUL 3 0 2024

WHEREAS, the new shelving units would allow the County Clerk's Office to store records in boxes; and

WHEREAS, the County, based on the recommendation of Jefferson County Department of the County Clerk, has been awarded the Local Records Preservation Grant for an amount not to exceed Four Thousand, Two Hundred and Eighty Dollars (\$4,280.00), subject to budgetary limitations.

# BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL, AS FOLLOWS:

- Section 1. The County shall accept the award for the Local Records

  Preservation Grant for an amount not to exceed Four Thousand, Two Hundred and

  Eighty Dollars (\$4,280.00) subject to budgetary limitations.
- Section 2. The Jefferson County, Missouri, Council hereby authorizes the County Executive to execute the agreement incorporated by Reference as Exhibit "A" and any agreements or contracts necessary to effectuate the participation in the grant.
- Section 3. The County Executive is further authorized to take any and all actions necessary to carry out the intent of this Ordinance.
- Section 4. Copies of all Invitations for Bid, Requests for Proposals, responses thereto, and any contracts or agreements shall be maintained by the Department of the County Clerk consistent with the rules and procedures for the maintenance and retention of records as promulgated by the Secretary of State.
  - Section 5. This Ordinance shall be in full force and effect from and after its

date of approval.

Section 6. If any part of this Ordinance is invalid for any reason, such invalidity shall not affect the remainder of this Ordinance.

# THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Brian Haskins	yes
Council Member District 2, Gene F. Barbagallo	yes
Council Member District 3, Lori Arons	(ser
Council Member District 4, Charles Groeteke	yes
Council Member District 5, Scott Seek	LARS
Council Member District 6, Daniel Stallman	NO S
	1010
Council Member District 7, Bob Tullock	- VNO

THE ABOVE BILL ON JULY 22, 2024:

**PASSED** 

Charles Groeteke, County Council Chair

Cherlynn Boyer, Council Executive Assistant

**FAILED** 

\_ APPROVED BY THE JEFFERSON COUNTY THIS BILL WAS EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, ON JULY 22, 2024. THIS BILL WAS VETOED AND RETURNED TO THE **JEFFERSON** COUNTY, MISSOURI, COUNCIL WRITTEN EXECUTIVE, ON OBJECTIONS BY THE JEFFERSON COUNTY Dennis J. Gannon, Jefferson County, Missouri, Executive ATTEST:





ORDINANCE NO.

24-0286

### JOHN R. ASHCROFT

JAMES C. KIRKPATRICK SECRETARY OF STATE
STATE INFORMATION CENTER
(573) 751-4936

SECRETARY OF STATE
STATE OF MISSOURI

LOCAL RECORDS (573) 751-9047

June 10, 2024

Jeannie Goff Jefferson County Clerk 729 Maple St. PO Box 100 Hillsboro, MO 63050 PENGAD 800-631-68889

Dear Ms. Goff:

I am pleased to inform you that the Jefferson County Clerk will receive funds under the Local Records Preservation Grant Program of up of \$4,280.

Grant agreement papers are included in this mailing. The awarded applicant, or their authorizing agency if the awarded applicant does not have the authority to enter into binding agreements, must sign and return a copy of the agreement for signature by a duly designated representative of the State of Missouri. Please mail the signed agreements to the Grant Administrator, Local Records, Office of the Secretary of State, PO Box 1747, Jefferson City, MO 65102, or email to <a href="mailto:local.records@sos.mo.gov">local.records@sos.mo.gov</a>.

Initiation of the project may begin after you receive a notice to proceed from this office, in no case earlier than July 1, 2024. If you have any questions or concerns please contact John Korasick, by phone (573) 751-1819 or email local records@sos.mo.gov.

The awarded funds acknowledge and support your effort to preserve Missouri's heritage through effective records management and preservation. Congratulations and best wishes for the successful completion of your project.

Sincerely,

John R. Ashcroft Secretary of State

Cc: Chief of Staff, Michelle VanMatre

LRG25-22

## LOCAL RECORDS PRESERVATION GRANT MISSOURI SECRETARY OF STATE

Offered through the Local Records Preservation Program

### **Grant Agreement**

This Agreement is entered into between the Missouri Office of the Secretary of State, (hereinafter, the "Office") and the Jefferson County Clerk (hereinafter, "Grantee"). In consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

- (1) <u>PURPOSE</u>: The Missouri General Assembly pursuant to Section 109.221, RSMo, has authorized funds to be used for preserving local records. The purpose of this Agreement is to award to the Grantee the use of such funds, to be administered by the Office, for the purpose of implementing a local records preservation project.
- (2) <u>GRANT AWARD</u>: The Office shall pay to the Grantee an amount not to exceed four thousand two hundred eighty dollars (\$4,280) as reimbursement for performance of the work and services set forth in this Agreement.
- (3) <u>SCOPE OF GRANT</u>: The Grantee shall use the grant funds awarded under the terms of this Agreement to implement the local records preservation project—purchase steel shelving—as fully described in the Grantee's project plan and project budget, which are attached and incorporated as part of this Agreement.
- (4) <u>NOTICE</u>: All notices, reports, or communications required by this Agreement shall be made in writing and shall be effective upon receipt by the Grantee or the Office at their respective addresses of record. Either party may change its address of record by written notice to the other party.
  - (A) Notice to the Office: Notices to the Office shall be addressed and delivered to the following:

Grant Administrator Local Records Division 600 W. Main, P.O. Box 1747 Jefferson City, MO 65102

(B) <u>Notice to Grantee</u>: Notices to the Grantee shall be addressed and delivered to the following:

Jeannie Goff Jefferson County Clerk 729 Maple St. PO Box 100 Hillsboro, MO 63050

- (5) <u>PROJECT NUMBER</u>: The Project Number for the work and services under this Agreement is LRG25-22.
- (6) REPORTS: The Grantee shall submit to the Office:
  - (A) An interim report summarizing and evaluating the Grantee's accomplishments pursuant to this Agreement. The Grantee shall submit the interim report by January 15, 2025.
  - (B) A final report summarizing and evaluating the work and services completed pursuant to this Agreement. The final report shall be submitted by May 31, 2025.
- (7) OFFICE ASSISTANCE: The Office shall provide forms for completing certain interim and final reports. The Office may advise and assist the Grantee, as resources permit, in implementing and evaluating the work and services to be performed pursuant to this Agreement.
- (8) <u>RECORDS</u>: The Grantee shall retain, for not less than three years from the termination date of the grant period, records documenting the expenditure of all funds provided by the Office pursuant to this Agreement. The Grantee shall, upon request, provide to the Office any records so retained.
- (9) AUDIT AND ACCOUNTING: The Grantee shall use adequate fiscal control and accounting procedures to disburse properly all funds provided by the Office pursuant to this Agreement. The Grantee shall submit to the Office copies of all financial reports and audits performed pursuant to Article VI, Section 24 of the Missouri Constitution, Section 105.145, RSMo, or 15 CSR 40-3.030. If there are any adverse audit findings the grantee must submit a copy of the audit findings and keep the Office apprised of local action and resolution.
- (10) <u>LAW TO GOVERN</u>: This Agreement shall be construed according to the laws of the state of Missouri. The Grantee shall perform all work and services in connection with this Agreement in conformity with applicable state and federal laws and regulations including, but not limited to, Article VI, Section 24 of the Missouri Constitution, Section 105.145, RSMo, Section 109.221, RSMo, 15 CSR 40-3.030, and 15 CSR 30-45.030.
- (11) <u>SUBCONTRACTING</u>: The Grantee may subcontract work and services set forth in this Agreement, provided that the Office shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Grantee shall be solely responsible for the services provided in connection with this Agreement and solely liable to any subcontractor for all expenses and liabilities incurred under the subcontract.
- (12) <u>AMENDMENTS</u>: Any change in this Agreement, whether by modification or supplementation, shall be accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and the Office.

- (13) <u>INDEMNIFICATION</u>: The Grantee shall be responsible for the acts, omissions to acts or negligence of the Grantee, its agents, employees and assigns. The Grantee shall hold harmless and indemnify the Office, including its agents, employees and assigns, from every injury, damage, expense, liability or payment, including legal fees, arising out of any activities conducted by the Grantee in connection with or in any way relating to this Agreement.
- (14) <u>SOVEREIGN IMMUNITY</u>: The State of Missouri, its agencies and its subdivisions do not waive any defense of sovereign or official immunity upon entering into this Agreement.
- (15) <u>INDEPENDENT CONTRACTOR</u>: The Grantee, its agents, employees and assigns shall act in the capacity of an independent contractor in performance of this Agreement and not as an agent, employee or officer of the Office of the Secretary of State.
- (16) CANCELLATION: The Office, by providing the Grantee with written notice of cancellation, may cancel this Agreement at any time for a failure by the Grantee to fulfill its obligations under this Agreement. The Office shall determine if the Grantee has fulfilled its obligations under this Agreement. Should the Office exercise its right to cancel this Agreement, the cancellation shall become effective upon the date specified in the notice of cancellation sent to the Grantee. In the event of a cancellation of the Agreement, the Office shall compensate the Grantee for work and services completed prior to the notice of cancellation.
- (17) <u>HEADINGS</u>: The underlined headings appearing within this instrument shall not be incorporated as part of this Agreement and are included only for the convenience of the reader.
- (18) ENTIRE AGREEMENT: This instrument embodies the whole agreement of the parties. No amendment shall be effective unless it is accomplished by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and the Office.
- (19) <u>COPYRIGHT</u>: The Grantee may copyright materials produced pursuant to this Agreement provided that the state of Missouri reserves the royalty-free, non-exclusive, irrevocable right to reproduce, publish or otherwise use the work or authorize others to use the work. Any publication resulting from or primarily related to funds provided pursuant to this Agreement shall contain an acknowledgment that the publication was supported in whole or in part with state funds.
- (20) <u>ACCESS</u>: The Grantee, at any time during the grant period, shall provide to the Office access to the site of the work being provided under this Agreement.
- (21) LOCAL MATCH: There is no local match required for the FY25 grant cycle.

### LRG25-22

Jeannie Goff
Jefferson County Clerk

JEANNIE GOFF
Signatory PRINTED Name

Executive Deputy
Secretary of State

JEFFERSON COUNTY CLERK

Title

JUNE 13, 2024

Date

MISSOURI OFFICE OF
SECRETARY OF STATE

August 1

June 13, 2024

Date

MISSOURI OFFICE OF
SECRETARY OF STATE

June 10

June 13, 2024

Date

Dennis Gannon Jefferson County, Missouri, Executive

Signature

Date

1818
MISSOURI

Approved as to Form;

County Counselor Jefferson County, Missouri

## Missouri Secretary of State LOCAL RECORDS PRESERVATION GRANT

James C. Kirkpatrick State Information Center PO Box 1747, Jefferson City, MO 65102-1747

Applicant Agency: County of Jefferson, County C	Clerk's Office
Agency Head Name, Title: County Clerk, Jeannie	Goff
Address: 729 Maple St   Po Box 100 Hillsboro, MG	O 63050
Telephone: (636)797-5486	Email: countyclerk@jeffcomo.org
Web Address: www.jeffcomo.org	
State Senate District: 3	State Representative District: 111
Vendor Number (Issued by State, if you need o	ne, please complete Vendor Input Form):
Federal Employee Identification Number (FEIN):	43-6001827
Authorizing Agency: (If different from above) Official Name, Title:	County:
Address:	
Telephone:	Email:
Web Address:	
Primary Project Contact Name, Title: Chief of Sta (The individual responsible for monitoring project and comple	ff, Michelle VanMatre eting reports)
729 Maple St  Po Box 100 Hillsboro, M	O 63050
Telephone: (636)797-5486 (Required)	Email: countyclerk@jeffcomo.org (Required)

- Grant Request, Enter Whole Dollar Amount: 4,280.00 (round to nearest dollar)
- 2. **Budget Details.** Supply a breakdown of your grant request. What supplies/commercial vendor services/shelving/essential equipment/other services or commodities will be funded through this grant?

We will be purchasing eight (8) Closed Industrial Steel Shelving Units from Uline. Description of the steel shelving unit is -Model # H-4353, Closed Industrial Steel Shelving-48x18x87. Each unit cost is \$535.00 x 8= \$4,280.00.

3. Accounting Methods. Provide a brief description of your accounting and auditing practices.

After contacting the company about the quote, we will place the order with the vendor. After we receive the product, they will send an invoice, and we will put a Purchase Order # on the invoice. That Purchase Order will be reviewed by the Auditor and Purchasing Department. After the approval, we receive the purchase order and send the invoice to our Accounts Payable Department. They will then be able to cut the vendor a check for the invoice. For the checks to be released, they must receive signatures from the County Executive, Auditor, Treasurer, and the County Clerk. Once the signatures are collected, then all checks will be sent out. The County of Jefferson has an Audit done annually by Schowalter & Jabouri, P.C.

**4. Project Description.** Present a brief statement of purpose for this project and describe how it will support the goals and plans of your organization.

The plan is to reconfigure the layout of the County Clerk's Vault for greater access to historic records for staff reference or research requests. The County Clerk is the Custodian of Records for Jefferson County. This grant would allow the Jefferson County Clerk's Office to provide the community with greater access to public records. After meeting with our field archivist, Kristina Impastato, to discuss the grant, and the best utilization of space, we think it would be in our best interest to purchase steel industrial shelving units. The shelving units will allow us to store all permanent records on the shelves, including Ordinances, Resolutions and Executive Orders. The shelving units will allow us to have better access to our records for the public to review. The current system doesn't allow staff to utilize the area properly, especially if the staff is providing access on demand. We currently have 2 shelving units that have a wood surface, that are very wide, and we are unable to access the records easily since the boxes are double stacked. By replacing them with steel shelves, it will allow us to store records in boxes and be able to store them properly. We will be using this grant to purchase 8 steel shelving units for the County Clerk's Vault to store permanent records.



"NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN		FEDERAL TAX ID NUMBER OR SOCI		Malken WIET OF
County of Jefferson		43-6001827	a decourt, reduced	
PO Box 100		TYPE OF ENTITY  Corporation		Individual
Hillsboro MO 63050		State Employee	Other County Gove	emment
	***************************************	*NEW TO DOING BUSINESS WITH THE	E STATE OF MISSOURI?	
REMIT TO NAME/ADDRESS IF DIFFERENT THAN ABOVE	F	F NO, UPDATING EXISTING INFORM	ATION?	
Was a long of the	Transcript Commencer	I HAVE RECEIVED A PAYMENT FROM		HE LAST 22 MONTHS?
		DATE OF CHANGE	□ NO	
		PREVIOUS FEDERAL TAX ID NUMBER	OP SOCIAL SECURITY NUMBER	
			or start desort i Northern	
COMMENTS		PREVIOUS NAME		
		PREVIOUS ADDRESS		
	***************************************	HAVE YOU OR AN IMMEDIATE FAMILY YES	MEXIBER EVER SERVED IN THE U.S	ARMED FORCES?
		IF YES, WOULD YOU LIKE INFORMATI	ON ABOUT MILITARY-RELATED SERV	VICES IN MISSOURI?
TO BE COMPLETED BY FINANCIAL INSTITUTION		I (We) hereby authorize	the State of Missouri, to	
Midwest Regional Bank		named and to credit the s	ame such account. I (We) account m	cknowledge that the
363 Festus Centre Dr		provision of U.S. law.	, (,	and and and
Festus MO 63028	(2)		main in full force and effect i stration, has received writter	
DEPOSITOR ROUTING NUMBER 101911519		me (us) of its termination	in such time and in such ma financial institution a rea-so	nner as to afford the
DEPOSITOR ACCOUNT NUMBER 802030716		act on it.		
NAME ON ACCOUNT  Jefferson County Government		I (We) hereby cancel my	our) ACH/EFT authorization	
TYPE OF ACCOUNT  CHECKING SAVINGS		X D	h mare	
BIGNATURE OF REPRESENTATIVE OF FINANCIAL INSTITUTION	A	PRINT NAME	agree	
PRINT NAME DOGO WOLL	h	Paula Wagner		
Morgan Walsh <sup>v</sup>		Jefferson County Tre	asurer	
Treasury Manager	ā	pwagner@jeffcomo.d	org	
TELEPHONE NUMBER 636-232-2650	DATE 12/18/2023	(636) 797-6270		12/18/2023
CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS Under penalties of perjury, I certify that		Exempt from Backup Withho	lding	
I. The number shown on this form is my correct lexpayer identif II. I am not subject to backup withholding because: (a) I am exe				l am subject to beauty
withholding as a result of a failure to report all interest or divider				Train subject to backup
III. I am a U.S. person (including a U.S. resident allen). Certification instructions. You must cross out item II above if	you have been notified by the	IRS that you are currently subject to b	ackup withholding because you ha	ive failed to report all
interest and dividends on your tax return. For all real estate tran debt, contributions to an individual retirement arrangement (IRA	sactions, item II does not app	ly. For mortgage interest paid, acquisit	ion or abandonment of secured pre	operty, cancellation of
your correct TIN. (See W-9 Instructions on its.gov website for m				
certifications required to avoid backup withholding.				
Paula Wagne	1			

MO 300-1489 (10-21)

#### Michelle VanMatre

From:

Jackie Doyle

Sent:

Thursday, January 4, 2024 11:31 AM

To:

Amy Peck; Michelle VanMatre

Cc:

Jeannie Goff

Subject:

FW: Jackie Doyle has sent you a Uline Shopping Cart

Jackie Doyle General Services/Contracts & Grants Manager Jefferson County 729 Maple St. Hillsboro MO 63050 Phone: (636) 797-6411 Fax: (636) 797-5067

Email: jdoyle@jeffcomo.org

From: Uline Customer Service <customer.service@uline.com>

Sent: Thursday, January 4, 2024 11:31 AM To: Jackie Doyle < JDoyle@jeffcomo.org>

Subject: Jackie Doyle has sent you a Uline Shopping Cart

## 1-800-295-5510

Jackie Doyle (idoyle@jeffcomo.org) sent a shopping cart to you from Uline.com.

Load To My Cart

### **Shopping Cart**

Model #

Description

**Unit Cost** 

Qty

H-4353 Closed Industrial Steel Shelving - 48 x 18 x 87" \$ 535.00 / CT

= \$4,280.00

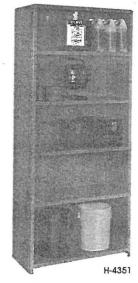
**SUBTOTAL** = \$4,280.00

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 12 LOCATIONS

1-800-295-5510 · Uline.com





## **CLOSED INDUSTRIAL STEEL SHELVII**

Enclosed heavy-duty shelves firmly hold gear and supplies in

- 24-gauge steel side and back panels eliminate product re
- · 20-gauge steel shelves. Welded box beams, front and
- Holds up to 800 lbs. per shelf. Adjustable in 1½" increm with shelf clips.

#### ADDITIONAL SHELVES

Add extra shelves to Closed Industrial Steel Shelving.

Clip design for easy assembly.



15"	HE	IGHT	

MODEL	DIMENSIONS	NO. OF	SHELF CAP.		PRICE EACH		WT.
NO.	WxDxH	SHELVES	(LBS.)	1	3	5+	(LBS.)
H-7677 H-7678	36 x 18 x 75° 36 x 24 x 75"	6	800	\$425 485	\$415 475	\$405 465	129 160
H-7679 H-7680	48 x 18 x 75" 48 x 24 x 75"	6	550	545 615	535 605	525 595	155 182

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

### ADDITIONAL SHELVES

MODEL	PRICE	EACH	
NO.	1	4	
H-3353-ADD	\$38	\$3	
H-3354-ADD	45	1	
H-3355-ADD	53	!	
H-3356-ADD	63	- 1	

MODEL	DIMENSIONS	NO. OF	SHELF CAP.		PRICE EACH		WT.	
NO.	WxDxH	SHELVES	(LBS.)	1	3	5+	(LBS.)	
H-4351 H-4352	36 x 18 x 87" 36 x 24 x 87"	6	800	\$435 495	\$425 485	\$415 475	132 163	
H-4353 H-4354	48 x 18 x 87" 48 x 24 x 87"	6	550	555 625	545 615	535 605	158 185	

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

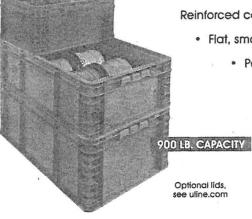
## ADDITIONAL SHELVES

PRICE	EAC	
1		
\$38	- 5	
45		
53		
63		
	1 \$38 45 53	

### STRAIGHT WALL CONTAINERS

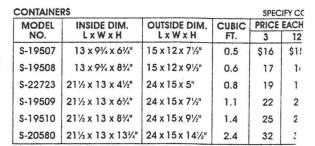
Reinforced containers for work-in-process, shipping and storage.

- · Flat, smooth interior and molded handles maximize inside spac
  - Polypropylene resists cracks, dents and extreme temper



۰	Straight walls allow tight sta	cking
	with no wasted space.	

Fully cube out 48 x 45" pallets.



P	Α	L	1	E	T
_	_	_	=	=	٥

MODEL	SIZE	WEIGHT CAPACITY		PRICE	EAG
NO.	LxW	FLOOR	FORK	5	1
H-1612	48 x 45"	5,000 lbs.	2,000 lbs.	\$41	\$
		L		S	HIP

PHONE

484 ULINE Order by 6 p.m. for Same Day Shipping