

Request for Legislative Action

Res. #20733

Sponsor: Charlie Franklin

Date: August 9, 2021

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20733
Sponsor(s):	Charlie Franklin	Legislature Meeting Date:	8/9/2021

Introduction

Action Items: ['Authorize']

Project/Title:

Historical Society - To authorize the County Executive to enter into a sole source cooperative agreement with the Jackson County Historical Society for the archival preservation of the historical records.

Request Summary

Whereas it is in the best interest of the County that records having historical value be preserved and professionally archived for the scholars and citizens of the County.

The Jackson County Historical Society has the expertise to provide professional record archiving services. Pursuant to Section 1030.1 of the Jackson County Code, research done by the Recorder of Deeds and Purchasing indicates these services are a sole source.

Requesting approval for payment in the amount of \$ 36,000 for the contract period of January 1, 2021 through December 31, 2021. We did not receive the invoice until July, due to JCHS staffing issues because of Covid.

Contact Information

Department:	Recorder of Deeds	Submitted Date:	6/24/2021
Name:	Angela L. Rank	Email:	ARank@jacksongov.org
Title:	Office Administrator	Phone:	816-881-3191

Budget Information

Amount authorized by this legislation this fiscal year:	\$36,000		
Amount previously authorized this fiscal year:	\$ 0		
Total amount authorized after this legislative action:	\$36,000		
Is it transferring fund?	No		
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
044 (Recorder's Fee Fund)	1805 (JC Historical Society)	56070 (Intergovernmental Agreements)	\$36,000

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Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
20342	January 13, 2020

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Sole Source
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Sole Source	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered. 	

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History

Angela L. Rank at 6/24/2021 10:45:01 AM - [Submitted |]
Department Director: Anne E. Collier at 6/30/2021 7:59:14 PM - [Returned for more information | Restaring workflow due to workflow issue. Original comments are as follows:Angela L. Rank at 6/24/2021 10:45:01 AM - [Submitted |] Department Director: Anissia M. Manuleleua at 6/24/2021 10:55:40 AM - [Approved |] Department Director: Barbara J. Casamento at 6/24/2021 11:14:58 AM - [Returned for more information | What is the justification for this purchase of services? Was this service bid? No Attachments to back up ERLA] Department Director: Angela L. Rank at 6/24/2021 11:32:12 AM - [Submitted | Attached is the document from the JCHS and the previous years Agreement.] Department Director: Anissia M. Manuleleua at 6/24/2021 11:43:21 AM - [Approved |] Department Director: Barbara J. Casamento at 6/24/2021 1:06:53 PM - [Returned for more information | any funds spent have to be justified by Chapter 10, formal bid, fixed price contract, purchase from other government, sole source, purchase from non-profit or other government agency.]]
Submitter: Angela L. Rank at 7/14/2021 9:13:29 AM - [Submitted | Attached Invoice]
Department Director: Angela L. Rank at 7/14/2021 9:46:58 AM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 7/14/2021 11:25:34 AM - [Returned for more information | This expense needs to be justified by Chapter 10; it is not bid, so it must be justified by one of the exceptions to bidding: sole source, other government contract, purchase from a non-profit or other government agency.]
Submitter: Angela L. Rank at 7/20/2021 12:17:21 PM - [Submitted |]
Department Director: Anissia M. Manuleleua at 7/20/2021 12:36:09 PM - [Returned for more information | add to summary]
Submitter: Angela L. Rank at 7/20/2021 12:46:41 PM - [Submitted |]
Department Director: Anissia M. Manuleleua at 7/20/2021 12:56:41 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 7/21/2021 9:59:16 AM - [Approved |]
Compliance: Katie M. Bartle at 7/21/2021 10:47:25 AM - [Returned for more information | Jackson County Historical Society is not in compliance. They can go to jacomocompliance.com to create a profile and submit an application.]
Submitter: Angela L. Rank at 7/27/2021 8:44:52 AM - [Submitted |]
Department Director: Anissia M. Manuleleua at 7/27/2021 8:52:40 AM - [Returned for more information | memo edit]
Submitter: Angela L. Rank at 7/27/2021 9:09:19 AM - [Submitted |]
Department Director: Anissia M. Manuleleua at 7/27/2021 9:18:37 AM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 7/27/2021 9:53:26 AM - [Returned for more information | Please change the dates in your summary; you can't back date a contract; and explain why you received an invoice for all of 2021 in July.]
Submitter: Angela L. Rank at 7/27/2021 1:23:25 PM - [Submitted |]
Department Director: Anissia M. Manuleleua at 7/27/2021 1:35:14 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 7/27/2021 3:04:10 PM - [Approved |]
Compliance: Katie M. Bartle at 7/27/2021 3:28:30 PM - [Approved | eRLA 137]
Finance (Budget): Mary Rasmussen at 7/30/2021 8:06:23 AM - [Approved |]
Executive: Sylvia Stevenson at 7/30/2021 9:49:00 AM - [Approved |]
Legal: Elizabeth Freeland at 8/5/2021 9:17:25 AM - [Approved |]

Memo

To: Finance/Purchasing
From: Anissia Manuleleua, Interim Director
Date: 07/15/2021
Re: Jackson County Historical Society

Pursuant to 59.319 RSMo, Two dollars of such fee shall be retained by the Recorder and deposited in a Recorder's fund and not in county general revenue for record storage, microfilming, and preservation, including anything necessarily pertaining thereto.

The Resolution is our annual cooperative agreement with the Jackson County Historical Society for services rendered to the Recorder of Deeds and Jackson County for records preservation and services provided to the County in the form of genealogy services, tours of the Historic Truman Courthouse including Truman's office, Brady Courtroom, and the Jackson County Museum of Art, all previously handled by the National Parks Department.

The Jackson County Historical Society was founded in 1909. The society is able to preserve and archive material related to the local and regional history of Jackson County dating back to 1821 when Jackson County became part of the new state of Missouri, later organized in 1826.

Pursuant to Section 1030.1 of the Jackson County Code, research done by the Recorder of Deeds and the Purchasing Department indicates these services are a sole source.

TO: Anissia Manuleleua
Interim Director – Recorder of Deeds
Independence - Jackson County, Missouri

FROM: Brian Burnes
President – Jackson County Historical Society

Anissia,

Steve Noll, former Jackson County Historical Society executive director, forwarded me your recent email regarding the Society's RLA, or professional services agreement with the county.

I, or another member of the Society's executive board, would be happy to meet with you at a time of your convenience.

While the Society currently does not have an executive director, board members hope to interview candidates for that position later this year. Meanwhile, they have dedicated themselves to serving the public as the community reopens following the pandemic.

The Society's new Archivist/Education Director, Danielle Hall, has assisted board members in preparing new exhibits at the 1859 Jail, Marshal's Home & Museum. The facility, which had been closed for much of 2020 due to COVID-19, opened on June 3. The Society's new museum attendant, Sarah Herndon, already has greeted many guests from across the county and region. Also, last month, the Independence Heritage Commission honored the Society for its preservation of the historic structure.

Meanwhile, the Society's archives and research room, located in the Historic Truman Courthouse, will open July 6 and will be available to researchers with a week's notice Wednesdays through Fridays from 10 a.m. through 4 p.m. The Society already has been leading tours of the Historic Truman Courthouse as it has received requests, from Monday through Fridays, at 11 a.m. or 2 p.m.

Also, the Society has been responding to archives research requests as well as fulfilling orders on the Society's new Digital History Database which – as of this month - offers public access to the thousands of archival photographs held by the Society.

Finally, the Society's website has been refreshed and I invite you to review it at jchs.org.

Let us know when you would be available to meet with us, and thank you very much.

Sincerely,

Brian Burnes
President-Jackson County Historical Society

Jackson County Historical Society

PO Box 4241

Independence, MO 64051

phone: 816-461-1897 | email: info@jchs.org

Invoice

Submitted on 07/12/2021

Invoice for

Jackson County Recorder of Deeds

Independence Office

Jackson County - Missouri

Payable to

JCHS

Project

Archival and Records
Services

Due date

Payable upon receipt

Description	Qty	Unit price	Total price
Preservation consultation services; providing technical expertise in storage of various county records, and on-going archival advisory services to Jackson County Records Center.	January 2021 to December 2021 (12 months)	\$15,000.00	\$15,000.00
Repository Services of Probate Court records; index books, microfilm held at JCHS. Collaborate with Missouri State Archives office to organize and prepare for digitization. On-going project.	January 2021 to December 2021 (12 months)	\$500.00 per month	\$6,000.00
Storage of 1280 linear feet of Jackson County Circuit Court records, per Administrative Order 90-33	1,2980 linear feet	\$2.50/Li. ft.	\$3,200.00
Responding to informational inquiries from county departments regarding records and retention. Providing resources to county legislators for presentations, and providing resources to county officials on historic monuments and statues.	January 2021 to December 2021 (12 months)	\$10,000.00	\$10,000.00
Responding to public requests for county records including house histories after referral by Recorder of Deeds, provide general information to citizens or redirect citizens to county offices, provide twice daily guided tours through the Historic Truman Courthouse, Monday - Friday by appointment.	January 2021 to December 2021 (12 months)	\$1,800.00	\$1,800.00

Notes:

Subtotal **\$36,000.00**

Adjustments

TOTAL: \$36,000.00