

**ADAIR COUNTY COMMISSION MINUTES
TUESDAY, OCTOBER 19, 2021
7TH DAY OCTOBER REGULAR**

The Adair County Commission convened at 8:30 a.m. on October 19, 2021, in the Courthouse at Kirksville. All Commissioners were present.

At 10:00 a.m., the Commission met with Adair County Sheriff, Eldon Grissom; Danica Collinge, Administrative Section Chief/Financial Director; Senior Detention Officer, John Axsom; and Chief Deputy, Jason Lene, to discuss maintenance/repair to the jail. The Commission stated they had the opportunity to tour the jail yesterday to observe repair areas.

They stated the showers needed to be renovated and painted with a wipeable surface, the railing needed to be replaced to clean it better. Sheriff Grissom's goal was twofold – to make the area Covid compliant and to increase safety. Mrs. Collinge requested an application for American Rescue Plan Act (ARPA) funds. She thought the improvements would cost approximately \$125,000 and wanted to apply for ARPA money to finance the project.

The Commission stated that the County did not yet have the application process in place. They were unsure as to when it would be in place as they did not know if they would be financing big projects or many small projects. They will inform the Sheriff's department when the process is in place, and they are accepting funding applications.

At 1:00 p.m., the Commission met with Crystal Amini -Rad, Executive Director of SB40, to discuss and appoint a new board member. She stated that Beverly is leaving, and someone needed to be appointed thru June 24, 2022. Ms. Amini-Rad had organized a selection committee for the appointment. Presiding Commissioner Shahan complimented her on the process. At the recommendation of the selection committee, Commissioner Thompson moved to appoint Deb Wohlers. Commissioner King seconded the motion. Presiding Commissioner Shahan concurred. All voted in favor of the motion.

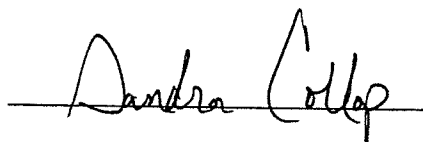
Discussion ensued regarding restructuring, turnover, fund raising, and applying for a grant with NEMO Connect. If awarded, they want to partner with social service agencies to help disadvantaged, make an online resource directory, partner with YMCA, and assist with an ATSU mentoring program. SB 40 is also in need of an accessible van.

Ms. Amini-Rad gave praises to the Adair County Public Administrator, Rhonda Noe, regarding programs for the wards. She invited the Commission to a retreat on November 6. The Commission thanked her for the information.

At 2:00 p.m., the Commission reviewed a website design and development contract developed by Vervocity from Quincy, Illinois. Margie Schlueter, Relationship Manager for Vervocity, had presented a proposal earlier at the Elected Officials on September 28, 2021. Commissioner Thompson moved to accept the proposal from Vervocity to design the Adair County website. Commissioner King seconded the motion. Presiding Commissioner Shahan concurred. All voted in favor of the motion. There will be a one-time investment of \$10,800 with a yearly investment for a licensing fee of \$200, and monthly hosting and security plan of \$79.00. The Adair County Commission adjourned at 4:00 p.m. on October 19, 2021.

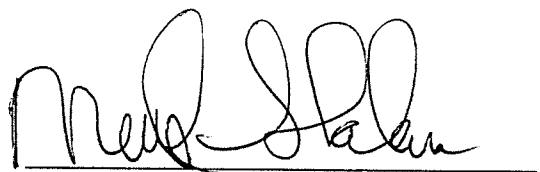
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ATTEST:



Danica Collinge

County Clerk



Mark Shahan

Presiding Commissioner, Mark Shahan

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Unscheduled Public Walk-Ins and other Non-Agenda Items for Tuesday, October 19, 2021:

None

IN REF. ORDER NO 13 Vervocity Contract for Website Design & Development

WEBSITE DESIGN & DEVELOPMENT

Adair County
DELIVERED ON: 09/29/21 EXPIRES ON: 10/26/21
SUBMITTED BY: Marge Schaefer

VERVOLOCITY
STRATEGY.CREATIVE.DEVELOPMENT

128 N. 4th St. - Upper, Quincy, IL 62301 || (217) 232-1451 || info@vervocity.io || www.vervocity.io

CLIENTS NEEDS & GOALS

GOAL #1: Refresh and more professional website
GOAL #2: Banner for announcements

TARGET AUDIENCE

- Residents of Adair County, MO
- Users seeking information about Adair County, MO Government

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ATTEST: *Sandra Collop*
County Clerk

Mark Shahan
Presiding Commissioner, Mark Shahan

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TECHNICAL SPECIFICATIONS

We propose building the new website using the WordPress framework. Building the website on WordPress will make the site much more flexible when new features need added in the future.

- Installing WordPress development environment
- WordPress configuration (site settings, email, etc.)
- Plugin Installation and Configuration
- Installation of premium WordPress builder and customized design to match client's branding.
- Initial setup of all menus and pages
- Testing and Quality Control

WordPress powers close to 30% of all websites on the web, making it by far the most popular open-source website and content management system that exists. Due to this popularity, the WordPress community is always adapting to support the latest and greatest technologies on the web. By utilizing WordPress, the website will always be ready to support new functionality and features in the future.

PROJECT SPECIFICATIONS

WEBSITE DESIGN

Vervoedy will design and develop a modern, updated, attractive website for Adair County that will provide the user easy access to information. It will be mobile responsive and easy to update by Adair County staff.

The header will include a banner area where short announcements can be added and easily updated through the admin section of the website.

WEBSITE CONTENT

The content for your new website will be sourced from your current website and if new pages are being created, Adair County is responsible for writing all new content. During the content phase of the website build we will review the content that has been provided to ensure it matches the navigation in the accepted proposal.

NAVIGATION

Below is the an illustration of the navigation for your new website, followed by a detailed outline. Modifications to the navigation outlined below will require a review by Vervoedy and may result in additional costs.

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Tag Navigation

- Map
- Directory
- Contact Us

Navigation

- About
 - Human Resources
 - News
 - Map
 - Directory
 - Contact Us
- Departments
 - Assessor
 - Personal Property Search¹
 - Real Estate Search¹
 - Clerk
 - BOE Hearings
 - E-911 Address Request Application
 - Find your voting Location¹
 - Past Election Information
 - 2021 Election Information
 - Collector
 - 2020 Back Tax Sale
 - Comptroller
 - County Budget
 - 2020 Budget
 - 2019 Budget
 - 2018 Budget
 - Commissioners' Minutes
 - Ordinances & Petitions
 - Road Maintenance (Rock) Policy 2021
 - Courthouse Tree Management Plan
 - Coroner
 - Prosecutor
 - Public Admin
 - Recorder
 - Search Land Records

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- Sheriff
 - Civil Processing Fees
- Sheriff
 - Civil Processing Fees
 - Community Kiosks
 - Concealed Carry Permit Process
 - Contact Us
 - Employment
 - Inmate Mail and Telephone
 - Jail Commissary
 - Jail Visitation
 - Prevent Getting Scammed
 - Public Records Request
 - Requesting A Criminal History Check
 - Sex Offender Registry
 - Vacation House Check Request
- Treasurer
- Government
 - County Board
 - Meetings
 - Boards
 - Commissions
 - Committees
 - Public Hearings
 - Bids Requested
- Residents
 - Personal Property Search
 - Real Estate Search
 - Tax Payments & Receipts
 - Voter Registration / Voting Services
 - Annex Building-Conference Room Reservations

1st Party Link

CONTACT US

Vervoedy will create a detailed Contact Us page. On this page we will display your detailed contact information including your phone number, email address, mailing address, and social media links (Facebook, Twitter, Instagram, LinkedIn, etc.). We will also include a Google Map to show your exact location. Google Maps Google and including a Google Map helps visitors find your website organically in search results.

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A contact form will also be created with the following fields - Name, Email Address, Phone, Subject, Message. These entries will be emailed to one or more specified emails. All form entries will also be stored in the website database. On the form, we will include reCAPTCHA. reCAPTCHA is used to protect your contact form from spam.

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BROWSER SUPPORT

Using an outdated browser makes your computer unsafe. At Vervoedy we support the latest two versions of all major browsers at the time this contract is signed. We will make sure that your website is functional and appears properly in Google Chrome, Mozilla Firefox, Safari, and Edge.

CURRENT URL & DOMAIN MANAGEMENT

<https://adaircountytexas.org/>

Adair County will manage their own domain. At the time of launch, Vervoedy will provide Adair County with the IP Address to allow them to update the DNS records.

GOOGLE ANALYTICS

We understand how important it is to visually see the traffic for your website. During the launch, we will setup Google Analytics on your site to allow you to view the stats for your website.

THIRD PARTY WORDPRESS PLUGIN LICENSING FEE

Some plugins for advanced features will require annual licensing costs in order to maintain support and upgradability. This is an estimated cost, but the amount should be budgeted for annually. You will be billed for the actual cost of plugins once the project is completed. Pricing is outlined in the Project Investment section below. This cost could be more or less depending on the advanced features. In some cases, no additional plugins are required at all.

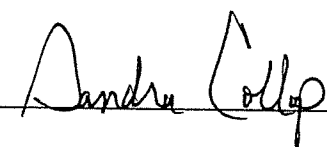
PHOTOGRAPHY & VIDEOGRAPHY

New photos and video will be a great addition to your new website. Our recommendations for this new media are outlined in a separate proposal.

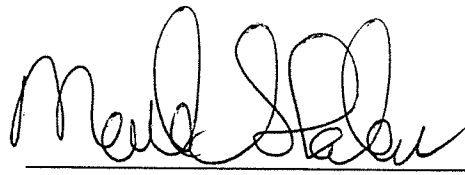
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ATTEST:



County Clerk



Presiding Commissioner, Mark Shahan

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WEBSITE HOSTING & SECURITY PLAN

Our Website Hosting & Security Plan means that we are here to provide you support after your website has launched. Our plans include 24/7 security monitoring, uptime monitoring, weekly off-site backups, weekly updates to WordPress core, themes, and plugins, and access to our team of professional designers and developers to answer any questions you might have about your website. Keeping your site running on the newest stable version of WordPress is important for the security of your website, and it also allows you to benefit from new features being introduced regularly. You get the peace of mind knowing that your website is being maintained and kept up to date. Below is a summary of our plans.

BOTH PLANS INCLUDE THE FOLLOWING	PROFESSIONAL PLAN (REQUIRED)	\$79/Month
<ul style="list-style-type: none"> Professional WordPress Website Hosting Daily Backups Security Configuration Speed Optimization Daily Malware Scans Free Backup of Malware if Site Becomes Infected Monthly WordPress Software, Plugins, & Theme Updates Analytics Reports Monthly Aspects of updates and work completed Uptime Monitor SSL Security Certificate 	<ul style="list-style-type: none"> 172 Hour of Consulting / Website Changes per month 	
	PREMIUM PLAN	\$179/Month
	<ul style="list-style-type: none"> 1 Hour of Consulting / Website Changes per month Bi-Monthly WordPress Software, Plugins, & Theme Updates Premium Speed Optimizations with CDN (Content Delivery Network) 	

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PROJECT TIMELINE & MILESTONES

The project's estimated start date and completion date will depend partly on when this proposal is accepted and other projects that may be in Vervoody's work queue prior to the acceptance of this project. Your project will begin only after the initial payment has been received and after a kick-off meeting is scheduled.

From the start of this project (once the contract has been signed and Vervoody has received the initial 50% payment) it is agreed that this project will take anywhere from 12-22 weeks. We request that the client be fully engaged and be very responsive to all requests during this project. Delays between phases will prolong the project's overall timeline. Project timelines will be adjusted after each phase if start fails to provide deliverables or does not respond in a timely manner to requests.

Our process is a 5-phase approach. Please note, we DO NOT move on to another phase until the prior phase is completed. Once a phase is completed, it's extremely important that we do not go back to a previous phase, or else project timeline and budget will be impacted.

STRATEGY & PLANNING 1-2 Weeks	The Initial Strategy & Planning phase of your new website will allow us to learn about your goals for your new website and to plan a website to meet those goals. During this phase we will research and plan out your new website as well as establish your navigation and content needs for your new website.
CONTENT DEVELOPMENT 3-5 Weeks	During the Content Development phase, we will gather or develop the necessary content based on the approved navigation. If we are developing your content, we will write the content during this phase and then present you with the content. We will revise it until it is approved.
DESIGN 3-6 Weeks	During the Design phase of your website we will implement the strategy we established in the Strategy & Planning Phase. We will establish your design on the Homepage of your website and one interior page. After we have the initial design established, we will schedule a meeting with your team to review the design. We allow two design revisions. All revisions must be submitted to our team in a single Word Document.
PAGE BUILDOUT 4-8 Weeks	At the Page Buildout phase, we are ready to begin putting your website together. We will take the approved content and images and populate your website. This phase is focused on making sure your content is correctly placed within your website. Since this phase will allow you to see your content within your website for the first time, we do allow for one final round of content revisions. All requested edits must be submitted in a single request.
DEPLOYMENT 1 Week	After we have received the final approval, our final step to complete your website is to launch your new website. We want to make sure your site launch goes as smoothly as possible. We have taken steps to ensure that the site is thoroughly reviewed internally before we launch. After our internal review of the website we will launch your website and then we complete a detailed checklist to ensure that all links, images, etc. are functioning properly.

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PROJECT INVESTMENT

This contract is limited to a set number of hours. Should additional requirements or unknown factors occur during the completion of a request, scope/price could be affected. Vervoody reserves the right to review any additional information upon receipt of customer materials for compliance to specifications. Customer requests negatively impacting the scope could be charged additional time and material.

Billing for the Website Hosting & Security Plan begins prior to project start and will be billed with the initial 50% of the project investment. The Professional Plan is required for all website projects. If you would like to upgrade to the Premium Plan, please check the box below next to "Premium Plan".

SERVICE DESCRIPTION	PRICE	QTY	INVESTMENT
ONE-TIME FEES			
WEBSITE DESIGN & DEVELOPMENT (one-time fee)			
INITIAL INVESTMENT - 50% of project investment due to start of project			\$1,450
DESIGN APPROVAL - 25% due upon approval of design			\$4,750
FINAL PAYMENT - 25% due upon completion of project before launch			\$11,000
WEBSITE ADMINISTRATION TRAINING			
<input type="checkbox"/> We offer you the option to have our staff to train you on the administration and maintenance of your website. This is a 2-hour training. If you select this option, this amount will be billed at the conclusion of the project.			\$300
MONTHLY FEES			
WEBSITE HOSTING & SECURITY PLAN			
PROFESSIONAL PLAN (REQUIRED)	\$79	1	\$79 / month
<input type="checkbox"/> PREMIUM PLAN (OPTIONAL UPGRADE)	\$100	1	\$100 / month
(Includes all services in the Professional Plan - Total Premium Plan monthly fee \$179)			
YEARLY FEES			
THIRD PARTY WORDPRESS PLUGIN LICENSING FEE (Where applicable)	\$300	1	\$300 / year
TOTAL MONTHLY INVESTMENT			\$79
TOTAL YEARLY INVESTMENT			\$250
TOTAL ONE-TIME INVESTMENT			\$10,000

Please add your digital signature on the final page to accept this proposal.
FORMS VALID UNTIL 10/9/21.

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STANDARD TERMS AND CONDITIONS

MAINTENANCE & HOURLY RATE

After the application launches, CLIENT is granted one (1) month to complete all user acceptance testing. During this period any minor changes that are found to be program/typographical errors can be requested at no charge. This does not include structural or design changes to the core of site. Any other maintenance required for the site will be charged at an hourly rate of \$105 per hour, or the current rate if after twelve months from the date of the agreement, in addition to the monthly maintenance agreement. Hourly time is charged in 15-minute blocks.

RELEASES

Vervoody assures Client has permission, for use by the owner, to use any images, logos, or any other design elements that are provided for inclusion in the website, and will hold harmless, protect, and defend Vervoody from any claim or lawsuit arising from the use of such elements.


ABANDONMENT

If CLIENT fails to respond to information request, or there is no communication with Vervoody, either by in-person, phone or email, for a period of two (2) weeks, the project is then deemed abandoned and will be closed.

All fees collected are non-refundable. Additional time that has been incurred on the project will be billed to CLIENT. If the project is re-opened at the request of the CLIENT a \$200 office fee will be charged.

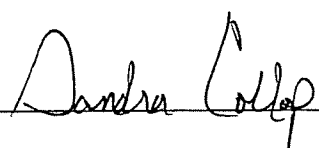
CANCELLATION

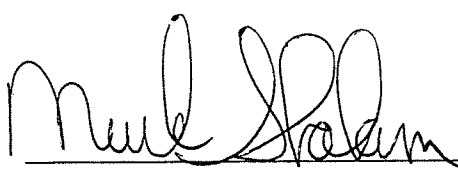
If CLIENT cancels the project at any point in the process, at their own discretion, work will immediately stop. Any payments made up to that point are non-refundable. Any outstanding payments will be due at the time of cancellation, system will then become property of the CLIENT.



CLIENT SIGNATURE

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ATTEST: 
 County Clerk


 Presiding Commissioner, Mark Shahan