

TERM OF COMMISSION: July Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Boone County Commission Chambers

PRESENT WERE: Presiding Commissioner Kip Kendrick
District I Commissioner Justin Aldred
Senior Buyer Liz Palazzolo
Buyer Amy Gerskin
Director of Human Resources Angela Wehmeyer
Director of Facilities Management Johnny Mays
Court Administrator Cindy Garrett
Deputy Court Administrator Derek Hux
13th Judicial Circuit Clerk Sherry Terrell
Deputy County Clerk III Jodi Vanskike

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

The meeting was called to order at 9:30AM and roll call was taken.

Human Resources

- 1. First and Second Reading: Request to Hire Above FHR for Position 104, Services Specialist, Sheriff's Office**

Director of Human Resources Angela Wehmeyer stated this is for a current employee who is in a state position, and she will be moving to a position at the Sheriff's Office. Director Wehmeyer

stated this candidate has five years of experience, and has a working knowledge of the tasks to be done.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a request to hire above the Flexible Hiring Range for position number 104, Services Specialist, and does hereby authorize an appropriation of \$18.50 per hour for the salary of said position.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #353-2024**

Facilities Management

2. First Reading: Budget Amendment - Dept 6102 - Cover JJC Overlay

Director of Facilities Management Johnny Mays stated he met with Resource Management, which made a recommendation to repair some concrete panels underneath so they wouldn't run into the same issues again later. Director Mays stated this caused an increase to the amount they will need to get the job done.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Purchasing

3. First Reading: Award of Amendment #4 to Contract C000460 awarded from Sole Source 164-123122SS for PowerDMS License & Support for the Boone County Sheriff's Office

Senior Buyer Liz Palazzolo read the following memo:

Amendment #4 to contract C000460 awarded from Sole Source 164-123122SS for Power DMS License and Support pulls out Boone County Joint Communications from the contract. The license term for Joint Communications runs on a January cycle and has been addressed in a separate contract spun off from this one, 164-123122SS-JC (C000798 in Finance Enterprise). The contract was originally awarded October 11, 2022, via Commission Order 490-2022.

Payment has already been made for the 2024-2025 subscription. Payment referenced codes 1228 - General Fund Sheriff/Detention Administration/70100 -Software Subscriptions: \$7,075.53; and 1255 -General Fund Detention Operations/70100 -Software Subscriptions: \$7,376.74.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

4. **First Reading: Award of Contract C000798 awarded from Sole Source 164-123122SS, and referenced under the administrative Sole Source number 164-123122SS-JC for PowerDMS License & Support for the Boone County Joint Communications Department**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests the Commission's approval of Contract C000798 and the associated Sole Source number 164-1 23 1 22SS-JC. This is set-up as an administrative contract, i.e., it is not a new procurement. Purchasing relies on the procurement authority referenced in setting up the original Sole Source 1 64-1 23122SS and County Contract C000460 which was approved by the Commission on October 11, 2022, via Commission Order 490-2022.

That procurement referenced PowerDMS subscriptions for both the Sheriff's Office and the Joint Communications Department. This spin-off contract accommodates the license term for Joint Communications that runs on a January cycle.

See also Amendment #4 to contract C000460 awarded from Sole Source 164- 1 23122S S which leaves in place the license used by the Sheriff's Office that runs on an April cycle. IT paid for the Joint Communications renewal using 2708 -911/EM IT Hardware & Software/70100 - Software Subscriptions: \$6,723.65

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

5. **First Reading: Award of Contract C000820 from cooperative contract 28/2023 for Equipment Rentals with Fabick Caterpillar- Countywide Term & Supply**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval of contract C000820 using City of Columbia cooperative contract 28/2023 for Equipment Rental Services with Fabick Caterpillar of Columbia, Missouri.

The contract period will run July 11, 2024, through March 23, 2025. There are three (3) one-year renewal options available to the County.

This is considered a Countywide Term and Supply.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

6. First Reading: Award of Amendment #1 to Contract C000096 awarded from Sole Source 147-123119SS for Software License & Services for KNOWiNK Poll Pads (Poll Print Upgrade) to KnowiNK LLC for the Boone County Clerk's Office

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval for Amendment #1 to contract C000096 awarded from Sole Source 147-123119SS with KNOWiNK LLC of St. Louis, Missouri for software and support services for the Poll Pads used by the Boone County Clerk's Office. The original contract was awarded September 17, 2019, via Commission Order 396-2019.

Amendment #1 adds hardware and software for Poll Print. This will enable the County Clerk's office poll workers to print precinct-specific ballots at the polling place. It also incorporates renewal pricing for 2025 and 2026 licenses.

Payment will reference 2320 – Election Equipment Replacement Fund Activity/23810 - Untagged Hardware and Software: \$74,450.00

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

7. First Reading: Contract: C000836 (10-24APR24) - Greater Bonne Femme Watershed Initiative Return on Environment Study

Buyer Amy Gerskin read the following memo:

Request for Proposal 10-24APR24 -Greater Bonne Femme Watershed Initiative Return on Environment Study closed on June 17, 2024. One bid response was received by Geosyntec Consultants Inc.

The Evaluation Committee consisted of Lynne Hooper, Resource Management, Urban Hydrologist, and Nicki Rinehart, Resource Management, Stormwater Coordinator. The recommendation from the Evaluation Committee is to award the contract to Geosyntec Consultants Inc. The county contract number is C000836.

The total cost of this contract is \$154,500.00. The budgeted cost of the contract is \$152,600.00 and funds will reference Departments 1725 General Fund Resource Management Stormwater Planning and 2046, Road and Bridge Resource Management Stormwater Planning, account

71100 equally. No budget amendment is required at this time; however, Resource Management may require one in 2025 for this project. Attached for reference is the bid tabulation and Award Recommendation form.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

8. First Reading: Award of Contract C000834 awarded from cooperative contract NCPA 01-170 TD Synnex Advanced Technology Aggregator for Cisco Products Maintenance and Support from Huber & Associates, Inc. for the Boone County IT Department

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval of contract C000834 using the Omnia Partners National Cooperative Purchasing Alliance contract NCPA 01-170, the TD Synnex -Advanced Technology Solutions Aggregator contract. The contract will be set-up for the IT Department to purchase Cisco Products, Maintenance and Support from Huber & Associates of Jefferson City, Missouri.

The contract period will run August 01, 2024, through December 31, 2026. There are two (2) one-year renewal options available to the County.

This is considered a Term and Supply contract for the IT Department. Payments will reference this coding:

- 1172 – General Fund IT Hardware & Software/60051 – IT Equipment Service Contract with \$18,950.00 budgeted.
- 2708 -911/Emergency Management IT Hardware & Software/60051 – IT Equipment Service Contract with \$11,950.00 budgeted.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

9. First and Second Reading: Contract: C000818 (25-12JUN24) - Tilt Deck Trailer

Buyer Amy Gerskin read the following memo:

Request for Bid 25-12JUN24 for a Tilt Deck Trailer opened on June 12, 2024. The County received five (5) bid responses from the following vendors:

1. Chaves Brothers Management, LLC
2. Cooper Trailers, Inc.
3. Holden Industries, Inc.
4. Phoenix Contracting
5. Technology International, Inc.

The Road and Bridge Department recommends awarding the lowest bidder, Cooper Trailers, Inc. with a bid price of \$17,500.00. The Bid Tabulation is attached for reference. The County contract number for this purchase is C000818.

This purchase will be paid from department 2040 - Road & Bridge Maintenance, account 92300 - R&B Road Maintenance Replacement Machinery and Equipment. The budgeted amount for this purchase is \$17,600.00.

The Purchasing Department also requests permission to dispose of the following item:

- Trailerman 16,000 lb. Tilt Top Trailer, Fixed Asset tag #19139, serial number 5L3EX2420EL001354

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve contract C00081825-12JUN2024 with Cooper Trailers, Inc. for the purchase of one (1) Tilt-And-Go Gooseneck Tilt-Deck Trailer. The terms of the agreement are set out in the attached contract and the presiding Commissioner is authorized to sign the same. Done this 23rd day of July, 2024.

Commissioner Aldred seconded the motion.
The motion carried 2 to 0. **Order #354-2024**

13th Judicial Circuit Court

10. First Reading: Budget Amendment - Dept 1243 - DYS Probation Services Grant

Circuit Court Administrator Cindy Garrett stated they were awarded \$97,200.00 for this grant, which they have had since 1995. Ms. Garrett stated this grant runs from July 1st through June 30th and this budget amendment is to put the funds in for the rest of this year.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

11. First Reading: Budget Amendment - Dept 1243 - DRRF Grant

Circuit Court Administrator Cindy Garrett stated this grant was awarded through OSCA, and they have had it since July 2009. Ms. Garrett stated this grant runs from July 1st through June 30th. Ms. Garrett stated they requested \$20,000.00 and were awarded \$15,000.00. Ms. Garrett stated they are asking for all of that to be put in this year's budget, and anything not used this year will transfer to next year.

Commissioner Kendrick stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**12. Second Reading: Budget Amendment - Dept 1210 - Cover Class 9 – First Read
07.11.24 Open Public Hearing**

Commissioner Kendrick opened and closed the public hearing.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 1210 to cover class 9 costs.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #355-2024**

13. First Reading: 2025 Budget Presentation

Court Administrator Cindy Garrett, Deputy Court Administrator Derek Hux and Circuit Clerk Sherry Terrell presented the 13th Judicial 2025 budget. Documentation presented is included at the bottom of the minutes.

Commission

14. Public Comment

None

15. Commissioner Reports

Commissioner Kendrick stated that no-excuse absentee voting begins today for the August 6th primary election. Commissioner Kendrick stated Boone County registered voters can vote in the Commission Chambers at the Boone County Government Center from 8:00am – 5:00pm, Monday through Friday.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

2025 BUDGET

13th Judicial Circuit Courts

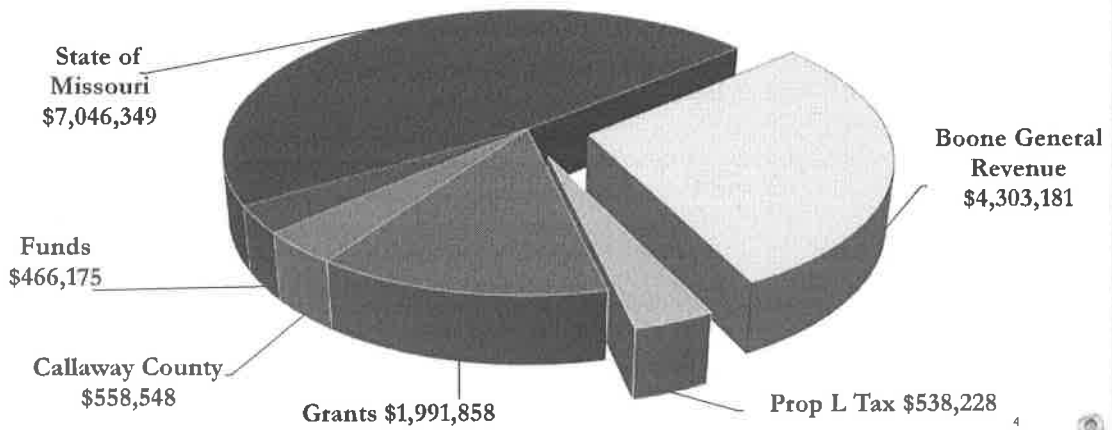
STATUTORY REQUIREMENTS

August 15 deadline.

- **§50.540** – All court departments in class 1 counties SHALL submit to the budget officer estimates of expenditures and revenues for the next year, with corresponding figures for the last completed fiscal year and estimated figures for the current fiscal year, on or before September 1 of each year. Estimates shall include work planned to be done and estimated costs thereof.
- **§50.642** – Presiding Judge, or designee, shall, NOT LATER THAN 15 DAYS PRIOR to filing the budget estimates with the county officer, meet and confer with the county commission and budget officer to discuss estimated expenditures and revenues for the next budget year.

13TH CIRCUIT FUNDING

TOTAL FUNDING \$14,904,339
Up \$558,259 from 2024 (3.89%)

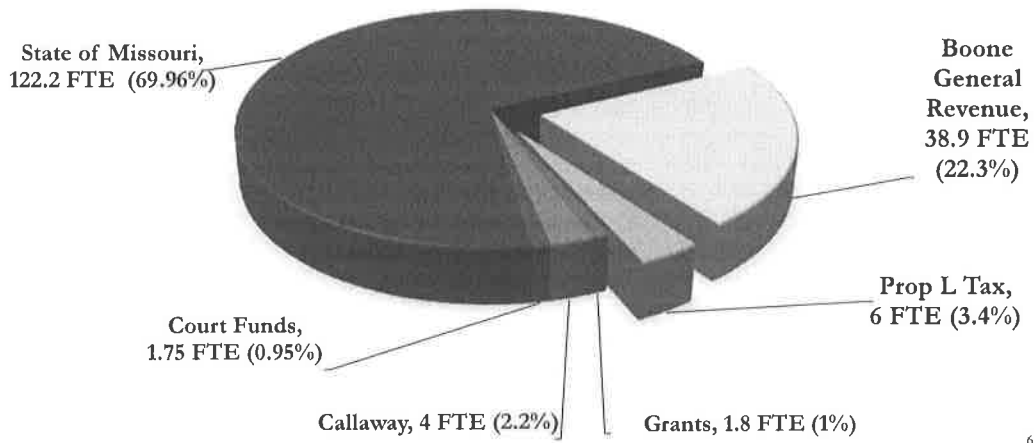


13TH CIRCUIT PERSONNEL

**Approximately
176 FTE
(Full Time Equivalent)
Positions**

13	Judges / Commissioners		
5	Court Reporters		
47	Boone County Circuit Clerk		
14.7	Callaway County Circuit Clerk		
96.27	Court Administration		
7	Judges' Office	4	Technology Services
2.43	Jury	30.42	Juvenile
15.25	Court Marshal	25.21	Juvenile Detention
7	Court Services	6.05	Treatment Court

FUNDING SOURCES OF 176 FTEs



BOONE COUNTY

BUDGET OVERVIEW

7

BOONE GENERAL REVENUE SUMMARY

REVENUE	2024	2025	Increase/Decrease	%
JJC	\$311,450	\$301,100	-\$10,350	-3.32%
Juvenile Office	\$2,830	\$2,384	-\$446	-15.76%
Jury	\$10,000	\$10,000	0	0%
Circuit Court	\$136,438	\$133,707	-\$2,731	-2%
Circuit Clerk	\$256,708	\$267,077	+\$13,100	+11.88%
TOTAL	\$570,988	\$570,561	-\$427	-0.07%
EXPENDITURES	2024	2025	Increase/Decrease	%
JJC	\$498,206	\$488,948	-\$9,258	-1.86%
Juvenile Office	\$627,256	\$631,753	+\$4,497	+0.72%
Jury	\$102,300	\$105,200	+\$2,900	+2.83%
Circuit Court	\$2,349,324	\$2,427,550	+\$78,226	+3.33%
Circuit Clerk	\$654,890	\$649,730	-\$5,160	-0.79%
TOTAL	\$4,231,976	\$4,303,181	+\$71,205	+1.68%

BOONE FIXED ASSETS SUMMARY

	2024	2025	Increase/Decrease	%
JJC	\$212,200	\$16,200	-\$196,000	-92.37%
Juvenile Office	\$1,300	\$0	-\$1,300	-100%
Jury	\$0	\$0	\$0	0%
Circuit Court	\$217,742	\$260,550	+\$42,808	+19.66%
Circuit Clerk	\$0	\$9,600	+\$9,600	NEW
TOTAL	\$431,242	\$286,350	-\$144,892	-39.79%

9

BOONE PROP L SUMMARY

REVENUE	2024	2025	Increase/Decrease	%
Prop L – 2904 (Alt. Sent)	\$300	\$0	-\$300	-100%
Prop L – 2908 (LE)	\$0	\$0	\$0	0%
TOTAL	\$300	\$0	-\$300	-100%

EXPENDITURES	2024	2025	Increase/Decrease	%
Prop L – 2904 (Alt. Sent)	\$329,386	\$328,561	-\$825	-0.25%
Prop L – 2908 (LE)	\$209,667	\$209,667	\$0	0%
TOTAL	\$539,053	\$538,228	-\$825	-0.15%

10

CAPITAL IMPROVEMENT REQUESTS

Renovations to 2nd Floor, Judges' Office

- Convert the 2 East Jury Deliberation Room into a judge's office
 - Remove kitchenette.
 - Remove door into 2 East Courtroom.
 - Add soundproofing.
- Create hallway access for one of the Jury Deliberation restrooms so staff has facilities on that side of the building.
- Renovate Commissioner Yancey's office to add a private restroom.

11

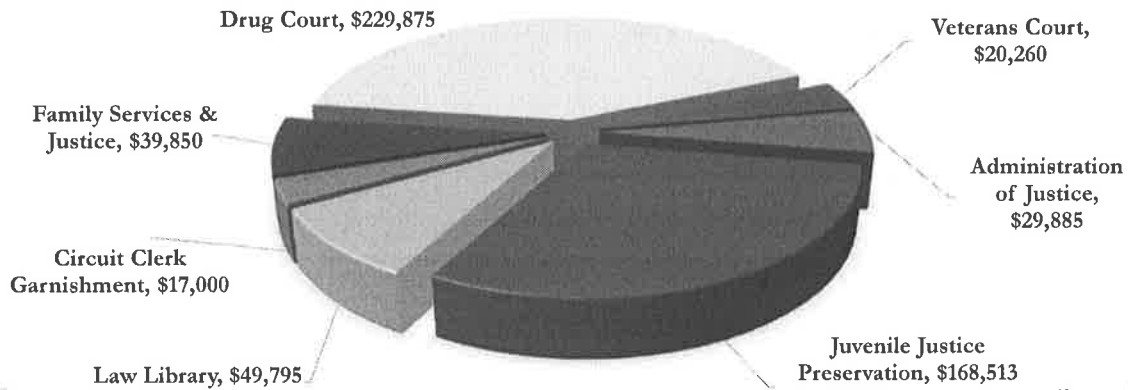
BOONE COURT FUNDS

BUDGET HIGHLIGHTS

12

BOONE COURT FUNDS \$466,175

Up 1.68% (+\$71,205)



FAMILY SERVICES & JUSTICE FUND

Split Fund between Circuit Court (2820) and Juvenile (2821)

Pays for staff trainings, contract attorneys, & professional evaluations

FS&J	2024	2025	Increase/Decrease
Revenue - 2820	\$28,350	\$27,600	-\$750
Revenue - 2821	\$13,500	\$12,500	-\$1,000
TOTAL REVENUE	\$41,850	\$40,100	-\$1,750
Expenditures - 2820	\$16,850	\$16,850	\$0
Expenditures - 2821	\$23,000	\$23,000	\$0
TOTAL EXPENDITURES	\$39,850	\$39,850	\$0

Projected Fund Balance on January 2025: \$318,275

DRUG COURT FUND

Pays for drug testing, treatment, wrap-around services, and staff training.

DRUG COURT	2024	2025	Increase/Decrease
Revenue – Drug Court	\$212,200	\$219,100	+\$6,900
Revenue – Veterans Court	\$0	\$250	+\$250
TOTAL REVENUE	\$212,200	\$219,350	+\$7,150
Expenditures – Drug Court	\$208,725	\$229,875	+\$21,150
Expenditures – Veterans Court	\$25,043	\$20,260	-\$4,783
TOTAL EXPENDITURES	\$233,768	\$250,135	+\$16,367

Projected Fund Balance on January 2025: \$311,272

15

ADMINISTRATION OF JUSTICE FUND

Pays for court technology, training, and staff retention activities.

ADMIN of JUSTICE	2024	2025	Increase/Decrease
Revenue	\$9,500	\$9,300	-\$200
Expenses	\$47,560	\$29,885	-\$17,675

Projected Fund Balance on January 2025: \$32,615

16

JUVENILE JUSTICE PRESERVATION

Split Fund between Juvenile (2870) and JJC (2871)

Pays for 1.5 FTE, juvenile programs, program supplies.

FS&J	2024	2025	Increase/Decrease
Revenue - 2870	\$28,400	\$30,700	+\$2,700
Revenue - 2871	\$0	\$0	\$0
TOTAL REVENUE	\$28,400	\$30,700	+\$2,700
Expenditures - 2870	\$67,392	\$59,928	-\$7,464
Expenditures - 2871	\$59,773	\$108,585	+\$48,812
TOTAL EXPENDITURES	\$127,165	\$168,513	+\$41,348

Projected Fund Balance as of January 2025: \$243,539

17

LAW LIBRARY FUND

Pays for legal resources for judges and courtroom improvements.

LAW LIBRARY	2024	2025	Increase/Decrease
Revenue	\$44,350	\$41,850	-\$2500
Expenses	\$37,170	\$49,795	+\$12,625

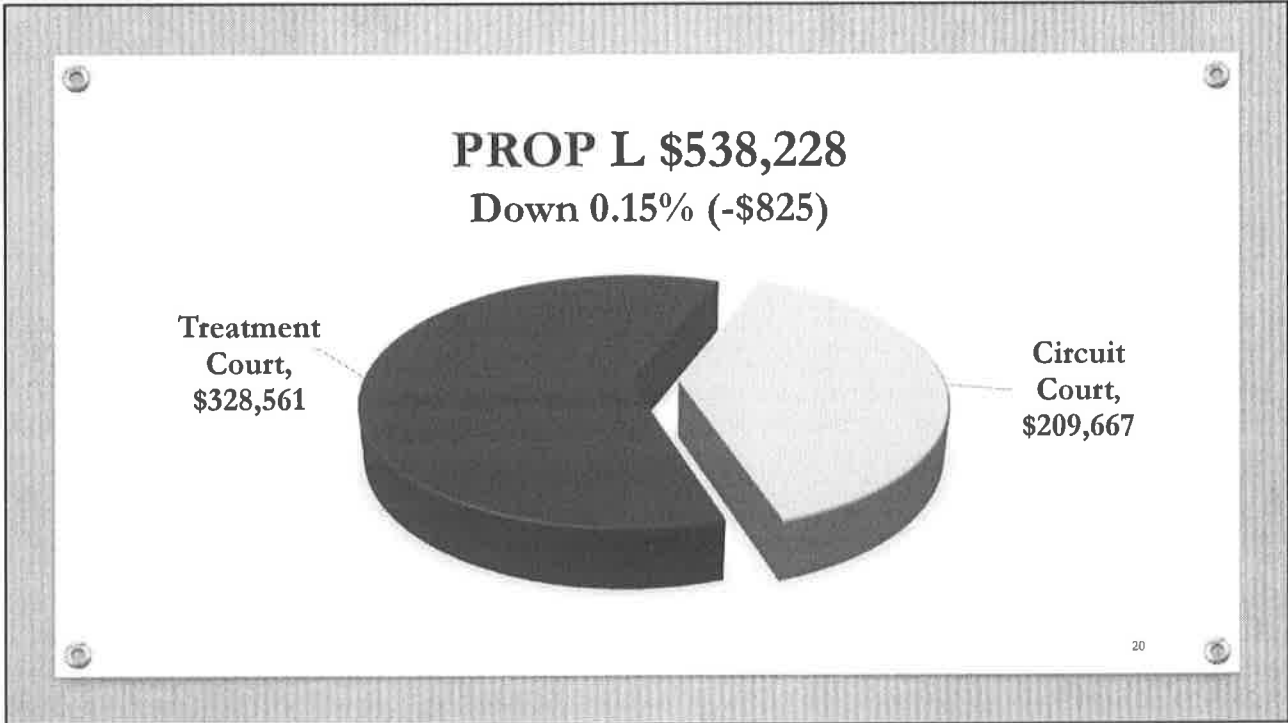
Projected Fund Balance on January 2025: \$68,137

18

BOONE PROP L TAX

BUDGET HIGHLIGHTS

19



PROP L TAX

PROP L	2024	2025	Increase/Decrease	%
Prop L – 2904 (Alt. Sent)	\$300	\$0	-\$300	-100%
Prop L – 2908 (LE)	\$0	\$0	\$0	0%
TOTAL REV	\$300	\$0	-\$300	-100%
Prop L – 2904 (Alt. Sent)	\$329,386	\$328,561	-\$825	-0.25%
Prop L – 2908 (LE)	\$209,667	\$209,667	\$0	0%
TOTAL EXPEND	\$539,053	\$538,228	-\$825	-0.15%

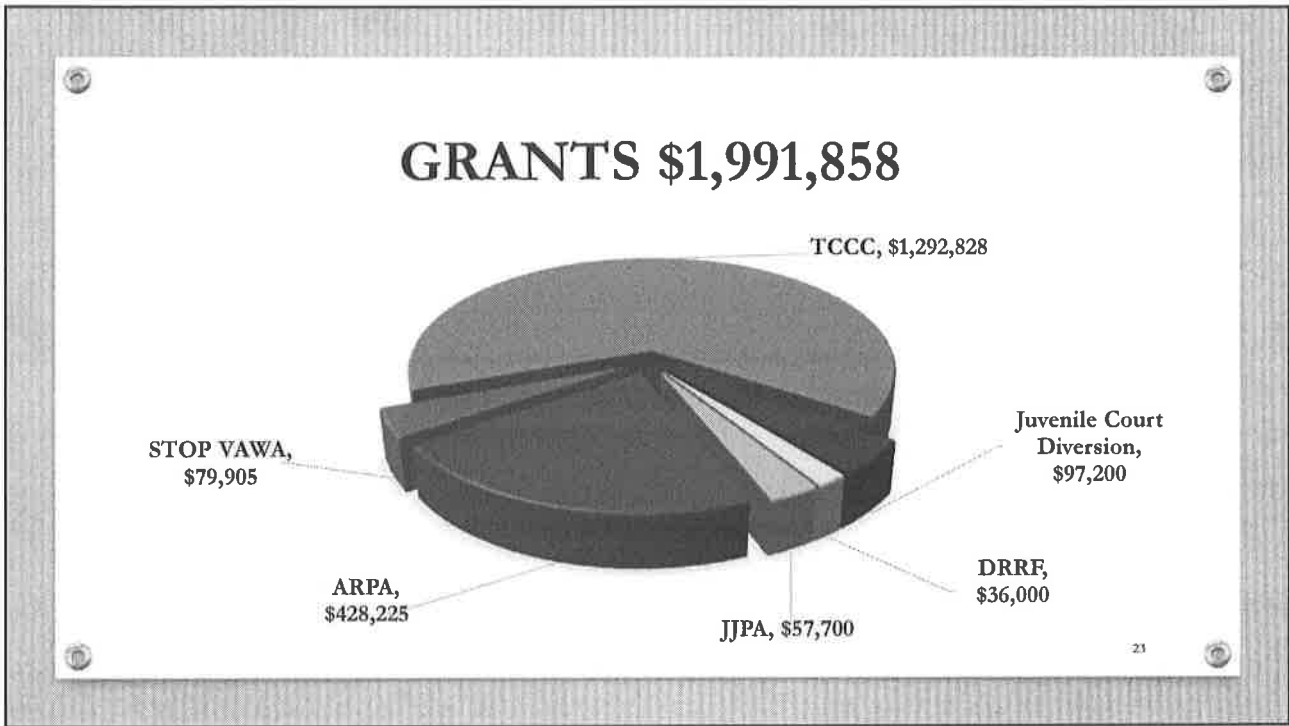
- Salaries of 6 staff,
 - 3 Treatment Court, 2 Adult Court Services, 1 Deputy Marshal
- Mental Health Court program,
- Utilities & maintenance of the Treatment Court building.

21

GRANTS

BUDGET HIGHLIGHTS

22



- ### JUVENILE COURT DIVERSION PROGRAM
- \$97,200 – Salaries for two Deputy Juvenile Officers
-
- ### DOMESTIC RELATIONS RESOLUTION FUND
- \$16,000 – Funds for supervised visitation program
 - Boone & Callaway
 - \$20,000 – Funds for group programming at JJC
- 24

JUVENILE JUSTICE PROGRAM ASSISTANCE

- \$10,000 – Home detention monitoring
- \$3,100 – Crisis Intervention Services
- \$15,000 – Programming & materials in detention
- \$15,000 – VOCA programming in detention
- \$6,600 – SAVVY Sisters programming in detention
- \$8,000 – Vitality programming in detention

25

AMERICAN RESCUE PLAN ACT GRANT

- \$428,225 – Fencing, Cameras, & improved security for Program Side of JJC.

COMMUNITY BASED VIOLENCE & INTERVENTION PREVENTION

- \$2,000,000 requested for 3 year grant, still waiting on award.
- Staffing for juvenile detention and programming for all delinquent youth involved in court system.

26

STOP VIOLENCE AGAINST WOMEN ACT

- \$79,904 – Funds for BIP classes at Compass and TMT Consulting, and salary of .80 FTE Domestic Assault Court Coordinator

TREATMENT COURT COORDINATING COMMITTEE

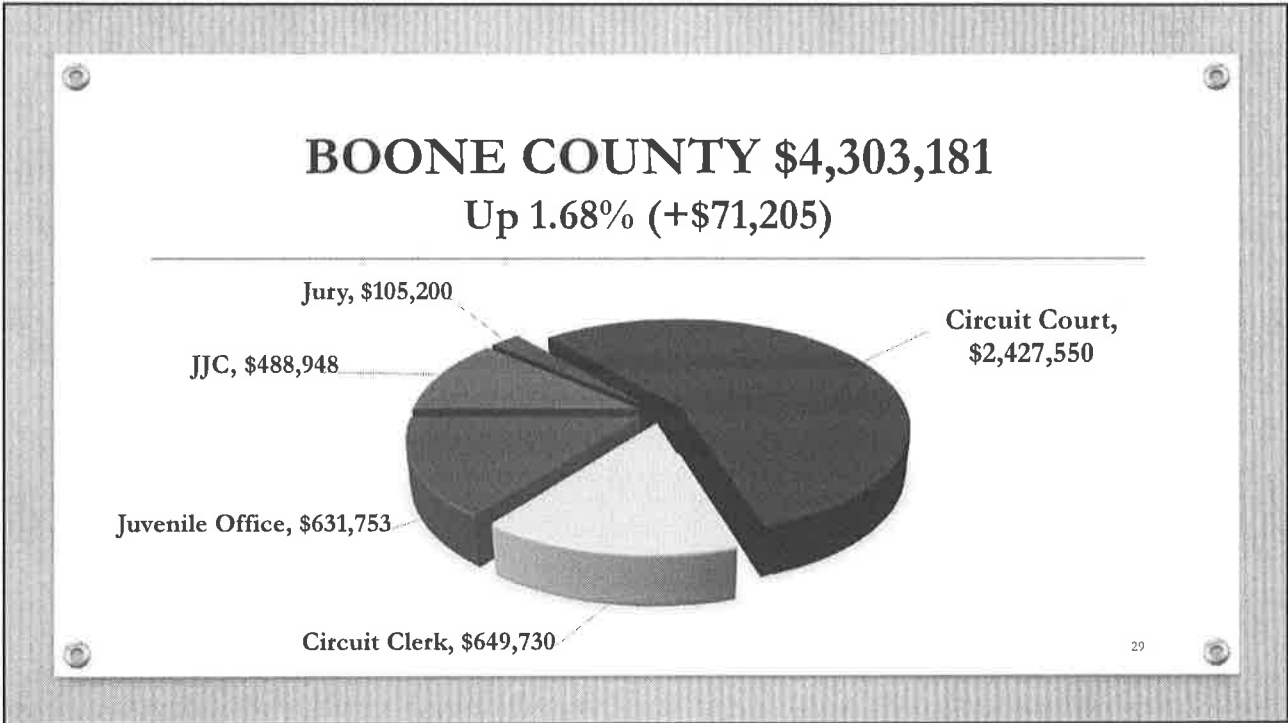
- \$1,208,284 – Drug treatment, testing, & wrap around services
- \$84,542 – Medication assisted treatment for participants

27

BOONE GENERAL REVENUE

BUDGET HIGHLIGHTS

28



BOONE CIRCUIT COURT

CIRCUIT COURT	2024	2025	Increase/Decrease	%
REVENUE	\$136,438	\$133,707	-\$2,731	-2%
EXPENDITURES	\$2,349,324	\$2,427,550	+\$78,226	+3.33%
FIXED ASSETS	\$217,742	\$260,550	+\$42,808	+19.7%

- ♦ Increases due to personnel.
- ♦ Increases in Utilities due to new internet fiber line.
- ♦ Fixed Assets increased:
 - ♦ courtroom tech, new computer server, new court reporter steno machine

BOONE JURY SERVICES

JURY	2024	2025	Increase/Decrease	%
REVENUE	\$10,000	\$10,000	0	0%
EXPENDITURES	\$102,300	\$105,200	+\$2,900	+2.83%
FIXED ASSETS	\$0	\$0	\$0	0%

- We continue to see increased jury trials.
- Budgeted for more parking costs with City of Columbia.

31

BOONE JUVENILE OFFICE

JUVENILE	2024	2025	Increase/Decrease	%
REVENUE	\$2,830	\$2,384	-\$446	-15.76%
EXPENDITURES	\$627,256	\$631,753	+\$4,497	+0.72%
FIXED ASSETS	\$1,300	\$0	-\$1,300	-100%

- Slight increase in expenditures due to county paid attorney and increased payments to contract attorneys.

32

JUVENILE JUSTICE CENTER

JJC	2024	2025	Increase/Decrease	%
REVENUE	\$311,450	\$301,100	-\$10,350	-3.32%
EXPENDITURES	\$498,206	\$488,948	-\$9,258	-1.86%
FIXED ASSETS	\$212,200	\$16,200	-\$196,000	-92.37%

- Fixed assets are down in this budget because several large projects were moved to the current budget year's ARPA funding.

33

BOONE CIRCUIT CLERK

CIRCUIT CLERK	2024	2025	Increase/Decrease	%
REVENUE	\$256,708	\$267,077	+\$13,100	+11.88%
EXPENDITURES	\$654,890	\$649,730	-\$5,160	-0.79%
FIXED ASSETS	\$0	\$9,600	+\$9,600	NEW

34

CIRCUIT CLERK GARNISHMENT

Pays for files to be microfilmed.

GARNISHMENT	2024	2025	Increase/Decrease
REVENUE	\$17,000	\$17,000	\$0
EXPENSES	\$12,500	\$17,000	+\$4,500

Projected Fund Balance on January 2025: \$54,973

2025 BUDGET

13th Judicial Circuit Court

