

TERM OF COMMISSION: August Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center  
Room 301

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
Code Enforcement Officer Ryland Rodes  
County Counselor CJ Dykhouse  
Court Administrator Mary Epping  
Senior Buyer Liz Palazzolo  
Deputy County Clerk Michelle Thompson

The meeting was called to order at 9:30 a.m.

**Conference Call Information:**  
**Number: 425-585-6224 Access Code: 802-162-168**

**Resource Management**

**1. First & Second Reading; Request to rename Road: Sims Road to Quiet Life Lane**

Ryland Rodes explained there was a request to rename a County-maintained road. Sims Road is located in S34T51NR13W and is recorded in Book 4792, Page 142 and Book 5193, Page 87 of the Boone County Records. It is being requested to change the name to Quiet Life Lane. It would begin on the north side of Blakemore Road, approximately 2,200 feet east of the intersections of Blakemore Road and Oak Grove School Road, running in a north direction for approximately 1,100 feet.

Commissioner Parry asked if people live on the road.

Rodes said, currently, no one lives on the road. It will be developed, but nobody is there right now that a name change will affect. Renaming the road would be helpful for Joint

Communication purposes since there are already two other Sims Roads located in Boone County. One is in the City of Columbia and one is in Centralia.

Commissioner Atwill asked how many homes would be there.

Rodes said he did not know the number, but it is zoned A-2, so it would follow those regulations. The property owners do not want it to be dense.

Commissioner Atwill asked if it was required to give any notice.

Rodes said it is required to give notice of the petition, which was done.

There were no more comments or questions from the Commission.

Commissioner Parry moved now on this day the County Commission of the County of Boone does hereby approve the request to rename a named roadway currently listed as Sims Road as recorded in Book 5193, Page 87 of the Boone County Records to Quiet Life Lane.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #337-2020**

**Purchasing**

**2. First Reading; Bid Award: 28-09JUL20 – Waters Edge Drainage Improvements – Phase II – 2020**

Liz Palazzolo read the following memo:

28-09JUL20 – Waters Edge Drainage Improvements – Phase II – 2020 opened on July 9, 2020 with five bids received. Resource Management recommends award by lowest responsive bid to Plan B Development, LLC.

Cost of the contract is \$81,722.00. There will be a 10% contingency of \$8,172.20 added for a Purchase Order total of \$89,894.20, which will be paid from Department 2041 – Infrastructure Preservation and Rehab, Account 71202 – Contractor Costs.

Boone County budgeted amount for this contact is \$130,000.

Commissioner Parry asked if the County has done business with this company before. The bid is very low, and he is curious about the quality of their work.

Palazzolo said she can find out.

There were no more comments or questions from the Commission.

Commissioner Atwill 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.

**3. First Reading; Bid Award: 30-15JUL20 Large Format Printer/Scanner for the Assessor's Office – Acquisition Only**

Liz Palazzolo read the following memo:

Purchasing requests approval of the award of contract 30-15JUL20 for a Large Format Printer/Scanner for the Boone County Assessor's Office. Two bids were received in response to the Request for Bid. The evaluation has been conducted by the IT Department in coordination with the Assessor's Office. The award will be made to SumnerOne of Columbia, Missouri for only the acquisition of the printer/scanner. Post-warranty repair service will not be awarded. The printer/scanner purchase includes a one-year warranty.

The contract period will run from August 3, 2020 through August 2, 2021.

Payment will be paid from Department 2010 – Assessment/Account 92301 – Replacement Computer Hardware: \$9,560.00

Commissioner Atwill asked why there was no warranty repair included.

Palazzolo explained that came down to the difference of \$9,560 vs. \$11,250 so that was reevaluated; and a repair plan was also bid separately.

There were no more comments or questions from the Commission.

Commissioner Atwill 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.

**4. First Reading; RFP Award Recommendation: 20-12JUN20 – Auction Services for Surplus Vehicles and Heavy Equipment**

Liz Palazzolo read the following memo:

Request for Proposal 20-12JUN20 – Auction Services for Surplus Vehicles and Heavy Equipment closed on July 2, 2020. Two proposal responses were received.

The evaluation committee consisted of the following:

Greg Edington, Road & Bridge Director

Gary German, Captain

The evaluation committee recommends award to Missouri Auto Auction, Inc. of Columbia, Missouri per the attached Evaluation Report. This is a County-wide term & supply contract through July 31, 2021.

The contract includes transportation and auctioning of Boone County surplus vehicles and equipment.

The contract will extend through July 31, 2021 and has four one-year renewal periods.

There were no comments or questions from the Commission.

Commissioner Atwill 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.

**5. Second Reading; Bid Award: 23-02JUL20 – El Chaparral Ave Culvert Rehab – 2020 (1<sup>st</sup> read 7-30-20)**

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby award bid 23-02JUL20 – El Chaparral Ave Culvert Rehab – 2020 to Insituform Technologies USA, LLC.

Terms of the award are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #338-2020**

**13<sup>th</sup> Judicial Circuit Court**

**6. 2021 Budget Presentation**

Mary Epping presented the 2021 Circuit Court Budget to the Commission by PowerPoint presentation. That PowerPoint is included at the end of these minutes.

**7. Public Hearing & Reading; Budget Amendment: Increase revenue & expenditures for the Domestic Relations Resolution Fund-Contact for Kids: A Safeway Grant for the period of 7/1/20 – 12/31/20 (1<sup>st</sup> read 7-23-20)**

Commissioner Atwill opened the public hearing.

There was no one present to speak on this item.

Commissioner Atwill closed the public hearing.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the 13<sup>th</sup> Judicial Circuit Court to increase revenue and expenditures for the Domestic Relations Resolution Fund – Contact for Kids: A Safe Way Grant for the period of 7/1/20 through 12/31/20.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	3451	Judicial Grants	State Reimbursement		10,000
1243	71101	Judicial Grants	Professional Services		10,000
					20,000

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #339-2020**

**Road & Bridge**

8. **Second Reading; Request for emergency replacement of a Hydraulic Post Driver**  
**(1<sup>st</sup> read 7-30-20)**

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby approve the request by the Road & Bridge Department to purchase a new Hydraulic Post Driver to replace a non-functioning post driver as described in the attached memo as well as the request to dispose of one (1) Hydraulic Post Driver (no fixed asset number).

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal Form.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #340-2020**

**Commission**

9. **First Reading; Acknowledgment of receipt of annual financial report from the Centralia Special Road District**

CJ Dykhouse said that per RSMo 233.150, Road Districts are required to report annual financial statements and this is the one for the Centralia Special Road District. The only action required by the Commission is to acknowledge receipt of the report.

Commissioner Thompson thanked Dykhouse for getting this report back on track.

There were no more comments or questions from the Commission.

Commissioner Atwill 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.

**10. Public Comment**

None

**11. Commissioner Reports**

Commissioner Thompson said Saturday she attended a celebration of life for Alice Neihardt Thompson, the youngest child of John Neihardt, the poet laureate of Nebraska, who passed in June. It was a great celebration with many present to celebrate, including former Speaker of the Missouri House, Steve Gaw.

The meeting adjourned at 10:17 a.m.

Attest:



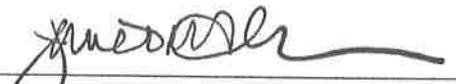
Brianna L. Lennon  
Clerk of the County Commission



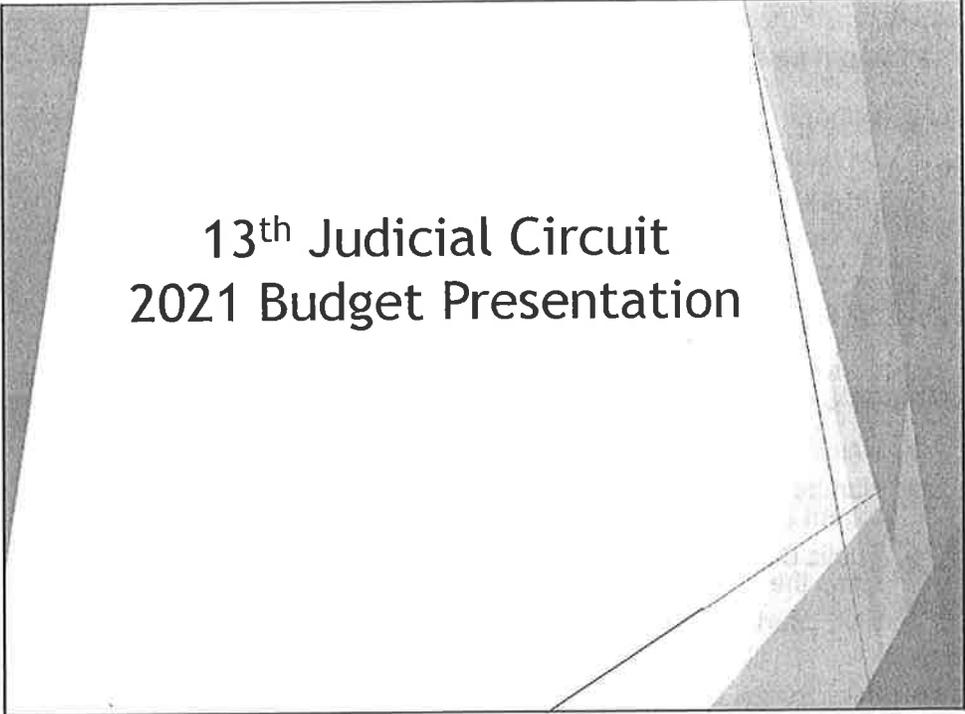
Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner



**13<sup>th</sup> Judicial Circuit  
2021 Budget Presentation**

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**Trends and  
Budget Impacts**

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## Trends Impacting Budget

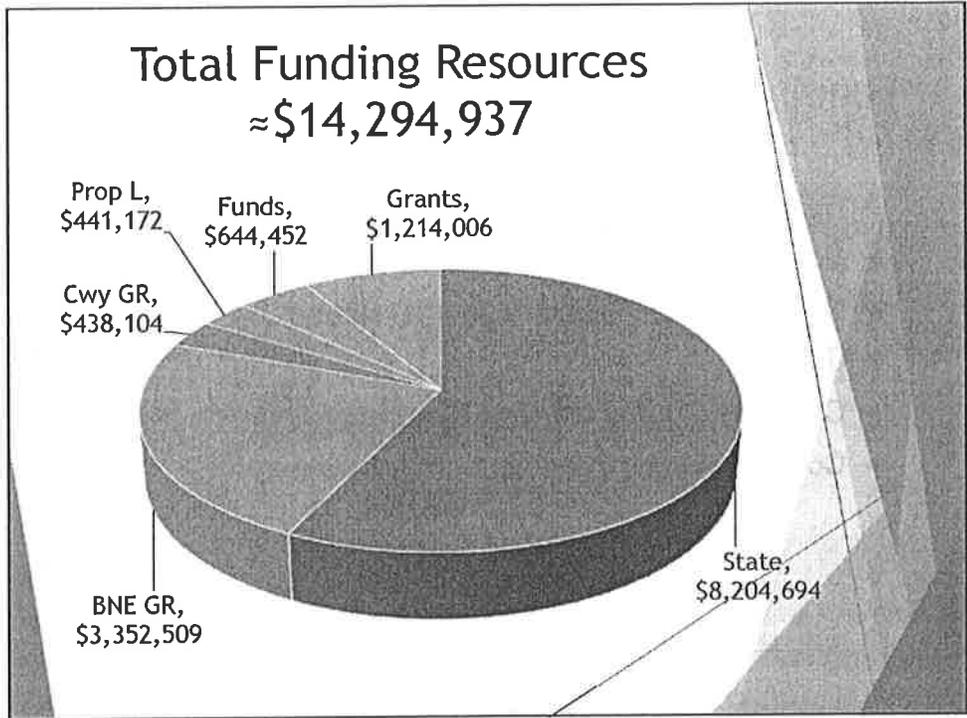
- ▶ COVID.
  - ▶ Reduced revenue for counties and states.
  - ▶ No jury trials March-July.
  - ▶ No state wide or national travel (conferences).
  - ▶ Reduced driving (mileage).
  - ▶ Increased purchases of technology AND some planned technology purchases aren't available or are more expensive.
  - ▶ PPE and increased cleaning costs where necessary.
- ▶ Raise the Age and certifications at JJC (unknown).
- ▶ Number of cases in Juvenile Abuse/neglect (GALs, parent attorneys).
- ▶ Public Defender waitlist and limitations on what case types the attorneys will enter on.
- ▶ BNE court getting \$450k in work to the building exterior.

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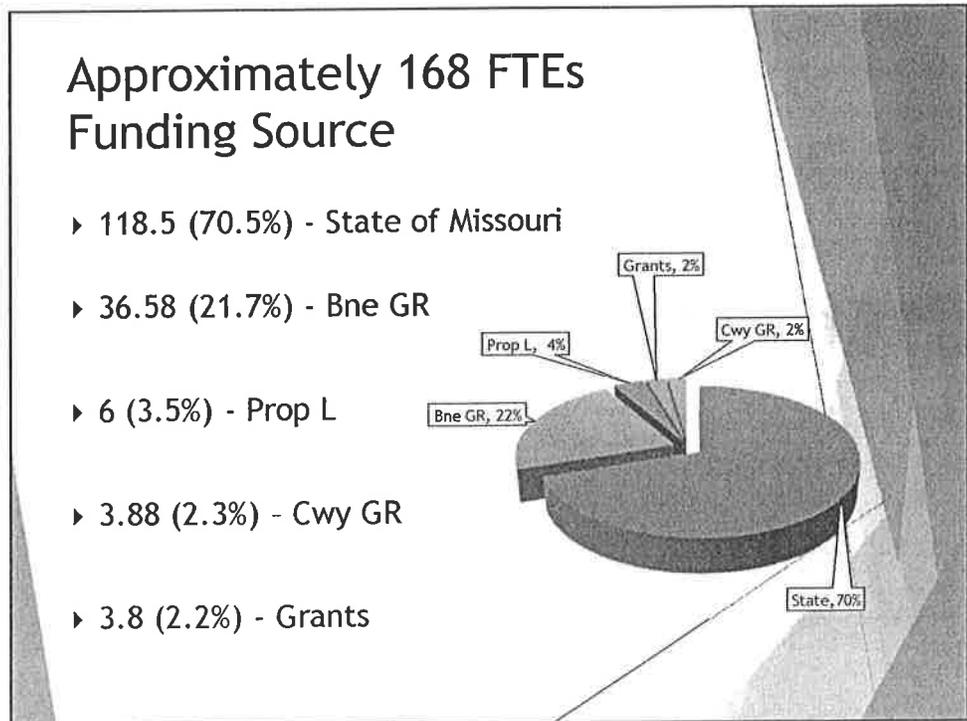
## 13<sup>th</sup> Circuit Funding

Circuit Court Funding Resources  
and  
Budgets Under Review

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## Funding Sources for the Budget

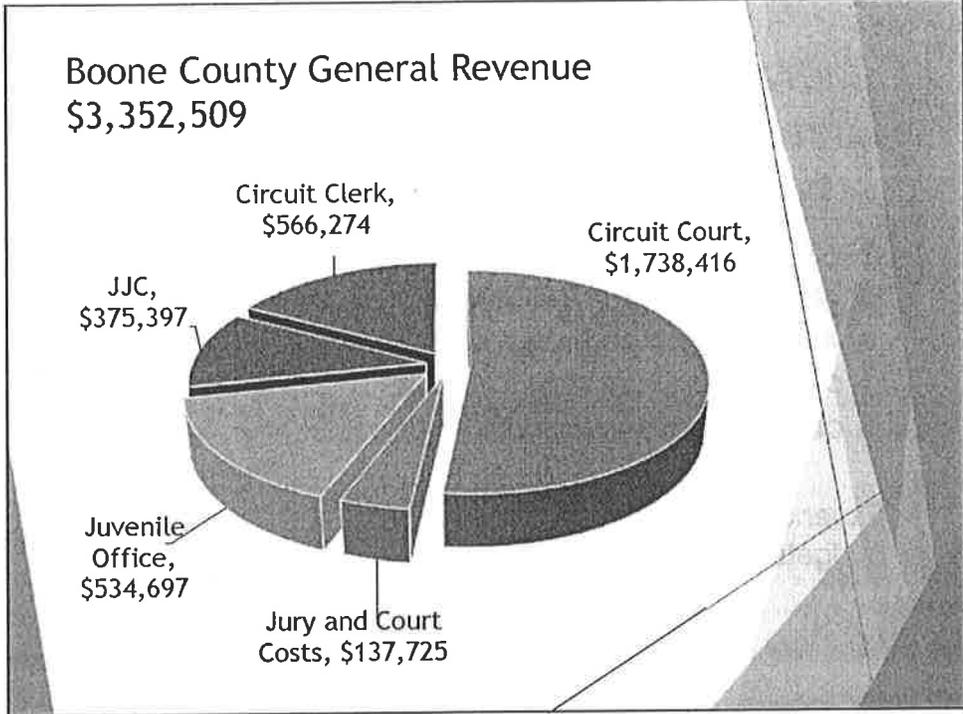
- ▶ Boone County General Revenue Fund
- ▶ Boone County Prop L Fund
- ▶ Court Managed Fund Accounts- Boone
- ▶ Grants
- ▶ Callaway County General Revenue Fund
- ▶ Court Managed Fund Accounts- Callaway

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## Boone County General Revenue Fund

General Fund Overview

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### Boone County - New Budget Program

Current	New
1210 - Circuit Court	Adult Court
1230 - Jury and Court cost	- Circuit Court Services
1241 - Juvenile	- Jury
1242 - JJC	- Treatment Court (Propl + DC)
2860 - Circuit Clerk	- Administration of Justice
2904 - Propl.	- Law Library
2820 - Family Services & Justice	Circuit Clerk
2830 - Drug Court	- Garnishment Fund
2850 - Admin of Justice	Juvenile Court
	- Family Services and Justice
	Juvenile Detention (JJC)
	- Moves/changes to:
	- Class 2
	- Class 3 (condensing lines)
	- Class 6 (move to 7 or 2)
	- Class 7 ("legal contracts")
	- Class 8 (catchall)

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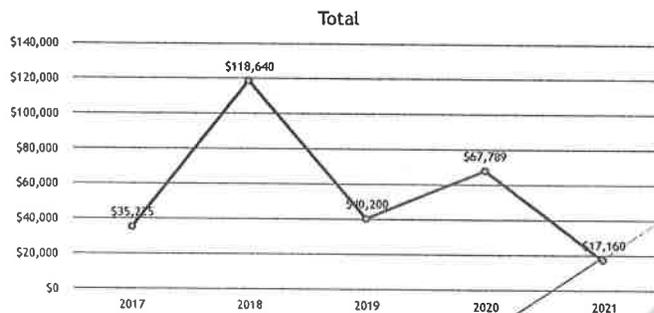
## General Revenue Budget Summary

- ▶ Revenue projections up 1.1% (\$5,870).
  - ▶ JJC anticipates no change.
  - ▶ Juv. Office down 47.5% (\$2,530).
  - ▶ Jury/Court Costs anticipates no change.
  - ▶ Circuit Court up 1.9% (\$3,295).
  - ▶ Circuit Clerk up 5.1% (\$8,400).
  
- ▶ Expenditures are down 2.75% across all GR funded budgets (-\$94,823).

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## Budgeted Fixed Assets

	2017	2018	2019	2020	2021
JJC	\$950	\$8,275	\$8,800	\$22,394	\$6,110
Juvenile Office	\$1,000	\$31,900	\$6,700	\$775	\$1,000
Jury Services	\$4,000	\$29,790	\$8,900	\$26,695	\$1,950
Circuit Court	\$16,025	\$32,175	\$7,000	\$775	\$2,500
Circuit Clerk	\$13,250	\$16,500	\$8,800	\$17,150	\$5,600
<b>Total</b>	<b>\$35,225</b>	<b>\$118,640</b>	<b>\$40,200</b>	<b>\$67,789</b>	<b>\$17,160</b>



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# Boone County General Revenue

## Departmental Budget Highlights

Juvenile Justice Center

Juvenile Office

Jury Services and Court Costs

Circuit Court

Boone County Circuit Clerk

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## Juvenile Justice Center

- ▶ **Revenue - no change.**
  - ▶ Certification change and Raise the Age *MAY* result in an increase but there are too many unknowns.
  
- ▶ **Expenditures down 7.19% (\$29,069)**
  - ▶ Reduced personnel based on actual expenses (Part time, vacancies and holiday pay), reduced categories to decrease "padding" in Supplies and Utilities.
  - ▶ Class 6 – Equip/Maintenance reduced based on history and Facilities Maintenance assisting with cooler/freezer combo.
  - ▶ Fixed Assets decreased significantly due to budget in 2019 to purchase a tractor for mowing and blading snow/ice; but purchasing a 2<sup>nd</sup> video conferencing unit.

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## Juvenile Office

- ▶ **Revenues decreased by 47.47% (\$2,530)**
  - ▶ Children's Division will not reimburse with their CTS funds for drug testing of parents in Abuse/Neglect cases as their own funding remained available.
- ▶ **Total juvenile budget increased by 15.82% (\$73,142.75)**
  - ▶ The largest increase was in Class 8 as parent attorney contracts and GAL/COP contract were moved to Juvenile from Jury Services budget.
  - ▶ Court Costs/GAL Fees were increased by 2% for Guardians ad Litem/Parent Attorney contracts effective January 1, 2021.

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## Jury Services and Court Costs

- ▶ **2021** – This will be changed to just Jury. In budget book: Jury and Court master, Jury Only, Circuit Court (courtroom costs).
- ▶ **Revenue - no change.**
  - ▶ \$12,000 total – no change anticipated.
- ▶ **Expenditures decreased 44.5% (-\$110,320)**
  - ▶ Supplies down due to less paper needed with eJuror.
  - ▶ Utilities down 11.5% (\$1,650) due to no longer paying for MediaCom (getting 1Gb wireless to be in Circuit Court budget).
  - ▶ Contractual Services up 19.8% - moved COP contract here from class 8.
  - ▶ Miscellaneous Down 78% (\$98k) - 4 Parent Attorney contracts moved to Juvenile.
  - ▶ Fixed Assets down 92.7% due to prior year purchase.

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## Circuit Court

- ▶ **Revenue up 1.94% (\$3,295)**
  - ▶ Home Detention up 4.81% (\$4,780).
  
- ▶ **Expenditures down .81% (-\$14,267)**
  - ▶ Personnel is \$1.2 million of the \$1.7 million budgeted.
  - ▶ Supplies down 7% for printer supplies and uniforms, but added new things like PPE and increased cost of ammunition.
  - ▶ Travel/Training up for Court Marshals (instructor training)
  - ▶ Utilities up for new 1 Gig wireless (\$6k annual)\*\*\*
  - ▶ Contractual services down \$10,565 for changes in electronic monitoring usage. (Adult Court Services)
  - ▶ Fixed Assets – new iPad for on-call and 3 other computers.

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## Circuit Clerk

- ▶ **Revenues increased 5.08% (\$5,105)**
  - ▶ Clerk fee, copy fee, interest, IV-D.
  
- ▶ **Expenditures decreased 2.46% (\$1,400)**
  - ▶ Supplies - down 12.47% (\$4,000).
  - ▶ Utilities - up 5% (\$900) (phones).
  - ▶ Service contracts - down 2.1% (\$300) maintenance for copiers/printers/microfilm printers.
  - ▶ Contractual Services - up 14.41% (\$1,600) additional bins for shredding & check printing.
  - ▶ Fixed Assets - down 67.35% (\$11,550) Up grading 5 scanners, 1 county computers.

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# Prop L Funds

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## 2904 - PropL

- ▶ **Funds:** 3 Treatment Court staff, Mental Health Court, 2 ACS officers, 1 court marshal. For 2021, will be split between Adult Court and Treatment Court.
- ▶ **Revenue:** no change.
- ▶ **Expenditures down 2.9% (-\$13,068)**
  - ▶ Miscellaneous down 14.6% (-\$7,420) for testing (number of participants reduced after creating the Co-Occurring Court).
  - ▶ Fixed assets down because in 2020 we budgeted \$6,500 for a new copier.

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## 2907- Law Enforcement

- ▶ This budget only pays for fiber line costs for the connection to the Juvenile Justice Center. No changes are anticipated in the costs of these services.
- ▶ Annual cost of \$2,100.00.

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## Boone Funds

Fund Balances and Budgets

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## Family Services and Justice Fund

- ▶ **Revenue** – Decrease of \$2,020 due to decrease in online FOK fees.
- ▶ **Expenditures** – Increased \$500
  - ▶ Budgeted to print mediation brochures.
- ▶ Anticipated balance end of 2020 for Boone County: \$227,532. Fund continues to grow.

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## Drug Court Fund

- ▶ January 1, 2020 - more than \$393,367.
- ▶ TCCC grant decreased for FY21 (FY20 award increased \$203,269 – that's likely all gone).
- ▶ BJA Equity and Inclusion Grant (OSCA).
- ▶ **Revenue:** increased 2.2% (\$2,000)
- ▶ **Expenditures:** increased 2.47% (\$5,789)
  - ▶ Supplies up to purchase replacement scanner.
  - ▶ Travel up to send 3 members to national (\$4,715).
  - ▶ Keeping classes for testing and treatment as is due to reduced TCCC.

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## Veterans Court Fund

- ▶ June 1 estimated fund balance -\$58,538.
- ▶ **Revenue:** no change.
- ▶ **Expenditures:** decreased 17% (-\$11,000)
  - ▶ Contractual Services down 37.5% (-\$9,000). Corrisoft and Reality House.
  - ▶ Miscellaneous decreased 10.7% (-\$2,500) for testing.

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## Administration of Justice Fund

- ▶ Fund balance estimated at the end of 2020: \$86,710. Expenditures exceed revenue in this fund therefore it continues to decrease.
- ▶ **Revenue – No change**
- ▶ **Expenditures – decreased by \$70 (.12%)**
  - ▶ Plan to purchase 3 remaining docket boards for courtroom (\$2,950).
  - ▶ Added \$9,750 to allow for LSR for PD Waitlist representation (\$750 per docket)
  - ▶ Added to Class 8, Contingency category, to allow for costs for unforeseen technology needs due to aging technology in 3West and Jury Assembly.

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## Garnishment Fund, Clerk Circuit Clerk's Garnishment Fee

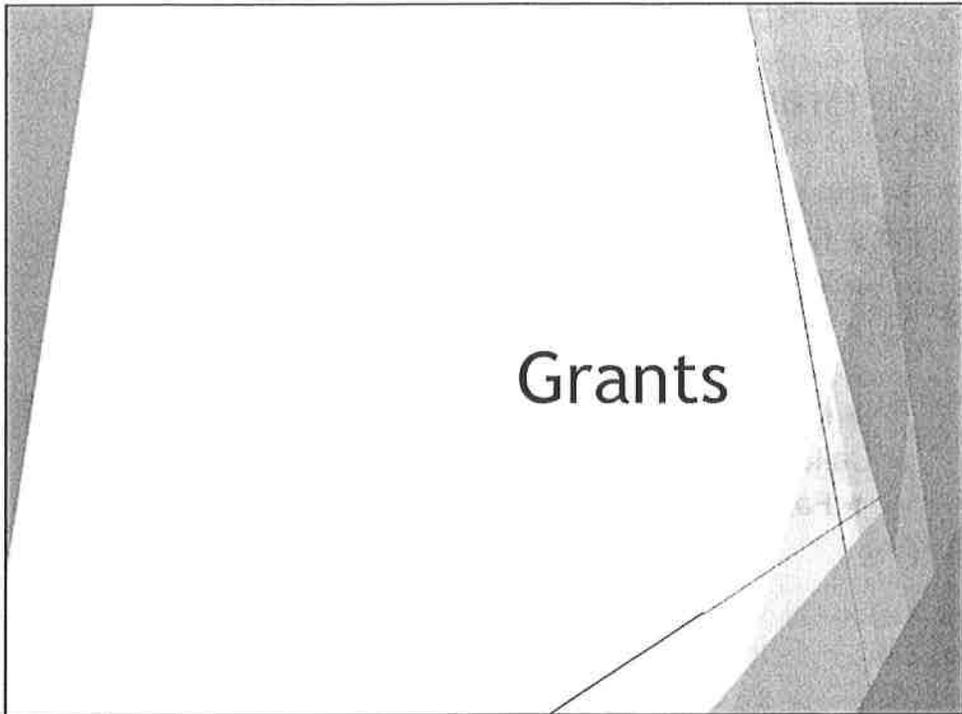
- ▶ Balance approximately \$57,000. This fund will be used for outsourcing microfilming of records and on boarding for new employees.

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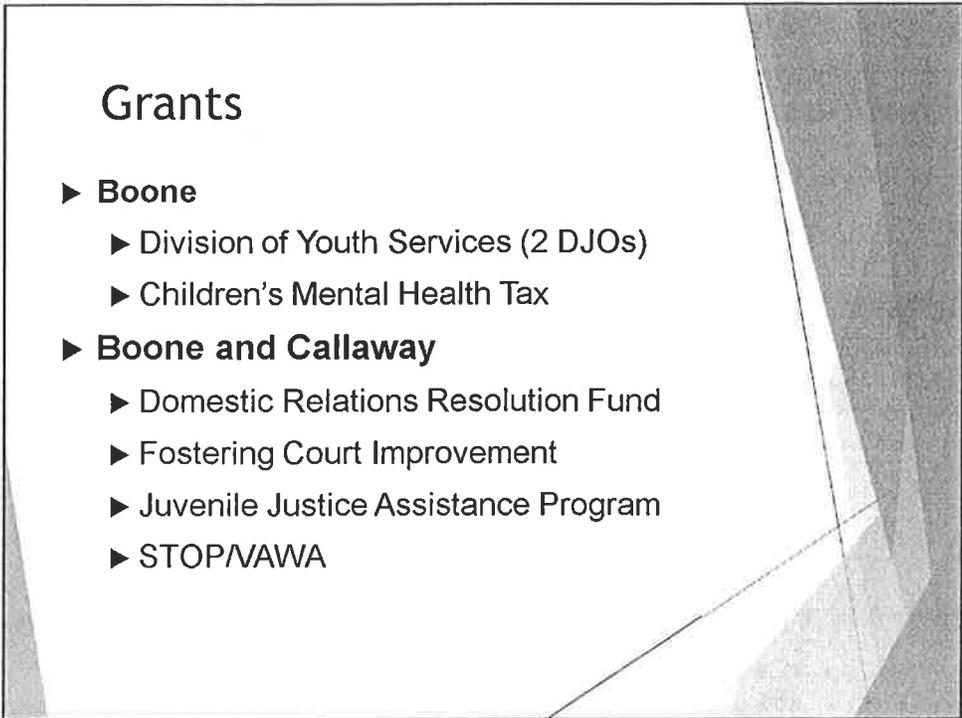
## Law Library Fund

- ▶ Boone County Fund estimate for end of 2020: \$137,384.99
  - ▶ 2020 fund used to pay for maintenance for ground floor video equipment and publication requests, 2 visiting judges notebooks and 10 i-Pads for judges due to Covid.
  - ▶ 2021 fund will be used for maintenance in addition to reupholstering chairs in law library.
  - ▶ Expenditures are anticipated to be approximately 10% of anticipated revenue in 2020 and 25% of anticipated revenue in 2021, therefore fund continues to grow.

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## Grants

- ▶ **Treatment Court Coordinating Commission**
  - ▶ Drug Court
  - ▶ DWI Court
  - ▶ Veterans Court
  - ▶ Cwy Family Tx Ct
  - ▶ MAT
- ▶ **Callaway**
  - ▶ Family Treatment Court