

TERM OF COMMISSION: November Session of the October 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
District II Commissioner Janet Thompson
Human Resources Director Angela Wehmeyer
Chief Engineer Jeff McCann
Director of Facilities Maintenance Johnny Mays
Director of Purchasing Melinda Bobbitt
Boone County Auditor Kyle Rieman
Deputy County Clerk Jodi Vanskike

Conference Call Information:

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

The meeting was called to order at 1:30PM and roll call was taken.

Boone County Facility Maintenance

- 1. First Reading: Budget Revision – Dept. 2705 - Request to move funds budgeted for Equipment service, outsourced services and custodial supplies**

Director of Facilities Maintenance, Johnny Mays, stated that they have a heat pump that is on the verge of failing and he would like to know if it is pertaining to the original problem or is something else that needs to be addressed. Director Mays stated that to get through the 26 wells that are in the ground, they estimate it will take about a year to pump out all the heat. Director Mays stated, for the first year, they will get a one-year warranty and they will come out three times within that one (1) year period to assess the unit. Director Mays stated he felt it was in the

County's best interest to put funds to the side, which won't be incorporated into the contract. Director Mays stated that, after the first year, they will come back and plug into the system again so they can get data points and see the change. Director Mays stated he wants to have knowledge about what is happening with the geothermal unit.

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 an appropriate order for approval.

Human Resources

2. First and Second Reading: Request to Hire Above the Flexible Hiring Range for Position 447, Supervisor, Information Technology, 13th Judicial Circuit Court

Director of Human Resources Angela Wehmeyer stated this candidate is well qualified, with 26 years of experience with IT, and worked with the University of Missouri Healthcare for 23 years. Director Wehmeyer stated she has no concerns about internal equity with this position and the candidate is expected to start within the next two weeks.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the request to hire above the flexible hiring maximum for position number 447, Supervisor, Information Technology, and does hereby authorize an appropriation of \$78,500.00 for the salary of said position.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #523-2023**

Purchasing

3. First and Second Reading: Award of Cooperative Contract: C000699 (City of Columbia cooperative contract 93/2023) – Drug and Alcohol Testing Services with DSI Medical Services, Inc.

Director of Purchasing Melinda Bobbitt read the following memo:

The Purchasing Department requests approval for county-wide utilization of the City of Columbia cooperative contract 93/2023 for Drug and Alcohol Testing Services with DSI Medical Services, Inc. County contract number is C000699.

The Term & Supply contract is county-wide and will be used primarily by Human Resources, Road & Bridge, Sheriff, Court Administration, Joint Communications, Prosecuting Attorney, and the Juvenile Office.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve Agreement C000699 (City of Columbia Cooperative Agreement 93/2023) with DSI Medical Services, Inc. for Alcohol and Drug Testing Services.

The terms of the Agreement are set out in the attached Contract and the Presiding Commissioner is authorized to sign the same.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #524-2023**

4. Second Reading: C000698 (35-01NOV23) - Furnishing, Delivery, and Installation of Replacement Shower Surrounds at the Boone County Jail – First Read 11.14.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve Contract C000698 (35-01NOV23) with Harold G. Butzer, Inc. for the purchase of replacement shower surrounds at the Boone County Jail.

The terms of the Agreement are set out in the attached Contract and the Presiding Commissioner is authorized to sign the same.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #525-2023**

Resource Management

5. First Reading: Release of the Development Agreement Irrevocable Letter of Credit for Trade Winds Park Plat 4 infrastructure improvements

Chief Engineer Jeff McCann stated the development agreement for this plat was approved in July of 2023, and the security was the irrevocable letter of credit in the amount of \$624,400.00. Mr. McCann stated that was to secure the construction of the streets, stormwater, and some of the grading along the right-of-way. Mr. McCann stated that work is now complete, and along with the irrevocable letter of credit, there is a form of reduction certificate which reduces that amount to \$0 and releases the letter of credit now that the work is complete.

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 an appropriate order for approval.

6. Second Reading: Approve Extension Agreement No. 2 for the Irrevocable Letter of Credit between Boone County and Fred Overton Development, Inc. for Ravenwood Plat 1 – First Read 11.14.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Extension Agreement No. 2 for the \$34,020.90 Irrevocable Letter of Credit between Boone County and Fred Overton Development, Inc. for Ravenwood Plat 1.

Terms of the agreement are stipulated in the attached Extension Agreement No. 2. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #526-2023**

Auditor

7. First Reading: Presentation of 2024 Proposed Budget

Boone County Auditor Kyle Rieman presented the 2024 proposed budget to Commission. Highlights of the proposed budget are attached at the end of the minutes.

Health Department

8. Second Reading: Nuisance Abatement – Parcel #17-513-21-01-017.00 01 – First Read 11.14.23

Commissioner Aldred moved now on this 16th day of November, 2023, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the “Code”) is officially noticed and is made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: growth of weeds in excess of twelve inches high on the premises.
4. The location of the public nuisance is as follows: 1662 South El Chaparral, Columbia, MO, a/k/a parcel# 17-513-21-01-017.00 01, El Chaparral Plat 5, Lot 174, Section 21, Township 48, Range 12 as shown by deed book 4169 page 0136, Boone County.

5. The specific violation of the Code is: Growth of weeds in excess of twelve inches high in violation of section 6.7 of the Code.
6. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 5th day of October, 2023, to the property owner.
7. The above-described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner was given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above-described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

Order for Abatement Chargeable as a Special Assessment to the Property

Based upon the foregoing, the County Commission hereby orders abatement of the above-described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #527-2023**

Commission

9. First Reading: Resolution in support of a legislative priority

Commissioner Kendrick stated there is not a lot of information on this agenda item at this time, but there will be for the second reading. Commissioner Kendrick stated this is in anticipation of the Missouri Association of Counties (MAC) annual conference beginning this Saturday and running through next Tuesday. Commissioner Kendrick stated the Legislative Committee will meet this weekend and adopt Legislative Priorities for the upcoming 2024 session.

Commissioner Kendrick stated the Commission would like to reiterate their support from Boone County for those priorities.

Commissioner Thompson stated she believes the Legislative Committee meets on Saturday and then takes those priorities to the board, which is also meeting on Saturday.

10. Public Comment

None.


11. Commissioner Reports

Commissioner Aldred stated he and Commissioner Thompson will be attending the MAC annual conference this weekend.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County, Missouri

FY 2024 Proposed Budget-- Highlights

Budget Priorities and Budgetary Impact (see pages 3-8 of Budget Message):

- Improve workforce retention and reduce workforce turnover and vacancy
- Address priority staffing and space needs
- Provide new and replacement equipment, vehicles, technology, and capital infrastructure; including the County's transportation network
- Provide public safety improvements in training and retention
- Maintain fiscal stability and transparency within the County's major operating funds

Total Revenue FY 2024 compared to FY 2023: (detailed revenue discussion begins on page 16 of Budget Message)

- **FY 2023 Original Revenue Projection:** \$94.1 million
- **FY 2023 Revised Revenue Projection:** \$99.7 million
 - 6% (+5.6 million) increase from FY 2023 Original
 - Excludes \$5M planned ARPA distributions
- **FY 2024 Proposed Revenue Projection:** \$103.7 million
 - 4% (+4.0 million) increase from FY 2023 Revised
- **Sales Tax:** 2024 estimate based on estimated actual revenues for 2023 plus 2% expected growth in 2024; 2023 increase primarily attributable to broad based inflation
- **Use Tax:** went in effect January 1, 2023
 - FY 2023 Original Estimate \$4.4 million
 - FY 2023 Revised Estimate \$9.0 million
 - FY 2024 estimate \$9.2 million (2% increase over 2023)
- **Intergovernmental revenues:** increases associated with a grant funded bridge project and \$2.5 million ARPA revenue for "replacement revenue" (standard allowance)

Property tax levies—no change from historical rates:

- General Fund: \$0.12 per \$100 Assessed Valuation
- Road and Bridge Fund: \$0.05 per \$100 Assessed Valuation

Multi-fund composition:

- 40+ Governmental Funds: 5 major funds (94% of total budget) and 35+ nonmajor funds (6% of total budget)
- 10 Internal Service Funds
- 3 Private Purpose Trust Funds
- **Total Budget All Governmental Funds combined (excluding capital project funds):**
 - FY 2023 Original Budget = \$117.0 million
 - FY 2023 Amended Budget = \$137.1 million (+\$20.1 million, \$16.8 million amended for ARAP in Sept 2023)
 - FY 2024 Proposed Budget = \$125.5 million, an 8.4% (-\$11.6 million) decrease compared to FY 2023 Amended, however; a 7.3% (\$8.5 million) increase compared to FY 2023 Original Budget
 - Majority of the increase is non-recurring (detailed discussion begins on page 9 of the Budget Message)
- 62.4% is restricted as to use; 37.6% (General Fund) is unrestricted

"Restricted" = this means that the use of the monies is limited to purposes *narrower* than the purposes of the government (example: road and bridge uses only; 911/EM uses only, etc.)

"Unrestricted" = this means that the use of the monies may be used for any legally permissible purpose for the government (example: General Fund)

Aggregate Budgetary Comparison Fiscal Year 2023 and Fiscal Year 2024:

| | All Governmental Funds Combined <small>(excluding Capital Project Funds)</small> | | | Internal Service Funds | | Private Purpose Trust Funds | |
|---|---|--------------------|------------|------------------------|-------------------|-----------------------------|---------------|
| | 2023 | 2024 | % | 2023 | 2024 | 2023 | 2024 |
| | Budget | Budget | Chg | Budget | Budget | Budget | Budget |
| Operating Revenues | \$ 94,566,073 | 103,678,957 | 10% | \$ 8,040,612 | 10,115,937 | \$ 769 | 769 |
| Other Financing Sources <i>(net of inter-fund transfers)</i> | 466,000 | 167,925 | | 11,800 | 10,300 | - | - |
| Planned Use of Fund Balance (net) | 42,034,570 | 21,636,659 | | 131,798 | - | 8,613 | 10,287 |
| Total Revenues & Other Sources <i>(net of inter-fund transfers)</i> | \$ 137,066,643 | 125,483,541 | -8% | \$ 8,184,210 | 10,126,237 | \$ 9,382 | 11,056 |
| Total Expenditures & Other Uses <i>(net of inter-fund transfers)</i> | \$ 137,066,643 | 125,494,731 | -8% | \$ 8,184,210 | 9,656,421 | \$ 9,382 | 11,056 |
| Projected Net Fund Balance As of December 31 | | \$ 75,254,862 | | | \$ 6,390,447 | | \$ 23,631 |

FY 2024 Significant New Decision Items:

- **General Fund:**
 - \$1.0 million for potential land acquisition to meet growing space needs
 - \$652,000 technology replacement for the Circuit Court and County operations
 - \$395,000 upgrade for the Sheriff's Record Management System (RMS) and Jail Management System (JMS) software
 - \$382,000 for 5.4 FTE, including moving Payroll from County Clerk to Human Resources and a Grant Administrator
- **Road and Bridge Fund:**
 - \$1.5 million for new and replacement of equipment
 - \$300,000 for safety improvements at I-70 and US-63 interchange
 - \$100,000 for traffic calming pilot project
- **911/Emergency Management Fund:**
 - \$7.0 million for radio network infrastructure improvements
 - \$1.6 million for replacement radio dispatch equipment
 - \$380,000 for fire (5) additional outdoor warning sirens and other equipment
- **Facilities and House Keeping Fund:**
 - \$249,000 for 3.0 new FTE, including Construction Project Manager
 - \$240,000 for new and replacement equipment

Salary and Space Needs consulting services:

- Salary and retention incentive increases \$4.0 million county-wide, a 10% increase in total salary and benefits appropriations
- Funding for Pay Plan and space needs consulting services on-going, appropriated in FY 2023
- \$1.0 million for potential land acquisition to meet space needs

FTE changes: +13.04 FTEs county-wide (Budget Message p 5-6)

- General Fund +5.40 FTE, \$382,000
- Road and Bridge Fund +1.14 FTE, \$65,000
- Community Health Fund +1.0 FTE, \$65,000
- 911/Emergency Management Fund +2.5 FTE, \$116,000
- Facilities and Grounds Internal Service Fund + 3.00 FTE, \$249,000

Fund Balances:

Fund balances in major operating funds are projected to exceed the minimum 17% established by policy (Budget Message, page 28). The *minimum* fund balance amount ensures adequate cash flow and avoids short-term borrowing. Amounts beyond the minimum mitigate risk of revenue volatility and provides a funding mechanism for cyclical expenditures (elections, equipment replacement, etc.).

Projected Net Fund Balances on December 31, 2023

| | -----Major Funds----- | | | | |
|--|-----------------------|---------------|--------------|--------------|---------------|
| | General | Road and | Law | Community | 911/ |
| | Fund | Bridge Fund | Enforcement | Children's | Emergency |
| | Fund | Fund | Services | Services | Management |
| | Fund | Fund | Fund | Fund | Fund |
| Projected Fund Balance 12/31 | \$ 27,784,156 | 26,905,716 | 6,094,269 | 5,134,507 | 20,780,903 |
| Less: Fund Balance Unavailable for Appropriation | (343,650) | (5,000,000) | (1,438,500) | - | (10,300,000) |
| Projected Net Fund Balance | \$ 27,440,506 | \$ 21,905,716 | \$ 4,655,769 | \$ 5,134,507 | \$ 10,480,903 |
| As a percent of expenditures | 58% | 90% | 87% | 34% | 40% |
| # of months expenditures | 7.0 | 10.8 | 10.4 | 4.1 | 4.8 |

Capital Projects:

- R&B Facility Improvements (Tom Bass Road location): project is in construction phase, no additional appropriations required
- Upcoming Regional Law Enforcement Training Center

Future Challenges:

- Implementing salary study consultant recommendations to the County's Pay Plan
- Long-range facility planning (FY 2024 Budget includes funding for Facilities needs for the downtown campus)
- Long-range transportation infrastructure network improvements
- On-going County ERP project implementation

Budget Hearings:

- 7:00 PM Tuesday, November 28, 2023
- 1:30 PM Thursday, November 30, 2023
- 9:30 AM Tuesday, December 5, 2023

The Proposed Budget will be posted on the County's website: <https://www.showmeboone.com/auditor/budget-reports/>