

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  
Captain Brian Leer  
Chief Engineer Jeff McCann  
Director of Joint Communications Christie Davis  
Director of Community Services Joanne Nelson  
Deputy Director of Emergency Management Jake Waller  
Director of Purchasing Melinda Bobbitt  
Senior Buyer Liz Palazzolo  
Buyer Dave Eagle  
13<sup>th</sup> Judicial Circuit Court Administrator Cindy Garrett  
Boone County Auditor Kyle Rieman  
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 1:30PM and roll call was taken.

**Boone County Sheriff's Office****1. First Reading: Brookfield Police Department K-9 Maintenance Training Agreement**

Captain Brian Leer stated this is a new partnership for a dual-purpose K-9 and, if approved, they will provide one year of maintenance training with the agreement, allowing it to be renewed for two additional one-year contracts on the same terms. Captain Leer stated, in return, the Brookfield Police Department will pay the County of Boone \$2,000.00 for this year of training and every year thereafter.

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.

**Resource Management****2. First Reading: Adopting the Boone County rural Gravel Road Paving Program Guidelines**

Chief Engineer Jeff McCann stated this proposed guideline document is for the paving of rural gravel roads. Chief Engineer McCann stated this document outlines the purpose of the program, the minimum requirements, how priorities will be established for putting together the project list for roads to be done, and engineering and survey standards.

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.

**Joint Communications****3. First Reading: Update ROC Tower Lease with Jimmy L. Wyatt Trust**

Director of Joint Communications, Christie Davis, stated this agreement will replace the original one from 2006. Mr. Wyatt passed in March, and both his daughter and son are the new owners. Director Davis stated this new agreement is to continue.

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.

**Community Services**

**4. First and Second Reading: Contingency Contract for Missouri Network Against Child Abuse**

Director of Community Services Joanne Nelson read the following memo:

The Community Services Department requests approval for the 2024 Contingency Fund contract with Missouri Network Against Child Abuse. The contract was submitted by Missouri Network Against Child Abuse as a Contingency Fund request to the Boone County Children's Services Fund. The contract will pay to assist in covering the costs associated with the establishment of a Child Advocacy Center in Boone County.

The contract will begin upon approval by the Boone County Commission and extend until December 31, 2025, or upon completion of the establishment of the Child Advocacy Center of Boone County. The reimbursement is provided to Missouri Network Against Child Abuse, who is subcontracting the work to Partner for Better. A total of \$33,000.00 will be provided through department number 2161 and account number 71106. The current fund balance is \$415,108.24.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached Agreement for a Contingency Contract between the Boone County Children's Service Board and Missouri Network Against Child Abuse. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Thompson seconded the motion.  
The motion carried 3 to 0. **Order #542-2024**

**Emergency Management**

**5. First Reading: Budget Amendment - Dept 2702 - CERT Grant Reimbursement**

Deputy Director of Emergency Management Jake Waller stated they are requesting a budget amendment to reimburse account 23350 after fulfilling the requirements of the Homeland Security Grant. Deputy Director Waller stated, in 2022, OEM was approved for that grant to enhance community preparedness and resilience through the purchase of community emergency response team (CERT) equipment and supplies. Deputy Director Waller stated, after being approved to apply for the award in 2022, they were awarded \$23,483.38 in 2023, and states their office has fulfilled the requirements of that grant.

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: FY23 EMPG Mini Grant Award**

Deputy Director of Emergency Management Jake Waller stated this is to accept the Emergency Management Performance Mini Grant they were awarded. Deputy Director Waller stated the State of Missouri had extra EMPG funding to disperse across the state and they had received approval earlier in the year to apply for the grant. Deputy Director Waller stated their office was awarded \$11,000.00 to purchase a diesel LED light tower, and this request is for approval to accept these funds.

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**

**7. First and Second Reading: Amendment #1 to contract C000539 (RFP 28-29JUN22) – Mental Health Counseling and Parenting Program with Lutheran Family & Children's Services of Missouri**

Director of Purchasing Melinda Bobbitt read the following memo:

Attached for signature is contract amendment #1 to contract C000539 for bid 28-29JUN22 - Mental Health Counseling and Parenting Program with Lutheran Family & Children's Services of Missouri.

This amendment adds the following supplemental request:

157 Units of Individual Therapy-Adult at \$33.58 per 15 minutes for a total not-to-exceed amount of \$5,272.06.

897 Units of Case Management at \$19.07 per 15 minutes for a total not-to-exceed amount of \$17,105.79.

190 Units of Home Visiting at \$149.97 per 1 visit for a total not-to-exceed amount of \$28,494.30.

Invoices will be paid from department 2162 - CSF Program Funding, account 71106 - Contracted Services. \$1,104,635 is the current fund balance.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve a Contract Amendment with Lutheran Family & Children's Services of Missouri for Mental Health Counseling and Parenting Program. The terms of the contract amendment are set out in the attached contract amendment and the Presiding Commissioner is authorized to sign the same.

Commissioner Aldred seconded the motion.  
The motion carried 3 to 0. **Order #543-2024**

**8. First and Second Reading: Amendment #1 to Contract C000574 (bid #28-29JUN22) – Path Forward with Love Columbia Corp.**

Director of Purchasing Melinda Bobbitt read the following memo:

Attached for signature is contract amendment #1 to contract C000574 (bid #28-29JUN22)-Path Forward with Love Columbia Corp. This amendment adds a supplemental increase of 3,548 units of Case Management at \$11.55 per 15 minutes, for a total not-to-exceed amount of \$40,979.40.

Invoices will be paid from department 2162 -CSF Program Funding, account 71106 -Contracted Services. \$1,308,352.55 is the current fund balance.

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve a Contract Amendment with Love Columbia Corp., for a supplemental increase not to exceed \$49,087.50.

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 #544-2024**

**9. First Reading: Surplus Disposal**

Buyer Dave Eagle read the following memo:

The Purchasing Departments requests permission to dispose of the following list of surplus

equipment by auction on GovDeals or by destruction for whatever is not suitable for auction,

	Asset #	Description	Make & Model	Department	Condition of Asset	
1	24980	DRONE	DJI Air2 sUAV	SHERIFF	DESTROYED	
2	NO TAG	FIVE DRAWER FILE CABINET	HON	COURT	USED	
3	NO TAGS	PLASTIC FLOOR WHEEL MATS		MAIL SERVICES	TRASHED	
4	NO TAGS	PLASTIC FLOOR WHEEL MATS		MAIL SERVICES	TRASHED	
5	NO TAGS	TWO STORAGE BAGS	DJI	INFORMATION TECHNOLOGY	TRASHED	
6	NO TAGS	TWO STORAGE BAGS	DJI	INFORMATION TECHNOLOGY	TRASHED	
7	NO TAGS	TWO LANDING PADS FOR DRONES	RCGEEK	INFORMATION TECHNOLOGY	TRASHED	
8	NO TAGS	TWO LANDING PADS FOR DRONES	RCGEEK	INFORMATION TECHNOLOGY	TRASHED	
9	NO TAGS	DRONE STORAGE BAGS		INFORMATION TECHNOLOGY	TRASHED	
10	NO TAG	DRONE PARACHUTE		INFORMATION TECHNOLOGY	TRASHED	

11	NO TAGS	MISCELLANEOUS ITEMS		JJC	TRASHED OR RECYCLED	
12	NO TAG	WELDER	LINCOLN 250 SMARARC	ROAD & BRIDGE	USED	

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.

**10. First Reading: Award of Contract C000870 from cooperative contract 113 for Public Safety Radios (P25 Capable) with Motorola Solutions – Countywide term and Supply Contract**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval of contract C000870 using MARC/KCRPE's cooperative contract 113 for Public Safety Radio – P25 Capable from Motorola Solutions, Inc. of Chicago, Illinois. The contract provides P25 capable Motorola public safety radios and accessories that will be primarily used by the Boone County Joint Communications Department, the Boone County Emergency Management Department, and the Boone County Sheriff's Office.

The contract period is November 01, 2024, through September 30, 2026. Three (3) one-year renewal options are available to renew the contract.

This is a Countywide Term and Supply contract.

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: Award of Contract C000866 from cooperative contract 121923-CDW for Technology Products and Services with Related Solutions, Term & Supply with CDW Government, LLC for the Boone County IT Department**

Senior Buyer Liz Palazzolo read the following memo:

Purchasing requests approval of contract C000866 using cooperative contract 121923-CDW for the purchase of Technology Products and Services with Related Solutions for the Boone County Information Technology Department as a Term & Supply contract. The contract is with CDW Government, LLC of Chicago, Illinois.

This is considered a Term & Supply contract. IT uses for the purchase of a variety of hardware, supplies, and related services and support including ongoing maintenance. IT does not have a single budgeting source for purchases that will be made off the contract.

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.

**12. First Reading: Request for Proposal Award Recommendation: 39-20SEP24 (C000875) – Emergency Management Consultant Services with IEM International, Inc.**

Director of Purchasing Melinda Bobbitt read the following memo:

Request for Bid 39-20SEP24 (C000875) -Emergency Management Consultant Services closed on September 20, 2024. Six proposal responses were received.

Recommendation for award is to IEM International, Inc. of Research Triangle Park, North Carolina per the attached Evaluation Report and scoring. The evaluation committee consisted of the following individuals from Emergency Management Operations: Chris Kelley, Director Chris Kelley, Deputy Director Jake Waller, and Administrative Coordinator Della Luster.

County contract number is C000875. Invoices will be paid from department 2702 - Emergency Management Operations, account 71101 - Professional Services. This is a Term and Supply contract, so no encumbrance is required at this time.

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.

**13. First Reading: Award of C000850 from cooperative contract CT170457009, the NASPO Valuepoint Cloud Solutions contract with Carasoft Technology Corporation for Cellebrite UFED-4PC Ultimate Software for the Sheriff's Office**

Senior Buyer Liz Palazzolo read the following memo:



Purchasing requests approval of contract C000850 using the State of Missouri's cooperative contract CT170457009 that is using NASPO Valuepoint's contract for Cloud Solutions. The County will be purchasing four (4) UFED 4PC Ultimate software licenses and support from Carahsoft Technology Corporation for the Boone County Sheriff's Office. The software is used for cell phone forensics by the Sheriff's Office. The Boone County Cyber Crime Task Force is a 2025 recipient of the Missouri State Highway Patrol's Cyber Crime grant.

The contract period is November 01, 2024 through September 15, 2026. The contract appears to have no renewals but if the State of Missouri extends the contract, the County will amend its contract to similarly extend the contract period.

Payments will reference this coding:

- 1251 - General Fund Sheriff Operations/70100 – Software Subscriptions: **FY24** \$6,831.00
- 1253 - General Fund Sheriff Grants/70100 – Software Subscriptions: **FY24** \$13,662.00
- 1253 - General Fund Sheriff Grants/70100 – Software Subscriptions: **FY25** \$6,831.00

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.

**14. First Reading: Amendment # 2 to ARPA Funding Subrecipient contract: C000729 – Expansion of the Educational Agriculture Program with Southern Boone County Schools**

Director of Purchasing Melinda Bobbitt read the following memo:

ARPA Funding Subrecipient contract C000729 - Expansion of the Educational Agriculture Program was approved by commission for award to Southern Boone County Schools on February 8, 2024, commission order# 84-2024.

The amendment changes the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.

No additional encumbrance is required for this amendment from department 2983 - American Rescue Plan Act, account 84200 - Other Contracts.

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.

**15. First Reading: Inter-Agency Contract C000879 – Juvenile Justice Center Improvements with Boone County Circuit Court**

Director of Purchasing Melinda Bobbitt read the following memo:

The Boone County Legal Department requested Purchasing route for Commission approval the attached agreement C000879 -Juvenile Justice Center Improvements with the 13th Judicial Court to obligate the ARPA funds for the JJC project.

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.

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

**16. First Reading: Budget Amendment - Dept 1243 - Delinquency Prevention Program Grant**

13th Judicial Circuit Court Administrator Cindy Garrett stated this grant was received and is effective October 1, 2024, through March 31, 2026 and she is asking for this Budget Amendment to put funds in the 2024 budget for training, supplies, and computer equipment.

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.

**Auditor**

**17. First Reading: Presentation of 2025 Proposed Budget**

Boone County Auditor Kyle Rieman presented the 2025 proposed budget. The PDF of the presentation is attached to the end of the minutes.

**Commission**

**18. Public Comment**

None

**19. Commissioner Reports**

None

Attest:



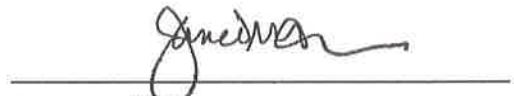
Brianna L. Lennon  
Clerk of the County Commission



Kip Kendrick  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# Boone County, Missouri

## FY 2025 Proposed Budget -- Highlights

### Budget Priorities and Budgetary Impact (see pages 3-10 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
- Increased fiscal stability and transparency of the County's operating funds

### Total FY 2025 Revenue: (detailed revenue discussion begins on page 18 of Budget Message)

- **Revenue Projections**
  - **FY 2024 Original Revenue Projection:** \$115.7 million
  - **FY 2024 Revised Revenue Projection:** \$117.6 million
    - 1% (+1.9 million) increase from FY 2024 Original
  - **FY 2025 Proposed Revenue Projection:** \$117.4 million
    - .01% (-\$274,000 thousand) decrease from FY 2024 Revised
- **Revenue Projections Excluding ARPA Distributions**
  - **FY 2024 Original Revenue Projection Excluding ARPA:** \$103.9 million
  - **FY 2024 Revised Revenue Projection Excluding ARPA:** \$111.4 million
    - 7.1% (+7.4 million) increase from FY 2024 Original
  - **FY 2025 Proposed Revenue Projection Excluding ARPA:** \$115.6 million
    - 3.9% (+4.3 million) increase from FY 2024 Revised
- **Sales and Use Tax:** 2025 estimate based on estimated actual revenues for 2024 plus 2% expected growth in 2024 and 2025;
  - FY 2024 Original Estimate \$73.5 million
  - FY 2024 Revised Estimate \$78.6 million
  - FY 2025 estimate \$80.3 million (2% increase over 2024)
- **Intergovernmental Revenues:** FY 2024 increases associated with one-time \$14.3 million budgeted for ARPA distributions of which only \$2.5 million ARPA revenue for county operations "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

### Total FY 2025 Anticipated Expenditures: (detailed expenditure discussion begins on page 27 of Budget Message)

- 40+ Governmental Funds: 6 major funds (95% of total budget) and 35+ nonmajor funds (5% of total budget)
- 11 Internal Service Funds
- 3 Private Purpose Trust Funds
- **Total Budget All Governmental Funds Combined (excluding capital project funds):**
  - FY 2023 Actual Expenditures = \$93.9 million      \$88.7 million excluding ARPA distributions
  - FY 2024 Original Budget = \$126.2 million      (no ARPA distributions were budgeted at this time)
  - FY 2024 Amended Budget = \$146.4 million      \$127.5 million excluding ARPA distributions
  - FY 2024 Estimated Expenditures = \$105.4 million      \$99.1 million excluding ARPA distributions
  - FY 2025 Proposed Budget = \$135.6 million      \$133.9 million excluding ARPA distributions
    - 7.3% (-\$10.8 million) decrease compared to FY 2024 Amended
    - 5.1% (\$6.4 million) increase compared to FY 2024 Amended when excluding ARPA distributions

- 52.86% is restricted as to use; 47.14% (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 2024 and Fiscal Year 2025:

	All Governmental Funds			Internal Service Funds		Private Purpose Trust Funds	
	Combined (excluding Capital Project Funds)			2024	2025	2024	2025
	2024	2025	%	2024	2025	2024	2025
	Budget	Budget	Chg	Budget	Budget	Budget	Budget
Operating Revenues	\$ 115,748,972	117,398,262	1%	\$ 10,145,937	10,768,217	\$ 769	1,219
Other Financing Sources (net of interfund transfers)	181,167	(654,059)		10,300	800	-	-
Planned Use of Fund Balance (net)	30,460,334	41,389,236		-	1,274,788	10,591	8,955
<b>Total Revenues &amp; Other Sources (net of inter-fund transfers)</b>	<b>\$ 146,390,473</b>	<b>158,133,439</b>	<b>8%</b>	<b>\$ 10,156,237</b>	<b>12,043,805</b>	<b>\$ 11,360</b>	<b>10,174</b>
<b>Total Expenditures &amp; Other Uses (net of inter-fund transfers)</b>	<b>\$ 146,390,473</b>	<b>135,631,440</b>	<b>-7%</b>	<b>\$ 9,897,223</b>	<b>12,163,805</b>	<b>\$ 11,360</b>	<b>10,174</b>
<b>Projected Net Fund Balance As of December 31</b>		<b>\$ 89,670,691</b>			<b>\$ 6,160,752</b>		<b>\$ 17,280</b>

#### 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 Change in Fund Balances on December 31, 2025

	-----Major Funds-----						All Governmental Funds
	General Fund	Road and Bridge Fund	Law Enforcement Services Fund	Community Children's Services Fund	911/Emergency Management Fund	Nonmajor Governmental Funds	
Projected Fund Balance 12/31	42,613,814	17,137,823	3,626,305	4,558,120	19,807,748	7,113,780	94,857,590
Projected Fund Balance 1/1	\$ 43,125,372	34,051,053	3,901,319	8,859,686	38,003,799	8,327,300	136,268,529
Projected Change in Fund Balance	\$ (511,558)	(16,913,230)	(275,014)	(4,301,566)	(18,196,051)	(1,213,520)	(41,410,939)
Percentage Change	-1%	-50%	-7%	-49%	-48%	-15%	-30%

#### FY 2025 Budget Additions:

- \$23.1 million for capital improvement projects
  - \$14.7 million – Rural Gravel Road Stabilization
  - \$2.9 million - 2.6-miles of Boone Femme Church Road
  - \$2.5 million – Public Safety Childcare Center
  - \$2.5 million - Richland Road capital
  - \$480,000 – Bridge projects
- \$7.3 million for 911 800MHz infrastructure

- \$2.6 million for Capital Repair and Replacement
  - \$1.5 million for Road and Bridge fuel stations
  - \$700,000 for courthouse HVAC replacement
- \$1.9 million for salary and retention incentive increases county-wide
- Net \$1.9 million for +18.68 FTEs County-Wide
  - General Fund +2.37 FTE, \$100,824
  - Assessment Fund +1.00 FTE, \$54,614
  - Road and Bridge Fund +0.06 FTE, \$(1,010)
  - 911/Emergency Management Fund +.025 FTE, \$9,724
  - Law Enforcement Services Fund +3.00 FTE, \$282,029
  - Facilities and Grounds Internal Service Fund + 1.00 FTE, \$48,413
  - \*Positions in Contingency +11.00 FTE, \$869,891
- \$1.1 million and 7.00 FTE for the operations of the Regional Law Enforcement Training Center (the additional 7.0 FTE are also included in the prior bullet)

*\*Please note that due to limitations of our legacy budgeting software, there is an additional 11.00 FTE and \$869,891 budgeted in FY 2025 contingency and not reflected in the personnel summary of the proposed budget. The Auditor's Office is working on a fix to this issue and they will be reflected in the final budget document, if they are included in the FY 2025 final budget.*

#### **Future Challenges:**

- Implementing salary study to the County's Pay Plan and space needs consulting services on-going, appropriated in FY 2023
- Regional Law Enforcement Training Center and Public Safety Child Care Center operations
- Long-range transportation infrastructure network improvements
- On-going County ERP project implementation

#### **Public Comment Budget Hearings:**

- 9:30 AM Tuesday, November 19, 2024
- 1:30 PM Thursday, November 21, 2024
- 7:30 PM Tuesday, December 10, 2024

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