

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
Auditor June Pitchford  
Director Human Resources Jenna Redel  
Director Information Technology Aron Gish  
Director Resource Management Stan Shawver  
Program Manager Community Services Joanne Nelson  
Deputy County Clerk Michelle Thompson

The meeting was called to order at 1:30 p.m.

**Auditor**

**1. First & Second Reading; Approve Boone County 2020 Budget**

June Pitchford explained that the Commission has concluded three public hearings on the 2020 budget and has directed a few changes to the budget, which is all part of the normal annual process for the budget. State law requires that those changes be available in a written document, which will be published in the annual budget document. The order the Commission has today will make the 2020 budget official.

Commissioner Atwill thanked Pitchford for the extraordinary work that has been done on the budget throughout the year. The work on the budget has been going on for quite some time and the Auditor's Office puts in a lot of effort to work with every elected official and every department head on it.

Pitchford said there is a great team in the Auditor's Office and in Boone County, there is a

very collaborative and cooperative group of elected officials and department directors, which is not the case in every county.

Commissioner Atwill said, although it is not required, he would like to hold a public hearing.

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 approve and adopt the Boone County Operating Budget for fiscal year 2020. The adopted operating budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached schedule of Commission Directed Changes to the fiscal year 2020 Proposed Budget. Final wage and benefit appropriations for each department have been calculated using actual salaries in effect as of December 11, 2019 along with all approved range re-classifications having an effective date of January 1, 2020.

Total appropriations are set forth by line item and are summarized as follows:

- 1) By category of expenditure (i.e., class 1, class 2, etc. up to and including class 9)
- 2) By office, department or spending agency
- 3) By fund

Spending may not exceed appropriations at the class level for a given office, department, or spending agency without approval pursuant to the County's Budget Adjustment Policy.

Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's Fiscal Year 2020 Budget. The Proposed Budget submitted by the

County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission-directed changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with the County's Purchasing Policy adopted by the County Commission.

The County Commission tentatively fixes the property tax rates necessary to finance the budget and which are shown in the attached Draft Revenue Commission Order.

The County Commission authorizes the County Auditor to re-appropriate unspent fiscal year 2019 grant funds which may be carried forward into fiscal year 2020 according to the terms of the grant award upon determination that a remaining balance of the grant award is available for re-budgeting. In addition, the County Commission authorizes the County Auditor to re-appropriate unencumbered FY 2019 appropriations for the following projects which are continuing into FY 2020: ERP project; Bicentennial Celebration project; replacement telephone system project;

Facilities Maintenance Courthouse Plaza paver project; Courthouse Entrance artwork project; and two Facilities Maintenance jail-related projects.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #542-2019**

**Community Services**

**2. First & Second Reading; Purchase of Services Agreement: Cradle to Career Alliance, Strategic Opportunity Contract**

Joanne Nelson explained this contract for strategic opportunity would address several things, including a community report card that would look at health in Boone County including wait times for psychiatrists and psychologists; Medicare issues and reimbursement issues; and health disparities data. This will also work on early childhood advocacy and public policy as well as collaborating with early childhood providers to increase access to best practices training and support, as well as many other things.

Commissioner Thompson said some of this is a function of continuing the work that was begun with the collaboration of Community Services on the Pritzker Grant.

Nelson said yes. A lot of that is in continuation, especially the early childhood work.

Commissioner Thompson said that work has put Boone County in a much better position nationally for grant opportunities and the like.

There were no more comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Purchase of Services Agreement between Boone County and Cradle to Career Alliance for Strategic Opportunity.

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

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #543-2019**

### **Human Resources**

#### **3. First & Second Reading; Request to Hire Above the Flexible Hiring Maximum; Assistant Prosecuting Attorney II**

Jenna Redel explained that this item and the next item are in tandem. The request to hire above the flexible hiring maximum is for a salary of \$80,000 for an Assistant Prosecuting Attorney II. The individual would start with the County on February 3, 2020.

Commissioner Thompson said the candidate has been the elected prosecutor in Cape Girardeau County for many years; was an assistant and worked on first degree murder cases in St. Louis City; and has a wealth of experience in the practice of complex litigation. Getting this individual in the office will help to alleviate some of the case backlog that has occurred.

Redel said, yes, substantially. The Prosecutor's Office has had a significant turnover rate in the last 18 months. A significant number of highly experienced lawyers either went on to positions on the bench here in the 13<sup>th</sup> Circuit Court or to positions at the University. The candidate for this position has experience with 30 homicide jury trials. There are currently a record number of pending homicide cases on the Prosecutor's docket, so they are looking for an experienced prosecutor to help get those cases resolved.

Commissioner Atwill said it is an important addition to the Prosecutor's Office.

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 hire above the Flexible Hiring Maximum for an Assistant Prosecuting Attorney II position and does hereby authorize an appropriation of

\$80,000.00 for the salary of said position.

It is further ordered the Boone County Commissioners are hereby authorized to sign the attached Request to Hire Above Flexible Hiring Maximum Form.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #544-2019**

**4. First & Second Reading; Request for a temporary addition of a Full-Time Employee, Prosecuting Attorney's Office**

Jenna Redel said the Prosecutor's Office is currently fully staffed in Assistant Prosecutor positions; however, they average three or four Assistant Prosecutors leaving the office every year, so about every four months there is turnover. The candidate discussed in the last item is unlikely to be available the next time there is a vacancy, so this is a request to temporarily add an additional full-time position. Once there is a vacancy in one of the regular Assistant Prosecutor positions, this temporary position will be eliminated and the person in this position will be moved to a regular one.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the request to add an additional Assistant Prosecuting Attorney II position to the Boone County Prosecutor's Office, effective February 3, 2020. This position is a temporary addition that will be eliminated from the office at the next vacancy of an Assistant Prosecuting Attorney I/II position. Whomever is hired into this newly created position should be transferred into the newly vacated position when the vacancy occurs. This order further authorizes the Budget Officer to shift relevant funds from contingency into the appropriate budgetary accounts.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #545-2019**

**Information Technology**

**5. First & Second Reading; Budget Revision: Reclass Balance of Funds needed to purchase Timeclocks and one year of maintenance for TimeClock Plus Software**

Aron Gish explained this revision is in relation to the ERP project. TimeClock Plus is the software that will be the standard way for employees to create time sheets through the electronic time clock system. The time clocks that are looking to be purchased right now are direct replacements for existing mechanical or electronic time clocks; these are not additional. The Road & Bridge department has three and Facilities Maintenance has six. The reason to do this now is that it is known they will be needed and there is a significant discount to purchase them at this point. TimeClock Plus is sole source on these. The ones Facilities Maintenance has will be relocated centrally in the buildings they are in so that they can be used by any departments.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the following budget revision from Information Technology to move funds from Outside Services (71100), Machinery & Equipment (91300), and Professional Services (71101) to Equipment Service Contract (60050), Replacement Computer Hardware, R & B-Maintenance Operations (92301), and Replacement Computer Hardware, Facilities Maintenance (92301) for the purchase of timeclocks and one year of maintenance for the TimeClock Plus software.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
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2040	60050	RB-Maintenance Operations	Equipment Service Contract		1,041
2040	71100	RB-Maintenance Operations	Outside Services	1,041	
2040	91300	RB-Maintenance Operations	Machinery & Equipment	1,350	
2040	92301	RB-Maintenance Operation	Replc Computer Hardware		1,350
6100	71101	Facilities Maintenance	Professional Services	8,440	
6100	92301	Facilities Maintenance	Replc Computer Hardware		8,440
				10,831	10,831

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #546-2019**

### Resource Management

**6. Public Hearing: Close Out of the Block Grant for Route Z and Enterprise Drive Improvements to Facilitate the new American Outdoor Brands Distribution Center & Warehouse**

Lincoln Brown was present to address the Commission on this item.

Brown read a prepared statement to the Commission and presented a Power Point slide. That statement and Power Point slide are included at the end of these minutes.

Commissioner Atwill opened the public hearing.

There was no one present to speak on this item.



Commissioner Atwill closed the public hearing.

**7. First Reading; 2019 Road & Bridge Improvement/Repair Intergovernmental Agreement: Village of Hartsburg**

Stan Shawver explained this is the standard annual agreement for road and bridge improvements and repairs. This one is for Hartsburg. Boone County will pay Hartsburg \$9,660.31. This is year one of the second 6-year cycle.

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.

**8. First Reading; 2020 Consultant Services Agreement with the following:**

- **Allstate Consultants**
- **Great River Engineering**
- **Howe Company, LLC**
- **McClure Engineering Co**
- **Ross & Baruzzini**

Stan Shawver explained these are the annual consultant services agreements. The County solicits qualifications from all the consulting engineers, architects, surveyors, etc. These agreements pre-register the companies with the County to be used when needed. Any department may use these companies as needed.

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.

**Purchasing**

**9. Second Reading; Cooperative Contract: MoDOT Contract #3-160824RW – Henderson Spreader Stands (1<sup>st</sup> read 12-17-19)**

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the utilization of the MoDOT Cooperative Contract 3-160824RW – Material Spreader Equipment by the Road & Bridge Department to purchase the following Henderson HSS Stands from Henderson Products, Inc.:

13 ft Henderson HSS Stand, Qty: 9

9 ft Henderson HSS Stand, Qty: 1

8 ft Henderson HSS Stand, Qty: 1

The terms of the cooperative contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #547-2019**

**10. Second Reading; Surplus Disposal (1<sup>st</sup> read 12-17-19)**

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

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

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #548-2019**

**Commission**

**11. First & Second Reading; Board Appointment: Stirling Williams, Judicial & Law Enforcement Task Force**

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby appoint the following:

<b>Name</b>	<b>Board</b>	<b>Period</b>
Stirling Williams	Judicial & Law Enforcement Task Force	January 1, 2020 thru December 31, 2022

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #549-2019**

**12. Public Comment**

None

**13. Commission Reports**

None

The meeting adjourned at 2:05 p.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

**Boone County – American Outdoor Brands  
Road Improvement Project  
Mid-Missouri Regional Planning Commission - Public Hearing Notes  
Boone County Government Building – 1:30 PM - Dec 19, 2019**

Intro

As you all know, Boone County was awarded \$1,840,860 in Community Development Block Grant (CDBG) funds to aid in the construction of American Outdoor Brand's new \$40 million-dollar distribution center and warehouse by building a new road, Enterprise Drive, and by making safety and capacity improvements to Route Z and the Eastbound Interstate 70 offramp.

CDBG requires two public hearings be held during the course of the project.

- 1) Before CDBG application submission, which was held April 18, 2017
- 2) After substantial completion of the project

The first hearing was to inform the public about the project, explain what the County intended to accomplish with these grant funds, and provide the community with the opportunity to comment on the scope and environmental impact of the project.

The purpose of this public meeting is to communicate the outcomes of the project with regard to the stated goals during the first hearing and solicit public comments on the completed project.

Project Update

**All construction on the project is now complete.**

- 1000 ft. of curb and gutter roadway – Enterprise Dr.
- Additional right turn lanes on Route Z for Enterprise Dr. and AOB entrances
- Route Z leveled to improve site distance
- Widened I-70 eastbound ramp allows for right and left turns
- Utilities moved or extended
- New AOB offices, warehouse and distribution facility complete and has been in operation for over a year

The project has come in under budget: CDBG had committed \$1,840,860 in grant money for the project. So far \$1,516,384.95 in CDBG funds have been expended. With only the final payment of \$12,500 for Administration outstanding, the project will have come in \$311,975.05 under budget. Remaining grant funds will be de-obligated.

**Jobs Creation**

- American Outdoor Brands has created 98 jobs.
- 53 of these jobs have gone to Low-to-Moderate income individuals.
- 54% LMI - This means the job creation requirement for CDBG purposes has been met.

**Matching Funds**

- AOB's \$40 million dollar matching investment has been documented
- Boone County's \$499,500 matching investment has been documented

**CDBG Monitoring:**

The state completing monitoring of the project on December 4<sup>th</sup> with a follow up on December 11<sup>th</sup>. Intent of the monitoring is to ensure all required documentation and compliances have been completed prior to closeout

- Mid-Mo and Boone County completed a preliminary reconciliation in Mid-November
- CDBG completed monitoring – waiting on final report

## American Outdoor Brands Corporate Announcement

### Project Update

- Continued progress since April 2019:
  - We gained occupancy on October 12, 2018 and moved our first wave of employees to the Project Facility on November 5<sup>th</sup>, 2018
  - We have moved all of the employees in Columbia, MO to the Project Facility as of December 2019.
  - Over 340 people working in the building, comprised of over 250 full-time and 90 contingent workers.
    - Over 72 new jobs were hired after the April, 2019 requirement had already been fulfilled.
    - We are currently recruiting for an additional 21 roles.
  - We have invested nearly \$70 million into the building and distribution equipment to date.
  - Nearly 95% of all AOBC product is shipping from the Missouri DC at this point.

