

29 -2024

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby accept the attached certification by the Boone County Clerk regarding the election of Hospital Trustees of Boone County. Pursuant to the provisions of 115.124.1 RSMo., No election shall be held for such office and the candidates, Gary Thompson, and Judith Starr, shall assume the duties of their office at the same time and in the same manner as if they had been elected at the April 2, 2024, election. It is further ordered that the Boone County Commissioners are hereby authorized to sign the Commission Order for Gary Thompson for a five-year term and Judith Starr for a four-year unexpired term to serve as a Hospital Trustee of Boone County.

Done this 23rd day of January 2024.

ATTEST:

Brianna L. Lennon  
Brianna L. Lennon  
Clerk of the County Commission

Kip Kendrick  
Kip Kendrick  
Presiding Commissioner

Justin Aldred  
Justin Aldred  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner



**BRIANNA L. LENNON**  
**BOONE COUNTY CLERK**  
801 E. WALNUT ST, ROOM 236  
COLUMBIA, MISSOURI 65201  
TELEPHONE (573) 886-4295  
FAX (573) 886-4300

December 26, 2023

I, Brianna L. Lennon, County Clerk and Election Authority in and for the County of Boone hereby certify that at the close of filing for Hospital Trustee of Boone County, four year unexpired term, at 5:00 p.m. on December 26, 2023 the number of candidates filed for the position equals the number of positions to be elected. I further certify that the notice provided for in subsection 5 of section 115.127 has been published in at least one newspaper of general circulation in the district. Pursuant to the provisions of 115.124.1 RSMo. no election shall be held for such office and the candidate, Judy Starr, shall assume the duties of their office at the same time and in the same manner as if they had been elected at the April 2, 2024 election.

Given under my hand and seal this 23rd day of January, 2024.

A handwritten signature in blue ink, appearing to read "Brianna L. Lennon", is written over a horizontal line.

Brianna L. Lennon  
Boone County Clerk

(seal)



**BRIANNA L. LENNON**  
**BOONE COUNTY CLERK**  
801 E. WALNUT ST, ROOM 236  
COLUMBIA, MISSOURI 65201  
TELEPHONE (573) 886-4295  
FAX (573) 886-4300

December 26, 2023

I, Brianna L. Lennon, County Clerk and Election Authority in and for the County of Boone hereby certify that at the close of filing for Hospital Trustee of Boone County, five year term, at 5:00 p.m. on December 26, 2023 the number of candidates filed for the position equals the number of positions to be elected. I further certify that the notice provided for in subsection 5 of section 115.127 has been published in at least one newspaper of general circulation in the district. Pursuant to the provisions of 115.124.1 RSMo. no election shall be held for such office and the candidate, Gary W. Thompson, shall assume the duties of their office at the same time and in the same manner as if they had been elected at the April 2, 2024 election.

Given under my hand and seal this 23rd day of January, 2024.

Brianna L. Lennon  
Boone County Clerk

(seal)

# DECLARATION OF CANDIDATE FOR ELECTION

STATE OF MISSOURI }  
County of Boone } ss.

Boone Hospital Center Trustee  
5 year term

To Brianna L. Lennon, Boone County Clerk

Date 12/15/2023

I, Gary W. Thompson a resident and registered voter of the County of Boone and the state of Missouri, residing at 1202 Stablestone Lane, Columbia, Missouri 65201

do announce myself a candidate for the office of Hospital Trustee to be voted for at the municipal election to be held on the 2nd day of April, 2024.

- I further declare that if elected to such office I will qualify.
- I further declare that I have no outstanding campaign disclosure reports due from any prior elections.
- I also further declare that I have not been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

[Signature]  
Signature of Candidate

NOTICE	
Type or print your name exactly as you desire it printed on the ballot.	
Name	<u>Gary W. Thompson</u>
Address	<u>1202 Stablestone Lane</u>
Mailing Address (if different)	<u>Columbia, MO 65201</u>
Telephone # (optional)	<u>513-424-0405</u>

Random #: 113

## AFFIDAVIT

STATE OF MISSOURI }  
County of Boone } ss.

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.

[Signature]  
Signature of Candidate

Subscribed and sworn to before me this 5<sup>th</sup> day of December, 2023.

[Signature]  
Signature of election official or other officer authorized to administer oaths

Date Filed: 12/15/2023

Time Filed: 8:28 AM

Deputy Initials: DJV



# Notice to Candidate

## Regarding Personal Financial Disclosure (PFD)/Financial Interest Statement Filing Requirement

### Part One: Candidate Information

Candidate's Name: Gary W. Thompson Political Subdivision: Boone County  
Office Sought: Hospital Trustee Election Date: April 2, 2024

### Part Two: Filing Status (check one)

Candidate must file a PFD/Financial Interest Statement with the Missouri Ethics Commission (proceed to part 3)

Candidate is not required to file a PFD/Financial Interest Statement (proceed to part 4)

A candidate must file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision has an annual operating budget over \$1 million and the subdivision does not have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §§ 105.483—105.492, RSMo.; or
- The political subdivision has an annual operating budget over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically requires a candidate running for this position to file; or the candidate (or their spouse, child(ren), parents, or a business in which they own a substantial interest) has had a business transaction with the political subdivision in excess of \$500 in the preceding 12 months; or
- The candidate is a new Associate Circuit Judge Candidate (incumbent state judicial candidates file with the Supreme Court).

A candidate is not required to file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision's annual operating budget is \$1 million or under; or
- The political subdivision's annual operating budget is over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that does not require a candidate running for this position to file (note: if a candidate, their spouse, child(ren), parents, or a business in which they own a substantial interest has had a business transaction with the subdivision, candidate may still need to file); or
- The office sought by the candidate is political party committeeman or committee woman.

### Part Three: Filing Deadlines and Penalties

- If the PFD/Financial Interest Statement is not filed by January 9, 2024 (14 days after the closing date of candidate filing for the election), candidate will be assessed a \$10 per day late fee for each day the report is late.
- If the PFD/Financial Interest Statement is not filed by January 16, 2024 (21 days after the closing date of candidate filing for the election), candidate will be disqualified as a candidate and their name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance with the MEC:

1. And if filing deadlines are not met, penalties (if any) are assessed by the political subdivision in accordance with its ordinance.
2. Candidate must also file a copy of their PFD/Financial Interest Statement with the governing body/subdivision

### Part Four: Acknowledgement (completed by candidate and witnessed by election official)

I, Gary W. Thompson (print name), hereby acknowledge the authority of the Missouri Ethics Commission,

or the political subdivision for which I am filing, in enforcing laws governing candidates for elected office in Missouri; and acknowledge that I have received:

GW  
Candidate  
Initials

Notice to Candidate: written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time; and

GW  
Candidate  
Initials

The MEC's Guide to Ethics Law—A Plain English Summary: regarding laws governing candidates for elected office in Missouri.

Signature of candidate

Candidate's email address

Signature of election official (witness)

Date

# DECLARATION OF CANDIDATE FOR ELECTION

STATE OF MISSOURI }  
County of Boone } ss.

Boone Hospital Center Trustee  
4 year unexpired term

To Brianna L. Lennon, Boone County Clerk

Date 12/5/2023

I, Judith Lynn Starr a resident and registered voter of the County of Boone and the state of Missouri, residing at 9101 E Starr Rd, Columbia mo 65201

do announce myself a candidate for the office of Hospital Trustee to be voted for at the municipal election to be held on the 2nd day of April, 2024.

- I further declare that if elected to such office I will qualify.
- I further declare that I have no outstanding campaign disclosure reports due from any prior elections.
- I also further declare that I have not been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

  
Signature of Candidate

NOTICE	
Type or print your name exactly as you desire it printed on the ballot.	
Name	<u>Judy Starr</u>
Address	<u>9101 E Starr Rd</u>
Mailing Address (if different)	_____
Telephone # (optional)	<u>573 881-2350</u>

Random #: 293

## AFFIDAVIT

STATE OF MISSOURI }  
County of Boone } ss.

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.

  
Signature of Candidate

Subscribed and sworn to before me this 5<sup>th</sup> day of December, 2023.

  
Signature of election official or other officer authorized to administer oaths

Date Filed: 12/5/23

Time Filed: 8:22 am

Deputy Initials: NJN

Department of Revenue  
of Tax Payments  
ments

<b>Candidate</b>	Middle Name Lynne		Last Name Starr	
	County of Residence Boone		Telephone Number* (573) 881-2350	
	City Columbia	State MO	Zip Code 65201	
	Elected Office Candidate is Seeking Boone Hospital Trustee		E-mail Address judy.starr@centralbank.net	

\* Please update the Department should any information change

<b>Signature</b>	Declaration under <b>115.306, RSMo</b> : I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on my declaration of candidacy, or that I am not a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.	
	Signature <i>Judith L. Starr</i>	Date (MM/DD/YYYY) 12/05/2023

<b>Notary Information</b>	Embosser or black ink rubber stamp seal	Subscribed and sworn before me, this		
	<b>NIA J NEVILLE</b> Notary Public - Notary Seal State of Missouri County of Boone My Commission Expires: Aug.14, 2026 Commission # 22253818	State MO	5th day of December year 2023	County (or City of St. Louis) Boone
		My Commission Expires (MM/DD/YYYY) 08/14/2026		
		Notary Public Signature <i>Nia J Neville</i>		
Notary Public Name (Typed or Printed) Nia J Neville				

Please review 115.306, RSMo. A failure to comply may disqualify you from the ballot. Upon request by the Department of Revenue, the candidate shall provide a copy of tax receipts for the candidate's personal property, municipal, and real property taxes, and any other information necessary to demonstrate compliance with 115.306, RSMo.



# Notice to Candidate

## Regarding Personal Financial Disclosure (PFD)/Financial Interest Statement Filing Requirement

### Part One: Candidate Information

Candidate's Name: Judith Starn Political Subdivision: Boone County  
Office Sought: Hospital Trustee Election Date: April 2, 2024

### Part Two: Filing Status (check one)

Candidate must file a PFD/Financial Interest Statement with the Missouri Ethics Commission (proceed to part 3)

Candidate is not required to file a PFD/Financial Interest Statement (proceed to part 4)

A candidate must file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision has an annual operating budget over \$1 million and the subdivision does not have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §§ 105.483—105.492, RSMo.; or
- The political subdivision has an annual operating budget over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically requires a candidate running for this position to file; or the candidate (or their spouse, child(ren), parents, or a business in which they own a substantial interest) has had a business transaction with the political subdivision in excess of \$500 in the preceding 12 months; or
- The candidate is a new Associate Circuit Judge Candidate (incumbent state judicial candidates file with the Supreme Court).

A candidate is not required to file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision's annual operating budget is \$1 million or under; or
- The political subdivision's annual operating budget is over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that does not require a candidate running for this position to file (note: if a candidate, their spouse, child(ren), parents, or a business in which they own a substantial interest has had a business transaction with the subdivision, candidate may still need to file); or
- The office sought by the candidate is political party committeeman or committee woman.

### Part Three: Filing Deadlines and Penalties

- If the PFD/Financial Interest Statement is not filed by January 9, 2024 (14 days after the closing date of candidate filing for the election), candidate will be assessed a \$10 per day late fee for each day the report is late.
- If the PFD/Financial Interest Statement is not filed by January 16, 2024 (21 days after the closing date of candidate filing for the election), candidate will be disqualified as a candidate and their name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance with the MEC:

1. And if filing deadlines are not met, penalties (if any) are assessed by the political subdivision in accordance with its ordinance.
2. Candidate must also file a copy of their PFD/Financial Interest Statement with the governing body/subdivision

### Part Four: Acknowledgement (completed by candidate and witnessed by election official)

I, Judith L. Starn, hereby acknowledge the authority of the Missouri Ethics Commission, (print name)

or the political subdivision for which I am filing, in enforcing laws governing candidates for elected office in Missouri; and acknowledge that I have received:

J Candidate Initials Notice to Candidate: written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time; and

J Candidate Initials The MEC's Guide to Ethics Law—A Plain English Summary: regarding laws governing candidates for elected office in Missouri.

Judith L. Starn  
Signature of candidate

judy.starn@centralsbank.net  
Candidate's email address

Man J. Miller  
Signature of election official (witness)

12/5/2023  
Date



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 24

County of Boone

} ea.

In the County Commission of said county, on the

23rd

day of

January

20

24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby accept the attached certification by the Boone County Clerk regarding the election of Commissioner of the Centralia Special Road District. Pursuant to the provisions of 115.124.1 RSMo., No election shall be held for such office and the candidate, Gary Moore, shall assume the duties of his office at the same time and in the same manner as if he had been elected at the April 2, 2024 election. It is further ordered that the Boone County Commissioners are hereby authorized to sign the Commission Order for Gary Moore to serve as Commissioner of Centralia Special Road District for a three-year term.

Done this 23rd day of January 2024.


ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



**BRIANNA L. LENNON**  
**BOONE COUNTY CLERK**  
801 E. WALNUT ST, ROOM 236  
COLUMBIA, MISSOURI 65201  
TELEPHONE (573) 886-4295  
FAX (573) 886-4300

December 26, 2023

I, Brianna L. Lennon, County Clerk and Election Authority in and for the County of Boone hereby certify that at the close of filing for Commissioner of Centralia Special Road District of Boone County at 5:00 p.m. on December 26, 2023 the number of candidates filed for the position equals the number of positions to be elected. I further certify that the notice provided for in subsection 5 of section 115.127 has been published in at least one newspaper of general circulation in the district. Pursuant to the provisions of 115.124.1 RSMo., no election shall be held for such office and the candidate, Gary Moore, shall assume the duties of their office at the same time and in the same manner as if they had been elected at the April 2, 2024 election.

Given under my hand and seal this 23rd day of January, 2024.

A handwritten signature in blue ink, appearing to read "Brianna L. Lennon", is written over a horizontal line.

Brianna L. Lennon  
Boone County Clerk

(seal)

# DECLARATION OF CANDIDATE FOR ELECTION

STATE OF MISSOURI }  
County of Boone } ss.

To Brianna L. Lennon, Boone County Clerk

Date 12-14-23

I, GARY MOORE a resident and registered voter of the County of Boone and the state of Missouri, residing at 14201 Grassland School Rd, Centralia Mo

do announce myself a candidate for the office of Commissioner of Centralia Special Road District to be voted for at the municipal election to be held on the 2nd day of April, 2024.

- I further declare that if elected to such office I will qualify.
- I further declare that I have no outstanding campaign disclosure reports due from any prior elections.
- I also further declare that I have not been found guilty of or pled guilty to a felony under the federal laws of the United States of America or to a felony under the laws of this state or an offense committed in another state that would be considered a felony in this state.

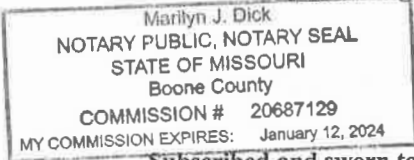
G. Moore  
Signature of Candidate

NOTICE	
Type or print your name exactly as you desire it printed on the ballot.	
Name	<u>GARY MOORE</u>
Address	<u>14201 Grassland School Rd</u>
Mailing Address (if different)	<u>CENTRALIA MO</u>
Telephone # (optional)	<u>217-652-4001</u>

## AFFIDAVIT

STATE OF MISSOURI }  
County of Boone } ss.

I hereby swear (or affirm) that the information contained in the foregoing declaration of candidacy is, to the best of my knowledge, true.



Subscribed and sworn to before me this 14th day of December, 2023.

G. Moore  
Signature of Candidate

Marilyn J. Dick  
Signature of election official or other officer authorized to administer oaths

Date Filed: 12-14-23


Time Filed: 1:00 pm

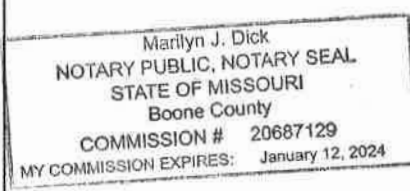
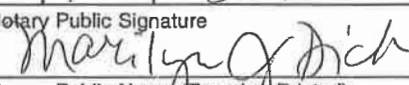
Deputy Initials: MJD



Missouri Department of Revenue  
Candidate's Affidavit of Tax Payments  
and Bonding Requirements

Candidate Information	First Name <b>GARY</b>		Middle Name <b>Lee</b>		Last Name <b>Moore</b>	
	Social Security Number		County of Residence <b>Boone</b>		Telephone Number* <b>(217)652-4001</b>	
	Street Address* <b>14201 Grassland School Rd</b>		City <b>Centralia</b>		State <b>Mo</b>	Zip Code <b>65240</b>
	Elected Office Candidate is Seeking <b>Commissioner Special Road District</b>			E-mail Address <b>Mooredozers@aol.com</b>		
	* Please update the Department should any information change					

Signature	Declaration under <b>115.306, RSMo</b> : I hereby declare under penalties of perjury that I am not currently aware of any delinquency in the filing or payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the place of residence, as stated on my declaration of candidacy, or that I am not a past or present corporate officer of any fee office that owes any taxes to the state, other than those taxes which may be in dispute. I declare under penalties of perjury that I am not aware of any information that would prohibit me from fulfilling any bonding requirements for the office for which I am filing.					
	Signature 				Date (MM/DD/YYYY) <b>12/14/2023</b>	

Notary Information	Embosser or black ink rubber stamp seal		Subscribed and sworn before me, this <b>14th</b> day of <b>December</b> year <b>2023</b>			
			State <b>Mo</b>	County (or City of St. Louis) <b>Boone</b>	My Commission Expires (MM/DD/YYYY) <b>01/12/2024</b>	
			Notary Public Signature 			
	Notary Public Name (Typed or Printed) <b>Marilyn J. Dick</b>					

Please review 115.306, RSMo. A failure to comply may disqualify you from the ballot. Upon request by the Department of Revenue, the candidate shall provide a copy of tax receipts for the candidate's personal property, municipal, and real property taxes, and any other information necessary to demonstrate compliance with 115.306, RSMo.





# Notice to Candidate

## Regarding Personal Financial Disclosure (PFD)/Financial Interest Statement Filing Requirement

### Part One: Candidate Information

Candidate's Name: GARY MOORE Political Subdivision: Centralia Special Road District  
Office Sought: Commissioner Election Date: April 2, 2024

### Part Two: Filing Status (check one)

Candidate must file a PFD/Financial Interest Statement with the Missouri Ethics Commission (proceed to part 3)

Candidate is not required to file a PFD/Financial Interest Statement (proceed to part 4)

A candidate must file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision has an annual operating budget over \$1 million and the subdivision does not have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §§ 105.483—105.492, RSMo.; or
- The political subdivision has an annual operating budget over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically requires a candidate running for this position to file; or the candidate (or their spouse, child(ren), parents, or a business in which they own a substantial interest) has had a business transaction with the political subdivision in excess of \$500 in the preceding 12 months; or
- The candidate is a new Associate Circuit Judge Candidate (incumbent state judicial candidates file with the Supreme Court).

A candidate is not required to file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision's annual operating budget is \$1 million or under; or
- The political subdivision's annual operating budget is over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that does not require a candidate running for this position to file (note: if a candidate, their spouse, child(ren), parents, or a business in which they own a substantial interest has had a business transaction with the subdivision, candidate may still need to file); or
- The office sought by the candidate is political party committeeman or committee woman.

### Part Three: Filing Deadlines and Penalties

- If the PFD/Financial Interest Statement is not filed by \_\_\_\_\_ (14 days after the closing date of candidate filing for the election), candidate will be assessed a \$10 per day late fee for each day the report is late.
- If the PFD/Financial Interest Statement is not filed by \_\_\_\_\_ (21 days after the closing date of candidate filing for the election), candidate will be disqualified as a candidate and their name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance with the MEC:

1. And if filing deadlines are not met, penalties (if any) are assessed by the political subdivision in accordance with its ordinance.
2. Candidate must also file a copy of their PFD/Financial Interest Statement with the governing body/subdivision

### Part Four: Acknowledgement (completed by candidate and witnessed by election official)

I, GARY MOORE (print name), hereby acknowledge the authority of the Missouri Ethics Commission, or the political subdivision for which I am filing, in enforcing laws governing candidates for elected office in Missouri; and acknowledge that I have received:

G  
Candidate Initials

Notice to Candidate: written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time; and

G  
Candidate initials

The MEC's Guide to Ethics Law—A Plain English Summary: regarding laws governing candidates for elected office in Missouri.

Gary Moore  
Signature of candidate

Mooredozers5@aol.com  
Candidate's email address

Marilyn Dick  
Signature of election official (witness)

12-14-23  
Date

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby acknowledge the attached report documenting the Contracts approved by the Purchasing Director as the County's Purchasing Agent (as designated in Commission Order 114-2022) during the months of November and December 2023.


Done this 23rd day of January 2024.

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 Purchasing

Melinda Bobbitt, CPPO  
Director of Purchasing



613 E. Ash, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: January 24, 2024  
RE: Contracts and Amendments Signed by Purchasing Director in November & December 2023

Attached is the list of contracts and amendments that were awarded in November and December and signed by the Purchasing Director.

The *Notice of Awards* that explains the justification for award is posted on our web page under the Purchasing Department. The *Bid Tabulation* listing the Bidders/Offerors with pricing is also posted there. These contract documents have been added to the Boone County Clerk bid file.

att: List of Contracts/Amendments

**Contracts and Amendments Signed by Purchasing Director  
November and December 2023**

**CONTRACTS**

<b>Bid # / Contract #</b>	<b>Description</b>	<b>Vendor</b>	<b>Award Amount</b>
C000693 (32-29SEP23)	Small Interior & Exterior Construction JOC QVL	Xperience Construction	Term & Supply
C000694 (32-29SEP23)	Small Interior & Exterior Construction JOC QVL	Five Oaks Associates	Term & Supply
C000693 (32-29SEP23)	Small Interior & Exterior Construction JOC QVL	PCE	Term & Supply
C000693 (32-29SEP23)	Small Interior & Exterior Construction JOC QVL	Watkins Roofing	Term & Supply
C000693 (32-29SEP23)	Small Interior & Exterior Construction JOC QVL	Dysart Painting LLC	Term & Supply
C000693 (32-29SEP23)	Small Interior & Exterior Construction JOC QVL	Weathercraft	Term & Supply
C000707 (27-19JUN23)	Off Site Scanning Services	US Imaging, Inc.	Term & Supply

**AMENDMENTS**

<b>Amendment/Bid #</b>	<b>Description</b>	<b>Vendor</b>	<b>Amendment Amount</b>	<b>Description</b>
Amendment #1 to C000292 (53-01OCT19)	Installation of Emergency Electronics Equipment & Accessories for Law Enforcement Vehicles	911 Custom LLC	\$0.00	Corrects the contract period
Amendment #1 to C000270 (44-16NOV20)	Active Shooter Kit Supplies	Roundtree Medical LLC	Term & Supply	Substitution allowed for the triage tags
Amendment #1 to C000271 (44-16NOV20)	Active Shooter Kit Supplies	North American Rescue LLC	Term & Supply	Revised pricing on 4 items



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 23rd day of January 20 24

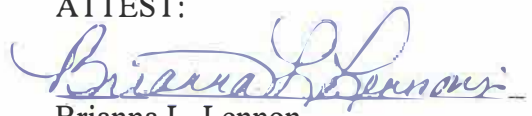
the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby approve Contract C000715 (CC240753003) with GRD 2033, Inc. DBA Rusty Drawing Chevrolet for the purchase of one (1) 2023 Chevy Silverado 1500 Crew LT with 4WD.


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

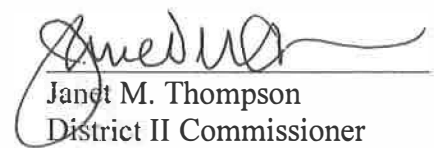
Done this 23rd day of January 2024.

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 Purchasing

Amy Gerskin  
Buyer



613 E. Ash Street, Room 111  
Columbia, MO 65201  
Phone: (573) 886-4393  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Amy Gerskin  
DATE: January 5, 2024  
RE: Cooperative Contract: State of Missouri Office of Administration  
#CC240753003 – Motor Vehicles QVL – Rusty Drawing Chevrolet

The Boone County Road & Bridge Department requests permission to utilize the State of Missouri OA #CC240753003 – Motor Vehicles with Rusty Drawing Chevrolet to purchase one (1) 2023 Chevy Silverado 1500 Crew LT with 4WD from GRD 2033, Inc. DBA Rusty Drawing Chevrolet. The Boone County contract number is C000715.

The cost of this purchase is \$47,134.00 and will be paid by department 2040 – Road and Bridge Maintenance, account 92400 – Replacement Vehicles and Equipment. This is a replacement purchase, and the 2024 total budgeted amount is \$60,000.00.

The Purchasing department requests permission to dispose of the following surplus by sale through the Missouri Auto Auction:

- 2011 Chevy Tahoe with 2WD – VIN 1GNLC2E00BR322541 – Fixed asset tag 17760

cc: Greg Eddington, Robert Sapp, R&B  
Contract File



**PURCHASE AGREEMENT  
FOR  
MOTOR VEHICLES WITH RUSTY DREWING CHEVROLET**

**THIS AGREEMENT**, County contract **C000715**, awarded from the State of Missouri Office of Administration contract **CC240753003**, dated the 23rd \_\_\_\_ day of January 2024 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and **GRD 2033, Inc. DBA Rusty Drawing Chevrolet**, herein “Vendor.”

**IN CONSIDERATION** of the parties’ performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this **Purchase Agreement #C000715** for **One (1) 2023 Chevy Silverado 1500 Crew LT with 4WD** in compliance with all bid specifications and any addendum issued for the State of Missouri OA contract CC240753003, Rusty Drawing Chevrolet Quote dated 1/3/2024, and Boone County’s Standard Terms and Conditions. All such documents shall constitute the contract documents incorporated herein by reference. If not attached, service or product data, specifications, and literature submitted with the bid response may be permanently maintained in the County Purchasing Office contract file. In the event of a conflict between any of the foregoing documents, this Purchase Agreement, State of Missouri OA contract CC240753003, and Boone County Standard Terms and Conditions shall prevail and control over the vendor’s bid response.
2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with **One (1) 2023 Silverado 1500 Crew LT with 4WD** as specified in Rusty Drawing Chevrolet’s Quote dated 01/03/2024 for a firm total price of \$47,134.00.

<b><u>2023 Chevy Silverado 1500 Crew LT 4WD</u></b>	\$60,085.00
Administrative Fee	\$299.00
Less Discount	-\$7,000.00
Less GM Rebate	-\$6,250.00
<b><u>TOTAL:</u></b>	<b><u>\$47,134.00</u></b>

3. **Contract Period** - The contract period is **from the Date of Award through June 30, 2024**.
4. **Delivery** – The Vendor agrees to deliver equipment as outlined in the bid documents. Delivery shall be to Boone County Road & Bridge, Attn: Greg Edington, 5551 Tom Bass Road, Columbia, MO 65201. If delivery is not or cannot be made within this period, the contractor must receive written authorization from the Boone County Road & Bridge Department for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable.

All deliveries shall be made **FOB Destination** with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. A copy of the freight bill should be attached to the invoices as evidence of correct freight billing.

5. **For Fixed Asset Tracking** – Send a list of the equipment described in this contract, with their individual serial numbers to Boone County Auditor, Attention: Heather Acton, 801 East Walnut Street, Room 304, Columbia, MO 65201 within thirty (30) days from date of the purchase order.



6. **Warranty** – The standard manufacturer warranty shall be provided to the County at the time of the County's acceptance.
7. **Billing and Payment** - All billing shall be invoiced to the Boone County Road and Bridge Department at 5551 S. Tom Bass Road, Columbia, MO, 65201. The invoice must reference the Purchase Agreement number stated in paragraph 1. Billings may only include the prices listed on the quote. No additional fees for paperwork processing, labor, or taxes shall be included as additional charges. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event, that the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.
8. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns as long as this agreement remains in full force and effect.
9. **Termination** - The County may terminate this agreement upon thirty (30) calendar days advance written notice for any of the following reasons or under any of the following circumstances:
  - a. The County may terminate this agreement due to a material breach of any term or condition of this agreement, or
  - b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products is delayed or products delivered are not in conformity with bidding specifications or variances authorized by the County, or
  - c. Termination for Convenience – The county may terminate this Agreement for any reason or no reason upon sixty (60) days' written notice to the contractor, or
  - d. If appropriations are not made available and budgeted for any calendar year.

*[The remainder of this page is intentionally left blank]*

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**GRD 2033, INC. DBA  
RUSTY DREWING CHEVROLET**

**BOONE COUNTY, MISSOURI**

By DocuSigned by:  
Marshall Macormic  
5163413E814D4E8...

By: Boone County

Title Sales

DocuSigned by:  
Kip Kendrick  
57400BED98434D4...

Kip Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:  
CJ Dykhous  
7D71DEAEB9D74DD...

DocuSigned by:  
Brianna L. Lennon  
D267E242BFB948C...

CJ Dykhous, County Counselor

Brianna L. Lennon, County Clerk

**AUDITOR CERTIFICATION:**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification is not required if the terms of this contract do not create a measurable county obligation at this time.)

DocuSigned by:  
Kyle Rieman  
E3D6F2FD3CE04B1...

1/16/2024

2040/92400: \$47,134.00

Signature

Date

Appropriation Account

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve an agreement with Inside the Lines LLC for Via Seating. 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 January 2024.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Kip Kendrick*

Kip Kendrick  
Presiding Commissioner

*Justin Aldred*

Justin Aldred  
District I Commissioner

*Jane M. Thompson*

Jane M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPO, CPPB  
**DATE:** January 11, 2024  
**RE:** Award of Cooperative Contract: C000716 (NCPA, an Omnia Partners Company contract 07-128) – Via Seating with Inside the Lines LLC

The Purchasing Department requests approval for county-wide utilization of the NCPA, an Omnia Partners Company contract 07-128 for Via seating with Inside the Lines LLC of Columbia, Missouri. The County contract number is C000716.

The Term & Supply contract is county-wide for Via brand seating.

cc: Contract File

**PURCHASE AGREEMENT  
FOR  
Via Seating  
Term and Supply**

**THIS AGREEMENT, C000716** dated the 23rd day of January 2024 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Inside the Lines LLC** herein "Vendor."

**IN CONSIDERATION** of the parties' performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a term and supply contract for **Inside the Lines** to furnish, deliver and install Via Seating compliant with all bid specifications (IFB #24-22) and any addendum issued for the NCPA, an Omnia Partners Company contract **07-128**, Boone County Insurance Requirements, Work Authorization Certification, as well as Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Standard Terms & Conditions and the NCPA, an Omnia Partners Company contract **07-128** shall prevail and control over the vendor's bid response.

2. **Contract Duration** - This agreement shall commence on the **date of award and extend through September 30, 2025**, subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date in writing by the County for **five (5) additional one-year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month-to-month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with Via seating. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

**Discount Pricing:**

\$0-\$50,000 List 52% off  
\$50,001-\$100,000 54% off  
\$1,000,000 Negotiable

Vendor shall provide a "not to exceed" quote for furniture, delivery, and installation that clearly shows the list price and the discounted contract price to the County office placing the order. Quote shall include the estimated hours for labor/installation. Invoice(s) following completion of project shall be for actual hours of installation, not to exceed the initial quote.

4. **Prevailing Wage:** If Prevailing Wage work applies, Prevailing Wage Order #30 is in effect for the initial contract period. To determine when it applies:

If a quote received for a project from this Term and Supply contract for a “major repair” or “construction” of a public work project is \$75,000 or less, then the Prevailing Wage Law will **NOT** apply to that project.

If a quote received for a project from this Term and Supply contract for a “major repair” or “construction” of a public work project is greater than \$75,000, then the Prevailing Wage Law **WILL** apply to the entire project.

**Special Rule for Change Orders:** If the County accepts a quote for less than \$75,000 for a “major repair” or “construction” of a public work project and that project is later subject to a change order that raises the total project price over \$75,000, then the vendor is responsible for identifying that portion of the work causing charges that are in excess of \$75,000 and the Prevailing Wage Law **WILL** apply to only that portion of the project that is in excess of \$75,000.

5. **Delivery** - Vendor agrees to deliver furniture as set forth in the bid documents, FOB Destination with inside delivery. Delivery Date must be in writing, included on the quote. Inside the Lines will provide delivery at \$75.00/hour.

6. **Billing and Payment** - All billing shall be invoiced to the Boone County respective ordering Department and billings may only include the prices listed in the vendor’s bid response. No additional fees for paperwork processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor’s bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

7. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

8. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**INSIDE THE LINES LLC**

by DocuSigned by:  
Brad Eiken  
F20450B0EDBB46A...  
owner  
title \_\_\_\_\_

**BOONE COUNTY, MISSOURI**

by: Boone County Commission  
DocuSigned by:  
Kip Kendrick  
57400BED98434D4...  
Kip Kendrick, Presiding Commissioner

**APPROVED AS TO FORM:**

DocuSigned by:  
CJ Dykhousc  
7D71DEAEB9D74DD...  
CJ Dykhousc, County Counselor

**ATTEST:**

DocuSigned by:  
Brianna L Lennon  
D267E242BFB948C...  
Brianna L. Lennon, County Clerk

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

DocuSigned by:  
Kyle Plaman by HE  
No Encumbrance Required  
EB91DB24AAAG49D...      1/16/2024      County-Wide Term and Supply  
Signature      Date      Appropriation Account



34 -2024

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Budget Revision for Department 2711 for Consultant Services.


Done this 23rd day of January 2024.

ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

RECEIVED

JAN 16 2024

BOONE COUNTY'S AUDITOR

BOONE COUNTY, MISSOURI REQUEST FOR BUDGET REVISION

1/14/24

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Transfer From Decrease Transfer To Increase

Table with 6 columns: Dept, Account, Dept Name, Account Name, Transfer From Decrease, Transfer To Increase. Contains two rows of budget revision data.

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

For Pat Schreiner contract for transition for new Budget Administrator

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES or NO If not, please explain (use an attachment if necessary):

Handwritten signature of Requesting Official

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
Unencumbered funds are available for this budget revision.
Comments:

Agenda (circled handwritten text)

Handwritten signature of Auditor's Office

Auditor's Office

Handwritten signature of Presiding Commissioner

PRESIDING COMMISSIONER

Handwritten signature of District I Commissioner

DISTRICT I COMMISSIONER

Handwritten signature of District II Commissioner

DISTRICT II COMMISSIONER

## CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 14<sup>th</sup> day of November 2023, by and between Boone County, Missouri, a first-class county and political subdivision of the state of Missouri, by and through its County Commission, ("County") and Patricia Schreiner, (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be effective beginning December 18, 2023, and run through December 31, 2024, unless extended by mutual agreement.
2. **Services** – Consultant will provide consulting services to County as mutually agreed upon with respect to the operation of the Boone County Joint Communications Department (BCJC).
3. **Compensation** – In consideration of the Consultant's provision of services under this agreement County agrees to compensate the Consultant for services rendered at the hourly rate of \$38.00 per hour.
4. **Not-To-Exceed Amount** – County's obligations under this contract for all fee payments to Consultant shall not exceed Nineteen Thousand Dollars (\$19,000.00) without prior, written approval of County.
5. **Invoices & Payment** – Invoices shall be sent to Blair Barber, Budget Administrator, BCJC, who shall review, receive approval, and route invoices for further processing.
6. **IT Access** – In order to facilitate Consultant in providing services under this Agreement, Boone County IT will provide Consultant's access to county network services through the duration of this Agreement.
7. **Termination** – Either party may terminate this agreement at any time upon thirty (30) days' written notice to the other party. Such notice may be by email or traditional mail addressed to Consultant or Commission at an address provided for such purposes.
8. **Certification of Lawful Presence / Work Authorization** – Consultant shall complete and return the Work Authorization Certification attached hereto as required by Missouri law.
9. **Status of Consultant** – The parties agree that Consultant is an independent contractor and not an employee of Boone County. Consultant will return a completed W-9 contemporaneously with their signature and acceptance of this Agreement.

**CERTIFIED COPY OF ORDER**

573 -2023

STATE OF MISSOURI

} ca.

December Session of the October Adjourned

Term. 20 23

County of Boone

In the County Commission of said county, on the 14th day of December 20 23

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Consultant Agreement between Boone County and the following:

- 1. Patricia Schreiner

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

Done this 14<sup>th</sup> day of December 2023.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Kip Kendrick*

Kip Kendrick  
Presiding Commissioner

*Justin Aldred*

Justin Aldred  
District I Commissioner

*Janel M. Thompson*

Janel M. Thompson  
District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

23rd

day of

January

20

24

the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby approve the Budget Amendment for Department 1253 for the 2024 Missouri Internet Crimes Against Children (MOICAC) Grant.

Done this 23rd day of January 2024.

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 REQUEST FOR BUDGET AMENDMENT

1/2/24

**EFFECTIVE DATE**

**FOR AUDITORS USE**


(Use whole \$ amounts)  
Transfer From      Transfer To  
Decrease            Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1253	3411	GF Sheriff's Grants	Revenue		14,000
1253	37200	GF Sheriff's Grants	Registration		4,000
1253	37220	GF Sheriff's Grants	Meals & Lodging		4,000
1253	23850	GF Sheriff's Grants	Equipment <\$1000		6,000

28,000

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

To budget 2024 MOICAC sub-award.

  
 \_\_\_\_\_  
 Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached
- A fund-solvency schedule is attached.
- Comments: *2024 MOICAC*

  
 \_\_\_\_\_  
 Auditor's Office

*Agenda*

  
 \_\_\_\_\_  
 PRESIDING COMMISSIONER
 

  
 \_\_\_\_\_  
 DISTRICT I COMMISSIONER
 

  
 \_\_\_\_\_  
 DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. NOTE: The 10-day period may not be waived.
- The Budget Amendment may not be approved prior to the Public Hearing.



## MISSOURI INTERNET CRIMES AGAINST CHILDREN TASK FORCE

101 Sheriff Dierker Court • O'Fallon, MO 63366  
P: 636-949-1848 • F: 636-949-3059 • [cybercrime@moicac.org](mailto:cybercrime@moicac.org)

October 4, 2023

Award # 15PJDP-23-GK-05178-MECP

Sheriff Dwayne Carey  
Boone County Sheriff's Office  
2121 County Drive  
Columbia, MO 65202

Missouri ICAC is pleased to inform you that your agency has sub-awarded grant funding under the PROTECT Act through the Missouri ICAC Task Force. The **BOONE COUNTY SHERIFF'S OFFICE** will receive funding in the amount of **\$14,000.00** to cover the purchase of equipment and/or training. By accepting the funds awarded, your agency agrees to the following conditions:

1. **Adherence to the ICAC Investigative & Operational Standards Guide and any grant special conditions that pertain to your agency.**
2. **Complete all statistical reporting requirements as outlined by the Office of Juvenile Justice & Delinquency Prevention.**
3. **Thoroughly review task force Cyber Tip assignments, determine investigative priorities and select cases for investigation. See section six of the ICAC Task Force Operational and Investigative Standards.**
4. **Ensure all investigative officers participating in your regional task force utilize de-confliction accounts through ICAC COPS and ICAC Data System.**
5. **Ensure all officers participating in your regional task force complete the required online courses outlined in the Missouri ICAC Membership Letter.**
6. **Ensure any agency in your regional task force who will benefit from ICAC funding has a current Memorandum of Understanding on file with Missouri ICAC.**

Agencies shall submit a "Request to Expend Funds" form detailing how the sub-grant funding will be used and written approval must be received prior to expending any funds. No reasonable request of sub-awarded funds will be denied, but purchases made without written approval are subject to denial of reimbursement.

As a rule, it is incumbent on the agency to first expend funds and request reimbursement through the MO ICAC Task Force. Arrangements may be made if an agency is unable to cover the initial expenditure of funds. Monthly or quarterly requests for reimbursement are preferred. Final requests must be submitted by mail or emailed to Kessa Sims ([ksims@sccmo.org](mailto:ksims@sccmo.org)) no later than **August 31, 2024**.

Any equipment purchased using ICAC funds, with a cost of **\$1,000.00** or more, will receive an asset tag. Tags will be mailed to your agency to affix to the items. Tagged items will be verified during on-site visits by MO ICAC staff. When the items are permanently taken out of service, notify MO ICAC to obtain instructions on the disposition of the item.

Please do not hesitate to contact me should you have any questions or concerns in this matter,  
Lieutenant Kile Bay



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

January Session of the January Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

23rd

day of

January

20

24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Budget Amendment for Department 1243 for the FCI JCIP Grant.

Done this 23rd day of January 2024.

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 REQUEST FOR BUDGET AMENDMENT

## RECEIVED

1/3/24  
**EFFECTIVE DATE**

**JAN 05 2023**

**FOR AUDITORS USE**

BOONE COUNTY  
AUDITOR

(Use whole \$ amounts)  
Transfer From    Transfer To  
Decrease        Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1243	3451	COURT SERVICES GRANTS(JUV)	STATE REIMB-GRANT/PROGRAM/OTHR		750
1243	84010	COURT SERVICES GRANTS(JUV)	RECEPTION/MEETINGS		750
				-	<b>1,500</b>

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

FOSTERING COURT IMPROVEMENT JCIP SUB-GRANT awarded through 10/1/23-9/30/24.

Cindy Hantz  
Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached
- A fund-solvency schedule is attached.
- Comments: **FCI JCIP GRANT**

Agenda

HA  
Auditor's Office

[Signature]  
PRESIDING COMMISSIONER

[Signature]  
DISTRICT I COMMISSIONER

[Signature]  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing



**State of Missouri**  
Office of State Courts Administrator  
Administrative Services Division

**Issue Date**

12/04/2023

**Contract Period**

10/01/23 to 9/30/24

**Award Amount**

\$ 750.00

## Fostering Court Improvement JCIP sub-grant

The Fostering Court Improvement sites are measured on pre-determined outcomes to include permanency, timeliness and child safety measures. Funding is provided to assist in the implementation of strategies to improve services and outcomes for children.

**Contract Number**

OSCA 23-02174-10

Original Contract

Contract Amendment

Federal CFDA #93.586

**Court/Recipient Information:**

The Honorable J. Brouck Jacobs  
Presiding Judge  
Thirteenth Judicial Circuit  
705 East Walnut  
Columbia, MO 65201

**Project Director:**

Ruth McCluskey  
Juvenile Officer  
Thirteenth Judicial Circuit  
607 East Ash Street  
St. Charles, MO 63303

**OSCA Program Contact**

Nancy Capps  
573-522-6265

**OSCA Fiscal Contact**

Michael Skinner  
573-526-8841

**Special Conditions of this award are attached.**

**There are no special conditions of this award. Original RFP requirements only.**

Funding

Requested Funding: \$ 750.00

Approved Funding: \$ 750.00

### Please Sign, Date and Return by Mail to:

Office of State Courts Administrator  
Attn: Contracts Unit  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480

**In witness thereof, the parties below hereby execute this agreement.**

**Appointing Authority Signature**

**Printed Name**

**Date**

**Presiding Judge Signature**

**Printed Name**

J Hasbrouck Jacobs

**Date**

12/14/23

**OSCA Signature**

*R. Morrissey*

**Printed Name**

Richard S. Morrissey

**Title**

Deputy State Courts Administrator

**Date**

12/07/2023

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

January Session of the January Adjourned

Term. 2024

County of Boone

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Stormwater Security Agreement and Erosion and Sediment Control Irrevocable Letter of Credit between the County of Boone and Happy Hollow Investments, LLC.

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 January 2024.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Kip Kendrick*  
Kip Kendrick  
Presiding Commissioner

*Justin Aldred*  
Justin Aldred  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

## Stormwater Erosion and Sediment Control Security Agreement

Date: January 3, 2024

Developer/Owner Name: Happy Hollow Investments, LLC  
Address: 801 E. Happy Hollow Rd.  
Columbia, MO 65203

Development: Concorde South Lot 9

This agreement is made by and between the above-named developer (herein "Developer") and Boone County, Missouri, a political subdivision of the State of Missouri, through its Resource Management Department, (herein "County") and shall be effective on the above date when signed and approved by all persons listed below.

In consideration of the performance based by each party of their obligations described in this agreement, the parties agree to the following:

- 1. Background and Purpose of Agreement** – The Developer is the owner or authorized agent of the owner for the real estate contained within the development described above which is subject to the Boone County Stormwater Regulations. This agreement is made pursuant to Section 8.4 Performance and Guarantee, in the Stormwater Regulations of Boone County, Missouri in order to permit the Developer to disturb land on the development described above, and to assure County of the required erosion and sediment control and stormwater management. By entering into this agreement, the developer is agreeing to comply with the erosion and sediment plan described below in accordance with the County Stormwater Regulations and specifications and provide to County financial security in the event the developer fails to comply with the plan or complete the improvements within the time and manner provided for by this agreement.
- 2. Description of Improvements** – The Developer agrees to adhere to the Stormwater Pollution Prevention Plan (SWPPP) and Erosion and Sediment Control (ESC) Plans for Construction activities at Concorde South Lot 9. The SWPPP and ESC was prepared by Crockett Engineering Consultants on November 8, 2023.
- 3. Time for Completion** – The Developer agrees to complete the land disturbance activities and stabilize the site as described in the SWPPP no later than the 13<sup>th</sup> day of December 2025, and all such improvements shall pass County inspection as of this date.
- 4. Security for Performance** – To secure the Developer's performance of its obligations under this agreement, Developer hereby agrees to provide the County with security in the amount of \$32,162.93 which County may use and apply for Completion of the above described improvements in the event the Developer fails to complete the above described improvements within the time or within manner required by County under its regulations.

The Security shall be provided to County as a condition precedent to the effectiveness of this agreement in the following form:

- U Irrevocable standby letter of credit, with form to be approved by County and issued to Treasurer of Boone County, Missouri
5. **Use of Security** – The Developer hereby authorizes County to use, redeem, or otherwise obtain payment as applicable, from the security described above for purposes of completing improvements required of the Developer under this agreement in the event that such improvements are not completed within the time provided for by this agreement, or any extension thereof granted by County in its discretion, or in the event such improvements are not completed in accordance with regulatory requirements or specifications imposed by County. Developer authorizes County to cash the corporate surety bond contemplated herein upon written instructions from the duly elected and serving Treasurer of Boone County without further authorization or signature required by Developer. In the event Developer fulfills its obligations in the time and manner required by this agreement and obtains a satisfactory final inspection from the County prior to December 13, 2025, then County shall provide Developer with written proof that the requirements of this Security Agreement are satisfied, and the Irrevocable Letter of Credit can be released to Developer. If no written proof has been provided to the financial institution issuing Irrevocable Letter of Credit that Developer has complied with the requirements of this Agreement, however, then the financial institution shall, on December 13, 2025, or such extended period as mutually-agreed by the parties in writing, shall immediately transfer the balance of the Irrevocable Letter of Credit to the account then-designated by the Boone County Treasurer. If the total sum of the corporate surety bond is not used for completion of any necessary permit items, then the remaining balance shall be paid to Developer within thirty (30) days of completion and acceptance of any required work, along with an itemization of charges detailing the expenditures made by the County.
  6. **Additional Sums Due** – In the event that the security provided herein is insufficient to complete the required improvements as determined by the County, Developer will, upon demand by the County accompanied by a detailed itemization of the requested additional sum, deposit with County such additional monies which, in the opinion of the County, will be required to complete the necessary improvements. In the event that Developer does not deposit the additional monies with the County within ten (10) days, the Developer shall be deemed in default of this Agreement.
  7. **Remedies Cumulative** – Exercise or waiver by the County of any enforcement action under this Agreement does not waive or foreclose any other or subsequent enforcement action whatsoever. The County shall be entitled to its costs, including reasonable attorneys' fees, in enforcement of Developer's obligations under this Agreement.
  8. **Authority of Representative Signatories** – Signatories to this agreement who execute this agreement in a representative capacity for a corporation, limited liability company or partnership, or other business entity, hereby affirmatively represent that they have obtained all resolutions or orders needed to enter in this agreement and are duly authorized to enter into this agreement and bind the parties which they represent to all terms and conditions herein.

9. **Binding Effect** – This agreement shall be binding upon the parties hereto in their respective heirs, personal representative, administrators, successors, and interest in successors in assigned offices. The County and Developer hereby accept this Agreement as a lawful and satisfactory Security Agreement.

In Witness Whereof the Developer and the County have executed this agreement to be effective on the day and year first above written.

ACKNOWLEDGED AND AGREED TO:

**DEVELOPER/OWNER:**

By:  \_\_\_\_\_

Printed Name: Javel W Taylor

Title: Member

**BOONE COUNTY, MISSOURI:**

Department of Resource Management

 \_\_\_\_\_  
Bill Florea, Director Resource Management

County Commission:

 \_\_\_\_\_  
Kip Kendrick, Presiding Commissioner

Attest:

 \_\_\_\_\_  
Brianna L. Lennon, Boone County Clerk

County Treasurer

 \_\_\_\_\_  
Jenna Redel, County Treasurer

Approved as to form:

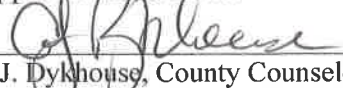
 \_\_\_\_\_  
C.J. Dykhouse, County Counselor



Exhibit "A"  
To Letter of Credit  
Form of Certificate for Drawing

Boone County, Missouri letterhead

\*\*\*Date\*\*\*

**The Central Trust Bank  
d/b/a Central Bank of  
Boone County  
720 E Broadway  
Columbia, MO 65201  
Attention: Jaime Palmer, Vice President**

Re: Bank Letter of Credit No.: 2939288-0099  
Dated: 01/05/2024  
In Favor of Boone County, Missouri on behalf of **Happy Hollow Investments,  
LLC**

Gentlemen:

The undersigned, a duly authorized official of County of Boone, Missouri (the "Beneficiary"), hereby certifies to Landmark Bank (the "Bank"), with reference to Irrevocable Letter of Credit No. 2939288-0099 (the "Letter of Credit"; any capitalized terms used herein and not defined shall have their respective meanings as set forth in the said Letter of Credit) issued by the Bank in favor of the Beneficiary, that:

- 1.
- 2.

The Account Party has failed to complete all improvements or fulfill all obligations required by the Subdivision Regulations, Stormwater regulations, or other applicable rules and regulations of the County of Boone.

A draft in the sum of \$\_\_\_\_\_ as requested by this Certificate is not in excess of the Maximum Available Credit under the Letter of Credit and shall result in a reduction of the Maximum Available Credit under the Letter of Credit.

Transfer the funds as stated above to the credit of the Boone County, Missouri to the following account, as instructed by the Boone County Treasurer: [INSERT BANK Account # \_\_\_\_\_], Attention: Boone County Treasurer.

IN WITNESS WHEREOF, the Beneficiary has executed and delivered this certificate this \_\_\_\_\_ day of \_\_\_\_\_.

BOONE COUNTY, MISSOURI

By: \_\_\_\_\_  
Kip Kendrick, Presiding Commissioner

APPROVED BY:

Attest:

\_\_\_\_\_  
Bill Florea, Director, Resource Management

\_\_\_\_\_  
Brianna L. Lennon, Boone County Clerk

Commission Order: \_\_\_\_\_

Exhibit "B"  
To Letter of Credit  
Form of Reduction Certificate

Boone County, Missouri letterhead

\*\*\*Date\*\*\*

**The Central Trust Bank  
d/b/a Central Bank of  
Boone County  
720 E Broadway  
Columbia, MO 65201  
Attention: Jaime Palmer, Vice President**

Re: Bank Letter of Credit No.: 2939288-0099  
Dated: 01/05/2024  
In Favor of Boone County, Missouri on behalf of **Happy Hollow Investments,  
LLC**

Gentlemen:

This certificate authorizes reduction in the amount of \$ \_\_\_\_\_ of the above letter of credit. The remaining maximum available credit for this letter of credit is \$ \_\_\_\_\_.

BOONE COUNTY, MISSOURI

By: \_\_\_\_\_  
Kip Kendrick, Presiding Commissioner

APPROVED BY:

Attest:

\_\_\_\_\_  
Bill Florea, Director, Resource Management

\_\_\_\_\_  
Brianna L. Lennon, Boone County Clerk

Commission Order: \_\_\_\_\_



# Central Bank

## IRREVOCABLE LETTER OF CREDIT

NO. 2939288-0099

DATE: January 5, 2024

Amount: \$32,162.93

County of Boone  
Attn: Director, Resource Management  
801 E Walnut St, Rm. 315  
Columbia, MO 65201

Ladies and Gentlemen:

We hereby authorize the County of Boone to draw on The Central Trust Bank d/b/a Central Bank of Boone County for the account of Happy Hollow Investments, LLC, up to an aggregate amount of \$32,162.93, available by your drafts at sight. Your drafts must be accompanied by your invoice to Owner and accompanied by a Certificate for Drawing in substantially the form set out on Exhibit "A", which is attached hereto and incorporated by reference.

All drafts hereunder must be marked "Drawn under The Central Trust Bank d/b/a Central Bank of Boone County Letter of Credit #2939288-0099 Dated 01/05/2024."

The amount of each draft drawn under this credit must be endorsed hereon, and the presentation of each draft, if negotiated, shall be a warranty by the negotiating bank that such endorsement has been made and that documents have been forwarded as herein requested. Partial drawings are permitted. All payments under this letter of credit will be made available to you at the counters of the loan issuer or immediately by wire transfer of immediately available funds to the account(s) designated by the Boone County Treasurer.

We hereby engage with the drawers, endorsers, and bona fide holders of drafts drawn under and in compliance with the terms of this credit that the same will be duly honored on due presentation and delivery of documents as specified if presented to this bank on or before December 13, 2025, provided further that upon such expiration, either at December 13, 2025, or such extended period as contemplated herein we shall immediately transfer the balance of the maximum available credit to you at the account then-designated by the Boone County Treasurer.

This letter of credit may be extended upon presentation of an agreement to extend, executed by the Developer/Owner and the County of Boone, and presented to The Central Trust Bank d/b/a Central



# Central Bank

Bank of Boone County within the 60-day period prior to the then-effective date of expiration of this letter of credit.

Upon our receipt, from time to time, from the County of Boone, of a written reduction certificate in substantially the same form as Exhibit "B", which is attached hereto and incorporated herein by reference, we are authorized to reduce the maximum available credit hereunder by the amount stated in such certificate, any such reduction to be effective only at our close of business on the date which we receive said written reduction certificate.

This letter of credit sets forth in full our undertaking, and such undertaking shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument or agreement referred to herein, except that Exhibit "A" and Exhibit "B" attached hereto are incorporated herein by reference as an integral part of this letter of credit.

Except as expressly provided herein, this credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 revision), The International Chamber of Commerce Publication #500.

Sincerely yours,

By: \_\_\_\_\_

Jaime Palmer, Vice President

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 2024


In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby receive and accept the attached Easement for Utility Purposes relating to Eagle Bluff Estates, Lot 5A.

Done this 23rd day of January 2024.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



Recording Date/Time: 01/24/2024 at 12:05:09 PM

Book: 5831 Page: 67

Instr #: 2024000912  
Pages: 4  
Fee: \$33.00 S



Bob Nolte  
Recorder of Deeds

**EASEMENT FOR UTILITY PURPOSES**  
**(BY INDIVIDUAL(S))**  
**(Rev. 4/7/2017)**

KNOW ALL PERSONS BY THESE PRESENTS:

THAT THE UNDERSIGNED Christopher M. Herter and Nicole R.I. Herter, husband and wife, of Boone County, Missouri, hereinafter referred to as Grantor(s), on this 12<sup>th</sup> day of January, 2024 in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does or do hereby Grant, Bargain, and Sell to **The County of Boone, a political subdivision of the State of Missouri**, herein Grantee, (Grantee's mailing address is: 801 East Walnut Street, Rm. 315, Columbia, Missouri 65201), its successors and assigns, both individually and as Trustee for the use and benefit of the "Benefited Parties" described below herein, hereinafter called Grantees, a utility easement with the right, privilege and authority to erect, construct, install, lay, operate, survey, inspect, maintain, repair, rebuild, replace and remove utility lines and utility facilities over, under, across, and upon the following described real estate situated in Boone County, Missouri, to-wit:

SEE SHEETS 1 and 2 of ATTACHED EXHIBIT A

The "Benefited Parties" referred to above herein shall be deemed to mean any public corporation, any public entity, any public water supply district, any utility cooperative, and any utility company regulated by the Missouri Public Service Commission, and said Benefited Parties shall have the right to use the easement area for the aforesaid purposes.

The parties agree that this easement may not be terminated or amended without the prior written consent of BOONE COUNTY, MISSOURI and each Benefited Party which has any utility lines or utility facilities located in the easement area at the time of the proposed termination or amendment.

Grantor agrees that it will not erect any building or structure on the easement area or permit the installation of any obstruction on the easement area which will interfere with the construction, placement, operation and maintenance of utility lines and facilities in the easement area.

BOONE COUNTY, MISSOURI and/or any Benefited Party shall have the right to trim, clear, cut and remove from the easement area any tree, brush, shrub, plant or other object of any kind which in the reasonable judgment of said party may interfere with the installation and/or maintenance of utility lines and utility facilities in the easement area.

IN WITNESS WHEREOF, the said Grantors have hereunto set his or her or their hands this 12<sup>th</sup> day of January, 2024

Christopher M. Herter

Nicole R.I. Herter

BOONE COUNTY MO JAN 24 2024

STATE OF MISSOURI }  
                                  } SS  
COUNTY OF BOONE }

On this 12<sup>th</sup> day of January, 2024 before me, personally appeared Christopher M. Herter and Nicole R.I. Herter, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in Columbia, MO, Missouri, the day and year first above written.

Phebe Lamar-Emig  
Notary Public



DESCRIPTION OF TRACT 5A EAGLE BLUFF ESTATES – NEW EASEMENT AREA  
FOR CHRISTOPHER & NICOLE HERTER  
PUBLIC UTILITY EASEMENT  
JOB #230344

DECEMBER 5, 2023

A TRACT OF LAND LOCATED IN THE SOUTH HALF OF SECTION 20, TOWNSHIP 47 NORTH, RANGE 13 WEST, BOONE COUNTY, MISSOURI AND BEING PART OF TRACT 5A OF THE SURVEY RECORDED IN BOOK 4347, PAGE 60 THE LAND DESCRIBED BY THE WARRANTY DEED RECORDED IN BOOK 5563, PAGE 164 AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID TRACT 5A AND WITH THE WEST LINE OF SAID SURVEY, N 31°23'15"E, 351.99 FEET TO THE POINT OF BEGINNING:

THENCE FROM THE POINT OF BEGINNING AND CONTINUING WITH SAID WEST LINE, N 31°23'15"E, 306.56 FEET TO THE WEST LINE OF THE UTILITY EASEMENT RECORDED IN BOOK 4231, PAGE 122; THENCE LEAVING THE WEST LINE OF SAID SURVEY AND WITH SAID WEST LINE OF THE EASEMENT, S 27°07'25"W, 305.71 FEET; THENCE LEAVING SAID WEST LINE, N 62°52'35"W, 22.79 FEET TO THE POINT OF BEGINNING AND CONTAINING 3,483 SQUARE FEET.

  
DAVID T. BUTCHER, PLS-2002014095

1/8/2024  
DATE




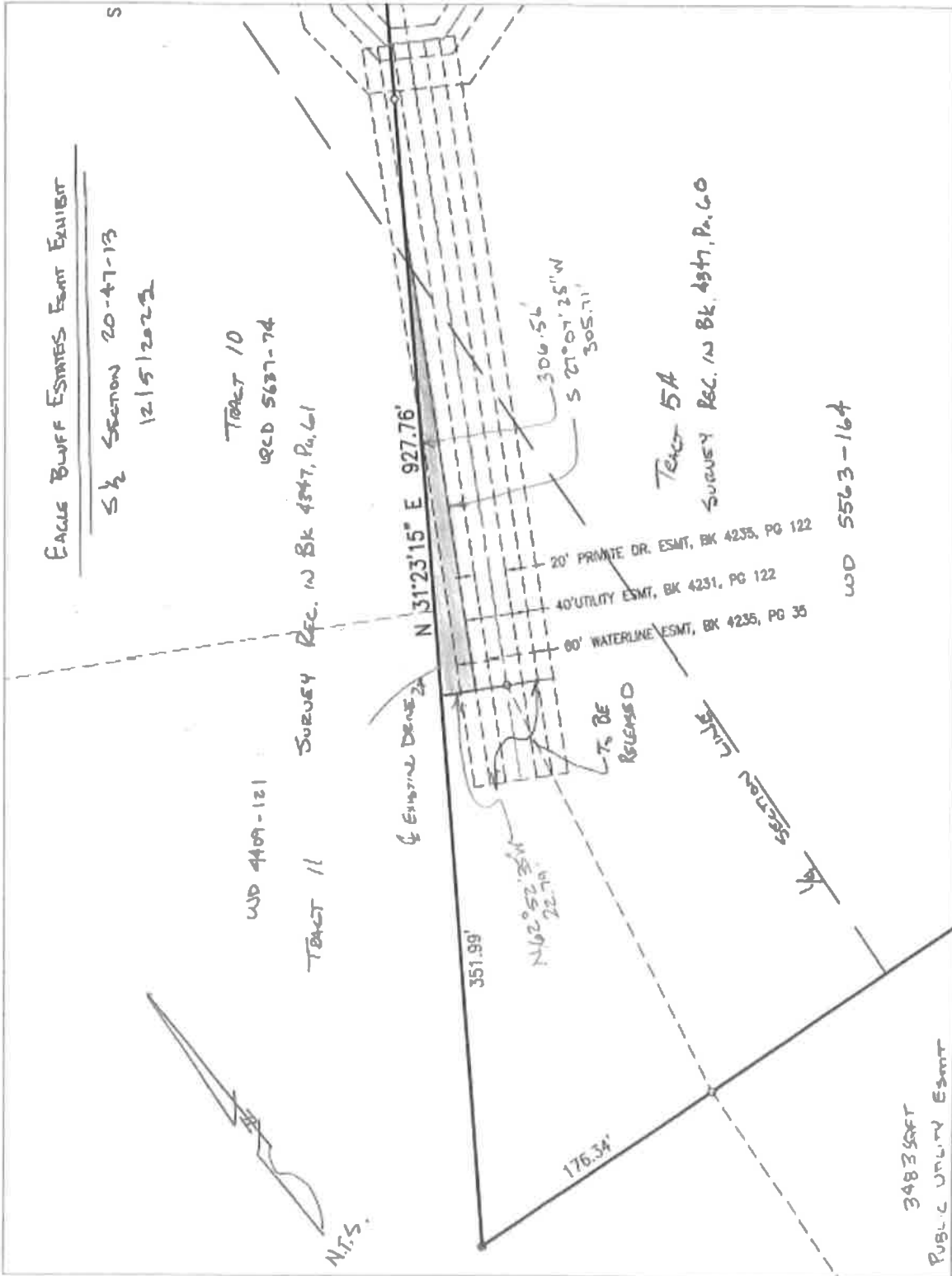
 <b>CROCKETT</b> <b>ENGINEERING CONSULTANTS</b> 1000 W. Nifong Blvd. Building 1 Columbia, Missouri 65203 (573) 447-0292 www.crockettengineering.com	CORPORATE NUMBER 2000151304	TRACT 5A EAGLE BLUFF ESTATES – NEW ESMT
	DATE: 12/5/2023 PROJECT: 230344	SW QUARTER, SECTION 20, TOWNSHIP 47 NORTH, RANGE 13 WEST, BOONE COUNTY, MISSOURI



EXHIBIT A (SHEET 2 of 2)



Job # 230944

39-2024

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 2024

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

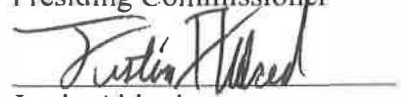
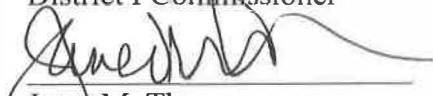
Now on this day, the County Commission of the County of Boone does hereby approve the attached Partial Release of Utility Easement and authorizes the Presiding Commissioner to sign said Release relating to Eagle Bluff Estates, Lot 5A.

Done this 23rd day of January 2024.

ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner  
Justin Aldred  
District I Commissioner  
Jane M. Thompson  
District II Commissioner

Recorded in Boone County, Missouri



Recording Date/Time: 01/24/2024 at 12:05:09 PM

Book: 5831 Page: 68

Instr #: 2024000913

Pages: 4

Fee: \$33.00 S



Bob Nolte  
Recorder of Deeds

---

**PARTIAL RELEASE OF UTILITY EASEMENT**

THIS INDENTURE, made and entered into this 23<sup>rd</sup> day of January, 2024, by and between The County of Boone, a political subdivision, hereinafter called "Grantor", and Christopher M. Herter and Nicole R.I. Herter, husband and wife, 1911 Ranger Drive, Columbia, MO 65201, hereinafter called "Grantees":

WITNESSETH:

WHEREAS, the Grantor is the holder of a perpetual utility easement and related rights in a tract of land now owned in relevant part by the Grantees, such tract of land being located in Section 20, Township 47 North, Range 13 West of the Fifth Principal Meridian, Boone County, and legally described in the Easement for Utility Purposes recorded at Book 4231, Page 122 of the Records of Boone County, Missouri (the "Easement Tract"); and

WHEREAS, the Grantees desire that the Grantor release a portion of the Easement Tract from the Grantor's existing utility easement and related rights, and in consideration therefor, Grantees have granted to the Grantor a new Easement for Utility Purposes dated January 12, 2024 recorded as Instrument # 2024000912 at Book 5831, Page 107, Records of Boone County, Missouri (the "New Utility Easement");

NOW, THEREFORE, the Grantor does hereby remise, release and quitclaim its utility easement and related rights within that certain portion, and only within that certain portion, of the Easement Tract legally described, depicted by shading, and labeled "Easement Area to be Released" in sheets 1 and 2 of Exhibit "A" attached hereto; the Grantor expressly reserving, however, its perpetual utility easement and related rights in the remainder of the Easement Tract.

IN WITNESS WHEREOF, the undersigned has caused this indenture to be executed the day and year first above written.

COUNTY OF BOONE, a political subdivision

BY: Kip Kendrick  
Kip Kendrick  
Boone County Presiding Commissioner

ATTEST: Brianna L. Lennon  
Brianna L. Lennon  
Boone County Clerk

STATE OF MISSOURI     )  
  ) SS  
COUNTY OF BOONE     )

On this 23<sup>rd</sup> day of January, 2024, before me appeared Kip Kendrick, to me personally known, who, being by me duly sworn, did say that he is the Presiding Commissioner of the County of Boone, a political subdivision of the State of Missouri, that said instrument was signed and sealed in behalf of said political subdivision with all requisite authority and acknowledged said instrument to be the free act and deed of said political subdivision.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in Boone County, Missouri, the day and year first above written.

Jodi Renee Vanskike  
Notary Public



EXHIBIT A (SHEET 1 of 2)

DESCRIPTION OF TRACT 5A EAGLE BLUFF ESTATES – EASEMENT AREA TO RELEASE  
FOR CHRISTOPHER & NICOLE HERTER  
PUBLIC UTILITY EASEMENT  
JOB #230344

DECEMBER 5, 2023

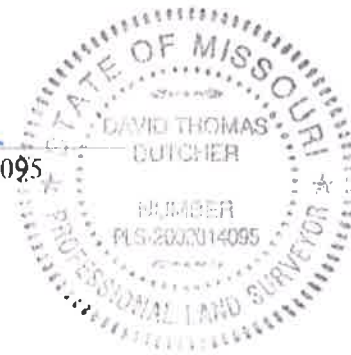
A STRIP OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 20, TOWNSHIP 47 NORTH, RANGE 13 WEST, BOONE COUNTY, MISSOURI AND BEING PART OF TRACT 5A OF THE SURVEY RECORDED IN BOOK 4347, PAGE 60 THE LAND DESCRIBED BY THE WARRANTY DEED RECORDED IN BOOK 5563, PAGE 164 AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID TRACT 5A AND WITH THE WEST LINE OF SAID SURVEY, N 31°23'15"E, 351.99 FEET; THENCE LEAVING SAID WEST LINE, S 62°52'35"E, 42.80 FEET TO THE CENTERLINE OF THE EASEMENT RECORDED IN BOOK 4231, PAGE 122 AND THE POINT OF BEGINNING:

THENCE FROM THE POINT OF BEGINNING AND WITH SAID CENTERLINE, SAID STRIP BEING 40.00 FEET WIDE AND LYING 20 FEET ON BOTH SIDES OF THE FOLLOWING DESCRIBED CENTERLINE, S 27°07'25"W, 61.00 FEET TO THE END OF THIS DESCRIBED CENTERLINE.

  
DAVID T. BUTCHER, PLS-2002014095

1/8/2024  
DATE




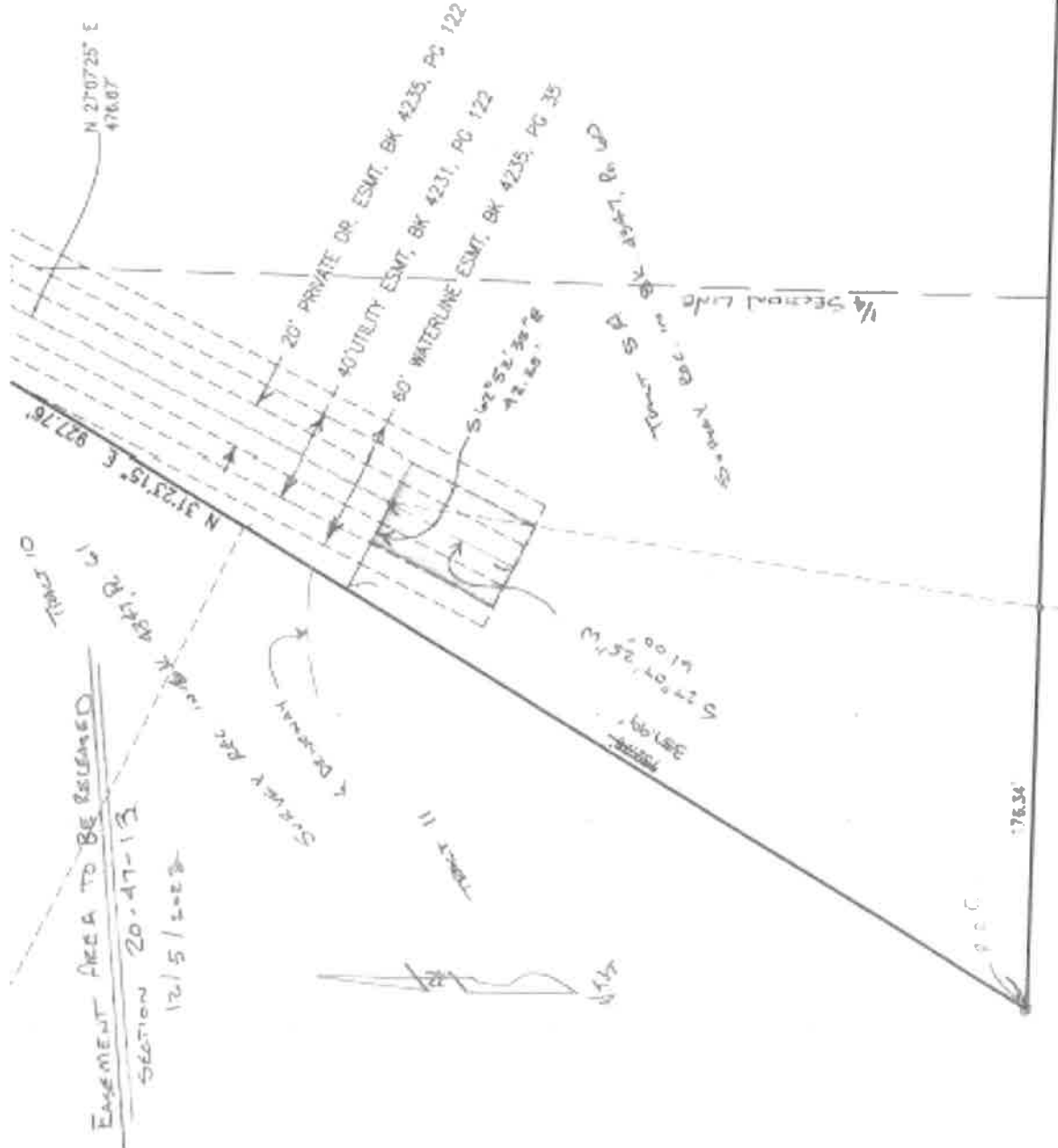
 <b>CROCKETT</b> <b>ENGINEERING CONSULTANTS</b> 1000 W. Nifong Blvd. Building 1 Columbia, Missouri 65203 (573) 447-0292 www.crockettengineering.com	CORPORATE NUMBER 2000151304	TRACT 5A EAGLE BLUFF ESTATES - RELEASE
	DATE: 12/5/2023 PROJECT: 230344	SW QUARTER, SECTION 20, TOWNSHIP 47 NORTH, RANGE 13 WEST, BOONE COUNTY, MISSOURI

EXHIBIT A (SHEET 2 of 2)

Sub 23094A



40 -2024

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 2024

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

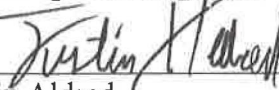
Now on this day, the County Commission of the County of Boone does hereby approve the attached Domestic Relations Programs for Parents and Children Grant submitted by the 13th Judicial Circuit Court, Family Court -- Robert L. Perry Juvenile Justice Center.

Done this 23rd day of January 2024.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



**STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL**

**RFP NO. OSCA 24-02210**

**TITLE: Domestic Relations Programs for Parents and Children**

**ISSUE DATE: January 2, 2024**

**CONTACT: Trish Adamson**

**PHONE NO: 573-526-8818**

**EMAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)**

**RETURN PROPOSAL NO LATER THAN: 4:00 PM, February 1, 2024**

**Late submissions will not be accepted**

**Proposals may be submitted either electronically to  
[osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov) or**

**(U.S. Mail)  
Office of State Courts Administrator  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480**

**(Courier Service)  
Office of State Courts Administrator  
2112 Industrial Dr.  
Jefferson City, MO 65109**

**CONTRACT PERIOD: July 1, 2024, THROUGH June 30, 2025**

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>[Signature]</i>		DATE 1/12/24
PRINTED NAME J. A. Jacobs		TITLE Pres Judge
CIRCUIT/COUNTY 13   Boone		
MAILING ADDRESS 5665 Roger I. Wilson Memorial Drive		
CITY, STATE, ZIP Columbia, MO 65202		
CONTACT PERSON Tara Eppy		TITLE Superintendent
PHONE NO. 573-886-4450		EMAIL ADDRESS Tara.Eppy@courts.mo.gov

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NUMBER		CONTRACT PERIOD
CONTRACT SECTION	DATE	DEPUTY STATE COURTS ADMINISTRATOR



**Domestic Relations Programs for Parents and Children**  
**RFP No. OSCA 24-02210**  
**13<sup>th</sup> Judicial Circuit Family Court – Juvenile Division**  
**Robert L. Perry Juvenile Justice Center**

**Name of Proposed Program:** Step-Up: Building Respectful Family Relationships program

**Need for the Program:** The Robert L. Perry Juvenile Justice Center (JJC) is a juvenile detention center located in the 13<sup>th</sup> Judicial Circuit (Boone & Callaway counties) that provides detention services and temporary care to delinquent juveniles placed at the facility by order of the court. The JJC is a coeducational facility, with residents primarily between the ages of 12 and 18 years of age. The JJC also holds Division of Youth Services youth, Post-Certified youth, and youth from surrounding jurisdictions that do not have a juvenile detention facility.

There is a significant relationship between family violence and adolescent violence. Family violence is related to adolescent violence through an increase in long-term adverse consequences linked to violent peer association, normative beliefs about violence, and negative emotions. Several studies have shown that violence experienced in the home is positively related to psychological and behavioral problems that increase adolescent risk for violent perpetration. For example, youth exposed to family violence may have a higher tendency to accept violent norms that legitimize the use of violence as a means to resolve personal and interpersonal problems (Xia et al., 2018). Additionally, youth raised in homes with higher levels of violence may develop more negative emotions and stronger association with violent peers, both of which are positively related to adolescent involvement in violent behavior (Edelstein, 2018).

Social learning theory maintains that delinquency including violent behaviors is learned through interactions with intimate others, such as family members and peers. As applied to violence, social learning theory predicts that youth exposed to a high level of family violence are prone to violent behavior because they learn to act violently from their family members, especially parents. Youth learn to perpetrate violence mainly through two learning processes: observational learning through emulating the violent behavior of role models such as parents and intergenerational transmission of attitudes that are conducive to violence (Sellers et al., 2005).

In the population of youth detained at JJC, we have the following data that supports the above information. In 2022, 60% of youth presented for possible detention were related to Acts Against Persons, which included both misdemeanor and felony person offenses (including domestic assault), weapons offenses, sex offenses, and status offenses (beyond parental control and behavior injurious to self/others). In 2023, that number increased to 63%. In both 2022 and 2023, the top reason for detention was Acts Against Persons. Over the past two years, these offenses represented 29% and 37% of detentions respectively. While the standardized Juvenile Detention Assessment (JDTA) tool is used in determining detention of youth, it has the ability to be overridden in certain circumstances. Youth presented for detention related to a domestic violence related charge are more likely to be overridden into detention due to threats of continued

violence in the home and lack of immediate intervention services for the family. Additionally, youth in detention for these offenses against person are more likely to remain in detention for lengthier periods of time (as conflicts in the home still exist, and lack of timely services available in the home). In 2022, the average length of stay was around 35-40% longer as compared to other detentions. In 2023, the average length of stay increased to around 45-60% longer. In addition, of the detained youth in 2022 that received psychiatric care in detention, 4 of the top 10 diagnoses included Parent-Child Relational Problem, Conduct Disorder, Oppositional Defiant Disorder, and Post Traumatic Stress Disorder.

There are, on average, approximately 200 admissions to detention each year at JJC. Most youth admitted to detention have prior referrals for illegal and delinquent behaviors in the community and in their homes. Additionally, several youth admitted to detention have been in detention on multiple occasions for repeated behaviors. While there is education and risk/needs-related programming provided to detained youth, the family as a whole is not receiving services. The youth and their families are in crisis at the point of detention. Most providers are unable to provide insurance billable services within the facility due to the youth being placed out of the home and in a locked facility. Additionally, most youth in detention are covered by Medicaid, which currently does not allow providers to provide services within the facility. With the average length of stay increasing for detained youth before returning to their family and community, it is imperative to begin the restorative practices with both the youth and their family during this period of time and not delay services until release. Most youth take advantage and benefit from the services and programming provided in detention, however they struggle when returning home and to their community, due to the lack of services in place and delay of services for the family as a whole.

The Step-Up: Building Respectful Family Relationships program helps both youth and family members build respectful relationships where all family members feel safe and valued. The program includes youth group, parent/family group, and multi-family group sessions with youth and family members together. The program uses cognitive behavioral exercises and a skills-based approach to help youth stop the use of violent and abusive behaviors and learn non-violent, respectful ways to communicate and resolve conflict with family members. The program curriculum is evidence-based, with the overall goal of the program to help youth move from the abuse cycle and to the respect cycle. Youth and family members reflect on their recent behavior, as well as set weekly goals including how youth and family members can talk about problems and resolve conflicts. The curriculum also incorporates the use of a Safety Plan, as well as role play scenarios.

Family safety is a priority of the Step-Up program, that includes weekly check-ins with the family group. The program uses a restorative practice model of accountability, competency development, and making amends to restore family relationships. The focus of the curriculum is twofold: to address the issues of youth who initiate violence or abuse towards family members and to address the needs of the parents or family members who have been the targets of the violence and abuse.

**Number of People to be Served/Hours of Service Provided:** The average number of detentions per year is 200. Every youth and their family would be eligible to participate. The curriculum is designed for one session each week, with each session averaging 1 ½ to 2 hours. Currently, there are an average of 16-24 youth detained at any one time. The curriculum is best run with a group of around 6-8 youth/families. Per year, the average number of direct service hours for programming would be between 104 hours. There may also be approximately 1 to 2 hours per week of contact and coordination with families outside of group by the contract service provider for case management type services. This would be an additional 52 hours.

**Implementation Plan:** Preparation of implementation of the Step-Up program would include contact with the program developers for coordination of implementation at JJC. Programming materials would need to be learned by the designated contract service provider. Additionally, programming materials would need to be created and reproduced for use at the facility with our current technology resources. There will also be the need to implement a means to track enrollment, participation, and outcomes for the participants in the program. These items are projected to take approximately 30-45 days to accomplish.

While youth in detention for Acts Against Persons will have priority for participation in the Step-Up program, all detained youth and their families could participate dependent upon space availability. Contact and coordination of programming with families will need to occur, and is expected to be completed by the contract service provider. The facility is already structurally set up to facilitate both individual and small group programming.

The proposed assistance will primarily be used to fund the contract service provider facilitating the Step-Up program directly with youth and their families. There is already blocks of time in the facility schedule for this programming to occur on a weekly basis. Job Point staff, at the licensed counselor level and beyond, have been identified as the contract service provider. Job Point is a community development center located in the 13<sup>th</sup> Circuit, that provides education, training, skill-building programming, and employment assistance in the community. Job Point staff are willing to complete all necessary background screenings and training necessary to working with youth in detention.

In the event that a youth is released from the facility prior to successful completion of the program, the facility is equipped with both a non-secure site and virtual technology to assist the youth and family members to continue participation. In this scenario, the contract provider would be needed to provide the case management type services to coordinate these alternative methods of participation with the youth and family members.

**Project Goals and Objectives:** Implementation of the evidence based, cognitive behavioral Step-Up program to detained youth and their families will address issues of domestic violence perpetrated in the youth's home in a timely manner, assist in building skills with both youth and parents, and reduce recidivism with detained youth.

Goal 1: Detained youth and their families will be referred to and begin participation in the Step-Up program within one week of court ordered participation.

Goal 2: The contracted service provider will provide direct programming to detained youth and their families on a weekly basis.

Goal 3: 80% of detained youth and their families will successfully complete the Step-Up program by participating in sessions as directed.

Goal 4: 80% of youth successfully completing the Step-Up program will not be detained for a new Acts Against Person offense 6 months post release from facility.

Goal 5: 50% of youth successfully completing the Step-Up program will not be referred for a new Acts Against Person offense 6 months post release from facility.

**Sustainability:** The primary cost associated with this request is for the contracted service provider to facilitate the Step-Up program to detained youth and their families. It is currently prohibited for service providers to bill Medicaid, however there is federal legislation due to become effective in 2025, that would allow detained youth to not be classified as inmates by Medicaid. It is hoped that Missouri would follow this practice and change current laws to adopt these allowances, which would result in expanded coverage for services. In the event this does not occur, local funding sources would be explored for approval of continued programming. Job Point is willing to secure funding for the 1 to 2 hours of case management services as an In-Kind Donation.

**Number of Persons Served/Number of Direct Service Hours; Cost Per Person Served and/or Cost Per Hour of Service Provided:** A contracted service provider would facilitate at least one group per week, for a length of 1 ½ to 2 hours each group session. The contracted service provider would be reimbursed \$30.00 per each youth and parent participant per session. Each group would consist of approximately 6-8 youth and 6-8 family members. The number of participants per group would fluctuate throughout the year, so financial estimates for the minimum and maximum are both shown below.

1 Group Weekly – 6 youth + 6 family members = 12 participants at \$30 = \$360  
1 Group at \$360/week for 52 weeks = \$18,720

1 Group Weekly – 8 youth + 8 family members = 16 participants at \$30 = \$480  
1 Group at \$480/week for 52 weeks = \$24,960

Additional contact and coordination with families outside of group by the contract service provider may occur 1 to 2 hours per week. Job Point is willing to secure funding for this service as an In-Kind Donation.

1 hour x \$30 x 52 weeks = \$1560  
2 hours x \$30 x 52 weeks = \$3120

The total amount requested would be the maximum amount allowable of \$20,000.

**Project Funding Breakdown:**

Furniture and Equipment – There are no additional items needed in this area. The facility already has tables, chairs, meeting area, and virtual technology equipment needed to facilitate the program as funded by Boone County.

Construction – There are no construction needs for the facility.

Contractual Services – This is the main funding need for this request. The Job Point contract service provider will directly facilitate the program to youth and their family members on a weekly basis. These funds will cover the contract provider fee of \$30 per participant per session for the 1 ½ to 2 hour session. There will be an average of 6 to 8 youth and 6 to 8 family members participating in each weekly session. The annual cost would average between \$18,720 and \$24,960. Job Point is willing to secure funding for the 1 to 2 hours of case management services per week.

Administrative Costs and Supplies – Paper for handouts, safety plans, etc. is needed for this program, but funding through this source is not needed as these materials will be funded by Boone County.

Training – There is a brief training that the contract service provider will need to complete to ensure PREA compliance is met for contact with youth at the facility. Funding is not needed in this area as facility staff will provide this training to the contract services provider.

**Total Amount of Funds Requested: \$20,000.00**

## 1.0 INTRODUCTION

The Family Court Committee (FCC) of the Supreme Court of Missouri, through the Office of State Courts Administrator (OSCA), is seeking applications from Missouri Circuit Courts for the **creation and implementation of domestic relations programs** including, but not limited to the following:

- a. Waiting areas/rooms for children in court facilities;
- b. Supervised access and exchange for parents and children;
- c. Programs that address issues of domestic violence;
- d. Education programs for parents and children;
- e. Programs or projects for self-represented litigants;
- f. Other programs and services pertaining to domestic relations cases;
- g. Child custody modifications to allow for termination of jurisdiction of Child Abuse and Neglect (CAN) cases; or
- h. Interpreter services.

### 1.1 Pre-Proposal Conference:

A pre-proposal conference regarding this Request for Proposal will be held on **January 22, 2024, beginning at 1:30 PM**. The pre-proposal will be held via WebEx and should last no longer than one hour. The information will be sent via a calendar invite.

### 1.2 Definitions:

Domestic Relations – the legal field of divorce, dissolution, annulment, child custody, child support, alimony and paternity.

Implementation – the process of putting a decision or plan into effect; execution.

1.3 The funding for creation and implementation of domestic relations programs allows for programs and services to be developed in the state of Missouri. This Request for Proposal (RFP) encourages circuits to take the opportunity to create new initiatives. The emphasis in reviewing the applications will be on **measurable program outcomes and responsible use of resources**.

1.4 Funding for these programs is available through the Domestic Relations Resolution Fund (DRRF) section 452.552, RSMo. Use of funds must comply with the requirements identified in section 452.554, RSMo. Only statutory relevant program awards will be considered.

1.5 Circuits submitting proposals must identify one county treasurer within the circuit to process reimbursements for the entire award period.

1.6 Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application to determine if a suitable curriculum has already been developed through the use of DRRF and may be used or adapted for use.

1.7 Funds may be used to purchase training during the period July 1, 2024, through June 30, 2025. Training should improve the service skills of staff (program instructors or program coordinators), contractual service providers or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from OSCA; requests must be sent to the attention via email to

[osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov) to attend "miscellaneous training" not specifically outlined in the approved budget.

- 1.8 Programs may find the need to request transferring funds either to or from awarded line items or between programs, if the court received awards for multiple programs. Any request to transfer funds must be in writing to [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov).

If the need is found for additional funds, the local program contact may request funds by emailing [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov). All requests for additional funds shall be in writing addressed to the Family Court Committee for their review and consideration. If approved, proper notification shall be provided in writing.

- 1.9 Awards will be based on a five-year lifetime program award. The first year that a circuit receives funding for a program, they are eligible to receive 100% of funding (up to \$20,000), they can continue to receive funding at that rate for up to three years. If the program continues and they still need resources to run the program after three years, they may apply for funds on year four, but they will only be eligible for 50% funding (\$10,000), then on year five they will be eligible for 25% (\$5,000) funding on the same program. This is based on the statute citing "costs associated with implementation" of programs and not the maintenance of such. However, those programs that have reached or exceeded the five-year limit may still apply. Depending on the funding, the Family Court Committee will consider requests for those programs. The Family Court Committee may consider exceptions to a request for good cause.

## 2.0 APPROVED PROGRAMS

### 2.1 Continuation of Approved Programs:

In an effort to allow programs approved for FY24 funding to receive additional funding for the same program during FY25, courts may submit a budget spending plan and a narrative explaining how the funds have benefited the court during the current fiscal year and how the program will spend funds during FY25 without the need to complete a full application for award of DRRF funds. Please indicate in your application the year(s) of consecutive funding this will be for the program. Final approval remains with the Family Court Committee.

### 2.2 Education Programs for Parents and Children:

Educational sessions may be offered to married, divorced, separated and never married parents and children in domestic relations cases involving children. Types of cases may include:

- a. Pre and post dissolution cases;
- b. Legal separations;
- c. Modifications;
- d. Family access motions;
- e. Paternity;
- f. Child support; or
- g. Other post-judgment domestic proceedings.

- 2.2.1 The educational sessions shall address the effects of a dissolution or separation on children and the benefits of alternative dispute resolution, including mediation in resolving disputes related to child custody, visitation and support.

#### 2.2.2 Program curriculum for parents must include:

- a. Content that informs parents of the effect of separation or dissolution of marriage on children;

- b. Teaches parents how to help children adjust to change;
- c. Helps parents understand that children, whenever possible and appropriate, need frequent, continuing and meaningful contact with both parents; and
- d. Informs parents of the benefits of alternative dispute resolution, including mediation.

2.2.3 Program curriculum for children must include:

- a. Content that addresses age-appropriate needs and behaviors of children;
- b. Helps children deal with their feelings about the separation of their family; and
- c. Helps children cope better with the stress and change involved in their parent's separation or dissolution.

2.2.4 Funds may be used to purchase:

- a. Furniture for classes provided in court facilities including tables and chairs of the size appropriate for younger children;
- b. Equipment for classes provided in court facilities;
- c. Resource materials for children and adults, such as class materials, class activities, videos;
- d. Resource materials for program development, such as purchase of curriculum or trainer manual; or
- e. Contractual services for program instructors.
  - 1. Contractual instruction services may not exceed \$35.00 per parent or \$35.00 per child.
  - 2. In areas of the state where the customary rate for such services is greater than \$35.00 per attendee, the applicant **must** include a request for increased reimbursement. However, pursuant to section 452.610, RSMo reimbursement shall not exceed \$75.00 per person.
  - 3. All costs incurred by contracted instructors, including travel, class preparation time or administrative time are to be included in the rate per participant and are not reimbursable through this program.

2.3 **Self-Represented Litigants in Domestic Relations Cases:**

The program must be related to the needs of self-represented litigants involved with the court in a domestic relations case. This may include a litigant awareness program for married or separated self-represented litigants.

2.3.1 The litigant awareness program may address the risks and responsibilities of appearing in court without an attorney such as:

- a. A self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney;
- b. How the Missouri court system works;
- c. What court staff may or may not do to assist litigants; or
- d. A review of the forms needed for self-representation.

2.3.2 This program may include a resource center established at the court or operated in partnership with a legal services corporation, law school or independent agency. The resource center may have:

- a. Available forms, instructions and information about court procedures; or
- b. Contract personnel includes, but is not limited to, attorneys, program coordinators, program instructors and security officers.



- 2.3.3 This program may include a Help Desk established at the court or operated in partnership with a legal services corporation, law school or independent agency. The Help Desk may have:
- a. Available forms, instructions and information about court procedures; or
  - b. Contractual personnel, includes but is not limited to, attorneys, program coordinators, program instructors and security officers.
- 2.3.4 This program may include an online resource center that may have:
- a. Litigant awareness program as identified above;
  - b. Access to forms;
  - c. A Certificate of Completion of the litigant awareness program;
  - d. Information about how to find an attorney; or
  - e. Information about county, circuit or regional resources available to self-represented litigants.
- 2.3.5 Funds may be used to:
- a. Contract for the construction or the renovation of an area or room in a court facility such as partitions, flooring, walls, painting and light fixtures;
  - b. Purchase furniture for use by the program participants at the program site;
  - c. Purchase equipment such as a TV or DVD/CD player;
  - d. Purchase resource materials for adults such as educational brochures, books, videos or journals;
  - e. Purchase resource materials for program development such as program manuals, program guides or videos;
  - f. Purchase contractual services for attorneys, program coordinators, program instructors, child care attendants, use of a program site, security officers and curriculum development; or
  - g. Administrative costs such as paper, copying, printing or postage.
- 2.4 **Supervised Access and Exchange:**  
The access program must provide a safe, secure environment for all family members. Visits must take place under the supervision of an individual or individuals that have the responsibility of ensuring the child's physical and emotional safety during the time the child spends with the visiting parent and/or extended family members.
- 2.4.1 The exchange program must provide a safe and secure environment for the transfer of a child from one parent or family member to another for the purpose of the child spending time with the other parent or family member. The program must provide that the transfer of the child is supervised by an individual or individuals that have the responsibility of ensuring the physical and emotional safety of the child and those participating in the exchange at the exchange site.
- 2.4.2 Funds may be used to purchase:
- a. Furniture that is the appropriate size for children and adults at the access and/or exchange site;
  - b. Equipment such as a TV or DVD/CD players;
  - c. Security equipment such as a hand held metal detector or closed circuit monitoring equipment;
  - d. Resource materials used by children/adults in the program such as magazines for the waiting area and toys for children;
  - e. Resource materials for program development such as policy manuals purchased from other supervised visitation programs or purchase of the Supervised Visitation Network newsletter;
  - f. Contractual services for access and/or exchange supervisors, security personnel or program coordinator;
  - g. The use of access and/or exchange site; or

h. Administrative supplies such as paper, copying, printing or postage.

2.4.3 Funds shall not be used to pay staff salaries nor overtime. All equipment, furniture and materials purchased shall become the property of the circuit court except as stated above.

— 2.5 **Domestic Violence Programs:**

The Domestic Violence Program must be related to the needs of family members who are involved with the court due to an issue of family violence related to a domestic relations case. This may include services to assist adult and child victims and services for offenders to prevent re-offense.

2.5.1 Funds may be used to purchase:

- a. Furniture for use by program participants at the program site;
- b. Equipment such as a TV or DVD/CD player;
- c. Resource materials for children/adults such as safety planning brochures, books, age appropriate toys, magazines, videos or journals;
- d. Resource materials for program development such as manuals, guides or videos;
- e. Contractual services for advocates, treatment providers, childcare attendants, program coordinator, program instructors, use of a program site, security officers and curriculum development; or
- f. Administrative items such as paper, copying, printing or postage.

2.5.2 All equipment, furniture and materials purchased shall become the property of the circuit court.

2.6 **Waiting Areas/Rooms for Children in Court Facilities:**

The waiting area or room must be in a court facility and designed for children who accompany adults involved in domestic relations cases. The waiting area or room:

- a. May be a separate room or a designated area for children located within a larger area or room; or
- b. Must allow for supervision of children by the adults who bring the children to the court facility or by designated court staff, volunteers or contracted personnel.

2.6.1 Funds may be used to purchase:

- a. Furniture which is of appropriate size for children and adult supervisors such as tables, chairs, storage shelves for toys, display racks for children's books or pictures/posters for walls;
- b. Equipment such as a TV or DVD/CD player;
- c. Resource materials for children and/or adults that include age appropriate activities for children, such as toys, games, books and relevant information for parents;
- d. Construction/renovation of an area or room in a court facility such as partitions, flooring, walls, paint and light fixtures; or
- e. Contractual services for personnel to supervise the waiting area/room or a volunteer coordinator to arrange for volunteers to supervise the area.

2.6.2 Funds shall not be used to pay staff salaries nor overtime. All equipment, furniture and materials purchased shall become the property of the circuit court except as stated above.

2.7 **Other Programs and Services:**

This category applies to all other programs and services that have not previously been addressed in this RFP. The criteria set forth by section 452.554, RSMo are as follows:

- a. "The general assembly shall appropriate monies annually from the domestic relations resolution fund to the state courts administrator to pay the cost associated with the handbook created in section 452.556, RSMo and to reimburse local judicial circuits for the costs associated with the implementation of and creation of education programs for parents of children, alternative dispute resolution programs and similar programs applicable to domestic relations cases."
- b. Funds may be used to purchase security equipment such as a duress alarm (panic button) system. The system must be designated for areas supporting domestic relations activities.

**2.8 Publications:**

The courts must acknowledge the Domestic Relations Resolution Fund as the source of funding on any curriculum, manuals or public relations materials created with monies from the fund. This includes brochures, handbooks or informational materials distributed to the public regarding programs and services. It also includes program manuals, curriculum, CD's and DVD's created with monies from the fund. It does not include program forms or internal policies and procedures.

- 2.8.1 The courts must receive prior approval from OSCA for the printing and/or production and distribution of written, audio or video materials that fall under the above noted criteria.

**2.9 Child Custody Modifications and Paternity Establishments:**

Circuits may apply for use of funds to contract with local attorneys willing to assist with cases where the child abuse and neglect case is languishing due to the reunified parent not having a child custody order in place or paternity established, which is the limiting factor in the juvenile court not terminating jurisdiction.

**2.10 Interpreter Services:**

Foreign language services are available and must be coordinated through OSCA by contacting Tammy Meyer or the Access to Justice Unit at [access2justice@courts.mo.gov](mailto:access2justice@courts.mo.gov) or via telephone at 573-526-2616.

**3.0 PROGRAM PERFORMANCE REQUIREMENTS**

**3.1 Program Evaluation:**

Each circuit court receiving reimbursement funds must participate in a program evaluation designed to measure how successful the circuit court has been in providing the services identified in their program proposal.

- 3.1.1 The evaluation process may include, but is not limited to, the following:
- a. Access to circuit court records for the purpose of retrieving statistical data;
  - b. Utilization of questionnaires or surveys of consumer satisfaction for all parties involved, including judicial officers, circuit court staff, attorneys, guardians ad litem and program participants; or
  - c. Development and implementation of performance measurement tools when applicable.
- 3.1.2 OSCA agrees to provide technical assistance to each circuit court in conducting its program evaluation. This technical assistance may include, but is not limited to, establishment of performance measures, collection and analysis of data and reporting program outcomes.
- 3.1.3 Costs to circuit courts for conducting program evaluations are not allowable reimbursable costs.

**3.2 Reporting Requirements:**

Each circuit court receiving an award must submit two (2) semiannual data reports. Both reports should be submitted to OSCA via email at [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov). The reports and the periods they cover shall be as follows:

<u>Reporting period</u>	<u>Report due date</u>
July 1, 2024 through December 31, 2024	January 31, 2025
January 1, 2025 through June 30, 2025	July 29, 2025

**3.2.1** The data and program reports are intended to:

- a. Assure that use of the funds is consistent with the project application and the intent of the funding source;
- b. Determine the number of parties served and/or number of service hours provided;
- c. Document the types of services provided; and
- d. Provide OSCA, the Family Court Committee, legislature and other interested parties with information regarding consumer satisfaction, program efficiency and effectiveness.

**3.2.2** The data and program reports will be evaluated for progress toward completion of the specific program goals, as indicated in the application and to identify any barriers to successful implementation.

**3.2.3** Reporting requirements shall include, but not be limited to, the number of parties served by the circuit court as a result of the funds reimbursed through this program.

**3.3 Reimbursement of Costs:**

No payments will be made directly to contracted providers. This may require that the county pay for these services up front. OSCA anticipates a two to four week turnaround on reimbursement requests. **All payments shall be made to the County Treasurer.** This issue may need to be addressed with your fiscal officer when planning your project proposal.

**3.3.1** Invoices must be submitted by the circuit court to OSCA, Attention: Kimberly Abbott **no later than ten (10) days after the end of each month** on the Certificate of Compliance Form. Certificate of Compliance Forms will be provided to each court awarded a contract.

**3.3.2** Copies of invoices and other supporting documentation must be attached and submitted to OSCA with the request for reimbursement. Copies of all invoices as well as supporting documentation must be submitted to OSCA with the request for reimbursement: [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov) or:

Office of State Courts Administrator  
P.O. Box 104480  
Attn: Kimberly Abbott  
Jefferson City, MO 65110-4480

The circuit court is responsible for retaining copies of all documentation for audit purposes as outlined in Court Operating Rule 8.

#### 4.0 EVALUATION AND AWARD CRITERIA

##### 4.1 Evaluation Criteria for all Program Awards:

Awards to circuit courts for the creation and implementation of domestic relations programs will be made based upon the **particular needs of the program and why those needs are not being met** and availability of funds.

##### 4.1.1 Consideration shall be given:

- a. As to whether the request for funds is reasonable with clear documentation to support the request or justification why the costs are beyond what is customary;
- b. To the circuit's ability to sustain the program at the end of the funding period;
- c. To the proposed number of persons served, hours of service and the cost of those services per person and/or per hour; or
- d. To program goals that are clearly defined with measurable outcomes.

##### 4.1.2 Documentation of how costs are determined must be provided with justification for costs that might be considered beyond what is customary.

##### 4.1.3 Justifications for budgets shall be broken down into the following categories:

- Furniture and equipment;
- Resource materials;
- Construction;
- Contractual services;
- Administrative; and
- Training for program staff.

##### 4.1.4 Circuits are encouraged to maximize the use of the available funds by collaborating with other circuits to jointly provide programs that one circuit would otherwise be unable to afford or sustain. Circuits are encouraged to collaborate with other agencies and service providers to maximize the use of existing resources in the community thereby reducing the amount of funding needed through this award.

##### 4.2 Terms of Awards:

Funds are available for a period of twelve (12) months beginning July 1, 2024.

##### 4.2.1 Circuits shall not expend funds for this contract except as stated in an approved award. However, circuits may request changes to their award and spending plan at any time during the fiscal year by submitting a revised budget plan to OSCA for consideration. All requests for changes must be in writing, signed by a member of the judiciary or appointing authority, accompanied by a revised budget and sent to [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov). If the request is approved, the requesting circuit and OSCA staff shall be notified and an amended award shall be issued.

##### 4.2.2 Requests for contractual services will be considered for approved programs; however, requests for staff augmentation, to hire new staff and/or add Full Time Employees (FTE's) to assist with a program shall not be approved by the Family Court Committee.

##### 4.2.3 Continuation of funding beyond the initial 12 months is uncertain. Circuit courts should develop a self-sustainability plan and seek alternative ways to fund programs upon completion of this funding period.

- 4.2.4 The Family Court Committee maintains the discretion to adjust, in whole or in part, each program in each circuit court's request based upon the reasonableness of each request and the availability of funds.
- 4.2.5 If it appears that a circuit court will not use all funds awarded during the 12 month period, the Family Court Committee may, at its discretion, reduce the amount of awarded funds to the circuit court and reallocate those funds to other circuit courts.
- 4.2.6 Any funds awarded for program services cannot be used to supplant existing local or state funds. Supplanting refers to using these funds to replace funds normally available and currently received from local or state sources.

## 5.0 APPLICATION REQUIREMENTS

### 5.1 Proposal Submission:

All circuit courts desiring to apply for funding for costs associated with creation and implementation of programs as identified herein must submit a complete proposal incorporating the items identified in the following section.

- 5.1.1 Courts may submit more than one application and may be awarded funds for more than one program.
- 5.1.2 Proposals must be signed by either the Presiding Judge or the Family Court/Administrator Judge. **All proposals must be received no later than 4 p.m., Thursday, February 1, 2024.** As long as appropriate signatures are affixed to the emailed copy submitted to OSCA, there is no need to send an original copy through regular mail. *Note: Late submissions will not be accepted nor reviewed.*
- 5.1.3 Proposals may be submitted by:
- Email to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov); or
  - Regular mail to the address on the cover page;

### 5.2 Project Proposal:

All applicants must clearly describe the proposed plan to create and implement domestic relations programs. Proposals must include the following:

- a. **Name of the proposed program.**
- b. **Need for the Program:** Explain the particular need for the program and why those needs are not being met through existing materials, programs, services or other resources. **Be specific.**  
  
Example: Report the number of families that could benefit from supervised access programs each week/year. Report what attempts have been made to establish a program and what were the barriers to the program being established.
- c. **Number of people to be served/hours of service provided:** Estimate the number of adults and children that your program will serve. Estimate the number of hours of service that will be provided. Justify/show the calculations of how you arrived at those figures.

d. **Implementation plan:** Provide a detailed description of work to be completed in preparation for implementation of the proposed project. Provide a timeline and a description for how your circuit will implement the proposed project. Describe in detail the services to be performed in achieving the project objectives and the approach to be used for providing each service and assuring utilization of the services. For contractual services, clearly describe the proposed assistance, with the names and qualifications of the outside source and the nature of the services to be contracted.

e. **Project Goals and Objectives:** A clear, concise statement of what the proposed project is intended to accomplish, including a listing of project goals with measurable outcomes.

Example: One goal for a waiting area for children might be to increase the affordability of accessing the court. A measurable objective could be the amount of childcare dollars saved by parents who used the child waiting area.

f. **Sustainability:** Explain how the program will continue once this funding ends.

Example: Children's waiting area – Once the area is created, minimal funding will be necessary. Toys will be donated by the XX youth service group. Court-employed cleaning and maintenance personnel will take care of every day cleaning and maintenance.

5.3 **Number of Persons Served/Number of Direct Service Hours; Cost Per Person Served and/or Cost Per Hour of Service Provided:**

Identify the total number of persons/families projected to be served and/or estimated total number of direct service hours. Divide the total amount of funds requested by the estimated number of persons served and/or divide the total amount of funds requested by the estimated number of hours of service provided by the total amount of funds requested. Show your calculations.

5.4 **Project Funding Breakdown:**

Identify the funding needs in each of the following areas, as applicable, for the program you are creating. Indicate when reimbursement of items or services is not needed or costs are covered by other sources.

Example: Furniture – none needed, can use existing furniture in the courthouse. Toys for children – Toy store XXX has agreed to donate \$200.00 worth of age appropriate toys. Identify why the item/service is needed, how it will be used, describe the item/service, cost per item/per hour, where it will be purchased, who will provide the service, how many items/hours are needed and total costs.

**Furniture and Equipment:**

**Resource Materials for Participants and Program Development:**

**Construction:**

**Contractual services:**

**Administrative Costs and Supplies:**

**Training:**

TOTAL AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ca.

January Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 23rd day of January 20 24

the following, among other proceedings, were had, viz:

The County Commission of the County of Boone hereby calls for an election to be held on Tuesday the **2nd day of April 2024**, for the purpose of submitting to the voters the proposition contained in the following Notice of Election and Sample Ballot:

## NOTICE OF SPECIAL ELECTION

Notice is hereby given to the qualified voters of the County of Boone that the County Commission of said county has called for an election to be held in said county on the **2nd day of April 2024**, from and between the hours of six o'clock a.m. and seven o'clock p.m. on said date, to vote on the proposition contained in the following sample ballot:

### OFFICIAL BALLOT COUNTY OF BOONE, STATE OF MISSOURI TUESDAY, April 2, 2024

#### Proposition 1:

Shall the County of Boone exempt senior citizens from certain increases in the property tax liability due on such senior citizens' primary residence?


YES

NO

Instructions to voters: If you are in favor of the question, darken the oval opposite the word "Yes". If you are opposed to the proposition, darken the oval opposite the word "No".

Done this 23rd day of January 2024.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner