

TERM OF COMMISSION: August Session of the August Adjourned Term  
PLACE OF MEETING: Boone County Government Center Commission Chambers  
PRESENT WERE: District I Commissioner Karen M. Miller  
District II Commissioner Linda Vogt  
Deputy County Clerk Melanie Stapleton

The meeting was called to order by Acting-Presiding Commissioner Vogt at 1:45pm.

**Subject: Release of Bond for Victoria South, Plat 1**

Thad Yonke, Planning and Building Inspection stated that the \$1000 Bond for Victoria South, Plat 1 is no longer needed. He stated that this property is being annexed into the City of Columbia.

Commissioner Vogt moved to authorize the Release of the \$1,000 Bond for Victoria South, Plat 1.

Commissioner Miller seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 320-2000**

**Subject: Release of Bond for Fall Creek, Plat 1**

Thad Yonke stated that the \$6,000 Bond for sewer improvements is no longer needed. He stated that the Boone County Regional Sewer District has notified the County that all of the necessary sewer improvements are in place.

Commissioner Miller moved to authorize the Release of the remaining \$6,000 Bond for Fall Creek, Plat 1.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 321-2000**

**Subject: Presentation of Budgets for the Circuit Clerk, Circuit Court, Jury Services & Court Costs, Juvenile Office, Juvenile Justice Center, and Special Grants**

Cheryl Whitmarsh-Circuit Clerk, Bob Perry-Court Administrator, Susan Tatters, and Jeffrey Baker were present on behalf of this agenda item.

*Circuit Clerk*

Cheryl Whitmarsh presented a packet of information regarding the Circuit Clerk's budget. That packet is available for the public record.

Cheryl Whitmarsh, Circuit Clerk stated that the overall revenues of her office would decrease due to a federal mandate (effective October 1999) that all of the federally mandated child support cases would be funneled through the Family Support office in Jefferson City. She stated that effective July 2000, *all* child support payments would be sent through the Family Support Office in Jefferson City. She stated that the Circuit Clerk's Office will no longer be able to collect the

\$10 fee for new child support cases.

Commissioner Miller asked if the employees that handle the processing of these cases would also be sent to Jefferson City.

Cheryl Whitmarsh stated that the employees are still needed in the Circuit Clerk's Office in order to handle case management.

Commissioner Miller noted that the federal mandate is taking away the County's revenue.

Cheryl Whitmarsh noted that this mandate would put a financial hardship on the County over the next four years.

June Pitchford stated that the Child Support office receives reimbursement for expenses at a rate of 62%. She stated that in addition to that, the Child Support office also receives incentives. She noted however that the incentive formula has changed. She noted that those changes were included in the most recent (cooperative) agreement that the County signed. She stated that this change was also noted in the 2000 Budget.

June Pitchford, County Auditor noted that the County would be able to make comparisons of total revenue and determine the actual impact of this mandate over the next three years.

Commissioner Miller asked if the County would be able to recover the cost should the reimbursement and incentives did not equal the expenses.

June Pitchford stated that the formula for the incentives is determined using a base line year. She stated that the County has been given assurance that this formula will be reviewed. She also stated that it would be the County Commission's responsibility to watch closely the Cooperative Agreements that it signs annually.

Commissioner Vogt requested that Cheryl Whitmarsh keep the County Commission informed about this matter.

Cheryl Whitmarsh stated that there was no increase for Personnel Services. She stated that Class 2 equipment and Supplies both increased.

Commissioner Miller asked: what were the budget guidelines?

June Pitchford stated that the guidelines were inflationary. She stated that other items could be incorporated on a need-justified basis.

Cheryl Whitmarsh stated that Class 3 increased for the additional training of employees. She stated that there would also be reimbursement for mileage to attend the trainings and her attendance at the NACo Conference and the Circuit Clerk Convention.

Cheryl Whitmarsh stated that the Class 6 Budget was reduced by 26%. She noted that the Contractor Services budget stayed the same. She stated that the Advertising budget doubled.

Commissioner Miller asked if the Circuit Clerk utilized the Human Resources Department for the advertising of its positions.

Cheryl Whitmarsh stated that they have not utilized the HR Department in the past. She stated that there are different personnel policies for state employees.

Commissioner Miller requested that Cheryl Whitmarsh consider using the Human Resources Department for the Circuit Clerk's advertising expenses in order to reduce costs.

Cheryl Whitmarsh noted that a Fixed Assets summary was included in the beginning of the packet. She stated that this summary included an outline of the major assets/purchases. She also noted that the total budget summary was given on the front page of the packet.

The County Commission thanked Cheryl Whitmarsh for her presentation. Commissioner Miller noted that Commissioner Stamper would want to review the Circuit Clerk budget. Bob Perry presented the notebooks containing the information relevant to all budgets for the County Commission.

#### *Circuit Court*

Bob Perry, Court Administrator stated that there was a 5.16% decrease in overall revenue that is accounted for in the Circuit Clerk's presentation. He stated that Expenditures represent a 1.5% increase. He stated that the rate adjustments for rent, utilities and salary increases for the year would create an additional 1.75% increase for a more than 3% increase overall.

Bob Perry stated that there were no additional positions for personnel in any of the budgets. He stated that the one exception is the increase in rate of pay for the part-time workers in the Juvenile Office. He stated that it is very difficult to find workers at the \$7/hr rate, and therefore the wage was increased to \$8/hr to make the position more desirable. He stated that they investigated similar positions to determine the standard rate of pay. He stated that the \$8/hr rate should make the part-time positions in the Juvenile Office competitive to similar positions in other areas.

Commissioner Miller stated that the next agenda item listed is a County-wide wage and salary study. She stated that the Court should consider whether they wanted to be included in this study.

Bob Perry stated that he spoke with the County Auditor about that matter. He stated that he would forward his comments to her concerning their inclusion in the study.

Bob Perry stated that most Operational costs present no significant increase with the exception of the Guardian ad Linem increase. He stated that a summary of Fixed Assets is included on page 2 of the Notebook. He noted that the Court has to set aside a certain amount every year for the three-year replacement project of computers.

Commissioner Miller asked: what causes the Guardian ad Linem to increase?

Bob Perry stated that there has been an increase in Ex Partes, abuse/neglect and domestic relations, all which require a Guardian ad Linem.

Bob Perry stated that he is required to report on the Family Services & Justice Fund and the Drug Court Fund. He stated that a brief summary of each is included on page 1 of the notebook. He stated that the total fund balance on June 30, 2000 for the Family Service & Justice Fund of \$141,500. He stated that the Court Commissioners' salaries and the *Focus on the Kids* program (and other expenses) are paid for out of the Family Services and Justice Fund.

Bob Perry stated that the Court is requested to budget the Drug Court Fund in the like amount of anticipated revenue. He stated that there was no planned expenditure of those funds, except supplemental drug testing and certain trainings. He stated that they are only expecting about \$12,000 in fees and \$500 in interest. He stated that they are hoping that the fund will build. He stated that the federal government may soon begin offering initiatives involving a cash match, therefore this fund could support that initiative when it arises.

#### *Juvenile Justice Center*

Bob Perry stated that the summary of this budget is listed on page 4 of the notebook. He stated that the increase in Operations is about 5%. He stated that Fixed Assets increased by \$250. He noted that the revenue projected will exceed expenditures by \$6400. He stated that the sources of revenue were detailed in the notebook as well as a history of the project (on page 9). He stated that he is still working with the County Auditor to include the indirect costs in the per diem charge.

Bob Perry stated that Supplies increased by 5%. He stated that Dues, Travel & Training stayed

the same. He stated that Utilities would increase by 6%. He stated that in Vehicles they allowed for an increase due to the increased cost in gasoline. He stated that they would also need to purchase tires out of the Vehicle portion of the budget.

Bob Perry stated that under Class 6, funding was provided for the replacement of carpets in the front office.

Bob Perry stated that Outside Services decreased significantly due to the reduced electronic monitoring usage and voice recognition/verification services.

Bob Perry stated that the Fixed Assets portion of the budget would be used to purchase a caller id system, upgrade the locking control system, a new clothes dryer, and four computer work stations. He noted that federal grant money provided for a couple of improvements such as outdoor monitoring devices and an outdoor fitness area for the Juvenile Justice Center.

*Juvenile Office*

Bob Perry stated that there is a summary of this budget on page 7 of the notebook. He stated that the Personnel portion decreased due to the fact that they did not need to budget for overtime. He stated that Callaway County is the primary source for revenue in this budget.

Commissioner Vogt asked if the Juvenile Office rents space for juveniles.

Bob Perry stated that the Juvenile Office charges \$16 a day. He noted that Callaway County reimburses for equipment, supplies, and training.

*Jury Services & Court Costs*

Bob Perry noted that jurors are now paid \$21 per day. He stated that if a person reports for duty and is not selected, that person is paid \$6 per day.

Bob Perry directed the County Commission's attention to page 8. He stated that page 8 outlines the amount that jurors are paid per diem. He stated that jury food and lodging is dependent on the number of trials and the amount of juries that are sequestered.

Commissioner Miller asked if the Court contracts for sequestered jury services.

Bob Perry stated that there are only four or five hotels that offer those kinds of services. He stated that each hotel must meet certain criteria for sequestering such as in-house dining and security access. He stated that the services are ranked by the juries after their sequestering period ends. He stated that the Court also compares the cost of the services provided by each hotel. He stated that they then select the most desirable hotel (as far as cost and services are concerned).

Bob Perry stated that the Court has recently purchased 4 lobby benches. He stated that they would like to increase the lobby seating to about 90-100. He noted that they have a seating plan for the benches that they would like to obtain.

Bob Perry also noted that the Court is considering a Video Conferencing upgrade/replacement. He stated that they would have to expend funds for a study before actually purchasing a system.

Commissioner Miller asked if the cost of the system was included in the Jail expansion.

Bob Perry stated that the system will be included, however the equipment would not be purchased until needed.

Bob Perry noted that there is no increase in Personnel with the exception of the COLA and merit raises. He stated that one file cabinet, a camera mount for holding cells, a printer, a copier for Court services, some chairs, and a fax machine for Divisions 3, 5 and 10 would all be purchased under Fixed Assets. He stated that the Operations portion would increase due to the increase in the number of Court officers.

*Special Grants*

Bob Perry stated that a summary and detail of this budget is included in the notebook. He stated that Special Grants is only budgeted through the first half of the year since most grants are from July-June. He stated that only one requires a local match. He stated that the County only pays \$11,563 for \$338,433 in grants.

**Subject: Authorization of the Use of Emergency Funds for the County-wide Employee Classification and Salary Study**

Commissioner Miller stated that the County Commission has given consensus on the County-wide Employee Classification and Salary Study.

June Pitchford stated that the County Commission needs to express its intent to use Emergency Funds for this year's portion of the project.

Commissioner Vogt stated that the Purchasing Department is working on a request for proposal for this project. She noted that it would take at least 16-18 months to perform the study. She stated that the County expects to have a portion of the results for the 2002 budget.

June Pitchford and Commissioner Miller also noted that phased in implementation of some position reclassifications could be ready in time for the 2001 budget.

Commissioner Vogt stated that the one of the main issues motivating the study is employee retention.

Commissioner Miller stated that there would be further discussion of this project once the request for proposals are returned.

**Subject: GTE Maintenance Contract**

Commissioner Vogt stated that the annual payments for this contract are \$13,536.72.

Commissioner Miller noted that both John Patton, County Counsel and June Pitchford, County Auditor signed the contract.

Commissioner Miller moved to authorize the Acting Presiding Commission to sign the GTE Maintenance Contract as presented.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 322-2000**

**Subject: Request for Continuance on Appeal by Windy Point Partners, LLC and B-SIB, LLC**

The County Commission noted that the Windy Point continuance has been scheduled for September 19<sup>th</sup> at 7pm.

**Subject: Appointment to the Boone County Regional Sewer District Board**

Commissioner Miller noted that the southern County, board member, Ralph LaFoy, is no longer able to serve.

Commissioner Miller moved to appoint Mike Glascock of the Cedar Township to the Boone County Regional Sewer District Board for a term to expire on August 31, 2005.

Commissioner Vogt seconded the motion.

Discussion: Commissioner Miller stated that Mike Glascock's term would begin immediately.

The motion passed 2-0. **Order 323-2000**

**Subject: Data Sheet and Location Map for a Proposed Forest Service Land Transaction**

Commissioner Vogt stated that the County received the data sheet and location map for a proposed Forest Service land transaction in Ripley County.

**Subject: SLA Claims for the months of January, February & March 2000**

Commissioner Vogt stated that the City of Columbia receive a check in the amount of \$3,566.40 from the State of Missouri Emergency Management Agency for SLA claims for the months of January, February & March 2000.

**Subject: AT & T Notice**

Commissioner Vogt stated that the County received notice from AT & T that its commitment to the communities that it serves has not changed. The entire notice was submitted for the public record.

### **Commissioner Reports**

*Commissioner Miller*

Commissioner Miller stated that the Settler's Ridge, preliminary plat was tabled until August 15<sup>th</sup>. She stated that neither the County nor the developer is ready to move forward with this item.

Commissioner Miller moved to extend the Settler's Ridge, preliminary plat discussion until there is consensus to bring the document forward.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 2-0. **Order 324-2000**

*Commissioner Vogt*

Commissioner Vogt noted that both she and Commissioner Miller would be out of town for the next week attending the Democratic National Convention.

*Commissioner Stamper*

Commissioner Stamper was out of town attending a retreat.

The meeting adjourned at 3pm.

Attest:

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Don Stamper  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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Karen M. Miller  
District I Commissioner

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Linda Vogt  
District II Commissioner