

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Hearing Room One, Boone County Courthouse

PRESENT WERE: Presiding Commissioner Don Stamper until 10:55 a.m.
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
Deputy County Clerk Michelle Malaby
Auditor June Pitchford

The meeting was called to order at 9:51 a.m.

SUBJECT: Budget Work Session

Ms. Pitchford reviewed a handout titled Preliminary 1995 General Fund Budget Summary. Ms. Pitchford stated the amount available for supplemental requests which will be added to the core budget is \$457,698 and \$500,000 is reserved for single year supplemental requests.

The Commission agreed to the approach outlined by Ms. Pitchford.

In regard to the \$920,000 reserved for accumulated use tax, Commissioner Stamper asked what will happen to the funds once the courts make a ruling regarding use tax collection?

Ms. Pitchford replied the US Supreme Court confirmed the constitutionality of use taxes in most areas. It remains to be seen how the Missouri Supreme Court and Department of Revenue will implement the ruling. She earmarked \$920,000 of the fund balance for a worst case scenario.

Turning to the next item on the meeting agenda, Ms. Pitchford stated she identified Facilities Maintenance Department issues raised during budget hearings which need to be resolved. Ms. Pitchford provided an excerpt of the supplemental request submitted by the Facilities Maintenance Department. Ms. Pitchford noted the Facilities Maintenance Department submitted a written response to the items listed on the agenda today.

Commissioner Vogt noted Major Warren Brewer prioritized Facilities Maintenance requests which concern the Correctional Facility.

Ms. Pitchford stated she wants to establish the number of housekeepers, how they will be assigned and the amount of contract services necessary. Ms. Pitchford reviewed the current and proposed housekeeping structure.

Commissioner Stamper suggested the County begin operation of the new Government Center with two housekeepers and \$20,000 for contractual services as proposed. There is no experience with the building. The structure can be changed in the future if necessary. The housekeeping structure for the Courthouse should remain the same.

Following discussion, Commissioner Miller and Commissioner Vogt agreed.

The Commission discussed after hours use of the Government Center by groups and organizations. Commissioner Stamper stated a key can be issued to a group for their meeting with the understanding the group would be responsible for leaving the hearing room as they found it.

The Commission discussed whether the Human Resources Director should be consulted on requests for upgrades. The Commission agreed the Custodial Supervisor's wages should be upgraded effective January 1 and that the part-time custodian should be increased to full-time.

Ms. Pitchford stated the Facilities Maintenance Department's core budget does not include funds for snow removal. Apparently it was omitted due to ambiguity regarding how snow should be removed. The supplemental request includes a one-ton, four wheel drive truck with utility bed and snow plow. The Department has since advised they are requesting bids for snow removal from

parking lots only. Therefore, they do not need that type of truck originally requested, but a lesser amount for a smaller truck. The core budget includes a small tractor with a blade which would be used to remove snow from sidewalks. The Sheriff's Department and Juvenile Justice Center handle their own sidewalk snow removal. The Facilities Maintenance Department suggests adding \$5,000 to the 1995 budget for parking lot snow removal.

Commissioner Stamper stated the truck formerly used by Public Works Department Director Stan Elmore could be purchased for their use.

The Commission agreed to add \$5,000 to the core budget for parking lot snow removal and include \$9,000 for a truck (to be purchased from the Road and Bridge fund.)

Commissioner Vogt and Commissioner Miller agreed to add a painter/maintenance worker.

Commissioner Stamper cautioned you do not typically find one painter on a job site. Large projects, such as painting a pod or the exterior of a facility, will require more people.

Commissioner Miller replied she can see the need for contractual services for large projects.

The Commission agreed they should be cautious if additional painters are requested for 1996.

The Commission agreed not to install a security ceiling in the Correctional Facility recreation area, with the understanding they are willing to examine the request again next year.

Following discussion, Commissioner Miller and Commissioner Vogt agreed a groundskeeper is needed. Commissioner Stamper stated he would like to have a year of experience in the Government Center before deciding. He would like to determine what the housekeepers will do during slow periods.

Commissioner Vogt expressed surprise at Commissioner Stamper's assumption that the housekeepers will have slow periods.

In response to a question of who will maintain the MKT trail, Commissioner Stamper replied he thought that duty was assigned to an employee approved in the past.

Commissioner Vogt and Commissioner Miller did not recall that.

Commissioner Stamper disagreed and stated he will look back at his records.

Commissioner Miller stated the Facilities Maintenance staff cannot take on the task of maintaining the trail.

The Commission finally agreed to contract for mowing services and use the housekeeping staff to maintain flower beds while experience with the buildings is obtained.

In summary, the Commission approved requests for a painter/maintenance worker, sealing and stripping the Correctional Facility and Courthouse parking lots, a one-ton, four wheel drive truck, providing eight access doors to Correctional Facility showers, repairing and repainting siding at the southern Public Works Department Facility, upgrading the wages of the custodial supervisor, and increasing a custodian from part-time to full-time. The Commission declined requests to install a security ceiling in the Correctional Facility, add a groundskeeper, install a drop ceiling in the weight room at the Correctional Facility, carpet the chapel at the Correctional Facility, and add two custodians. The Commission made no decision, due to a need for additional information, on requests to replace two overhead doors at the northern Public Works Department Facility, turn around workstations in a Correctional Facility control pod, and to replace the electrical panel at the southern Public Works Department Facility sign shop. The Commission agreed to obtain the additional information they need and advise the Auditor of their final decision.

The Commission agreed to include \$50,000 to bring the Courthouse and Correctional Facility into compliance with the Americans with Disabilities Act and to include \$35,000 to correct the drainage problem at the Correctional facility.

The Commission decided at Commissioner Stamper’s suggestion, to delay the decision on whether to include \$10,000 to make the Correctional Facility sallyport secure and add cameras until they see how the remainder of the budget is addressed.

Commissioner Stamper left the meeting.

The Commission agreed to include \$10,000 to build a wall in the northern Public Works Facility in order to create a workshop for Facilities Maintenance personnel. They agreed the amount seems high. The Commission agreed to install an electrical panel in the southern Public Works Facility. The current panel is overloaded.

Commissioner Vogt asked is the goal to spend no more than \$100,000 per year on capital projects?

Ms. Pitchford replied \$100,000 is included for seed money to use over the next four to five years. She estimates a annual \$60,000 amount (to come from all offices and departments) will be used to build a fund balance. She and Maintenance Supervisor Chuck Nichols discussed that it would be important to inventory major areas of need such as elevators and roofs and develop target amounts to use over the next ten to fifteen years for repair and replacement.

The Commission agreed to provide funding for dues and travel for the Missouri Association of Counties, for three representatives to attend the National Association of Counties annual conference and for one representative at the legislative conference. Travel expenses will be provided for those on the Missouri Association of Counties board and for those attending the Fall conference as a delegate.

The meeting adjourned at 11:16 a.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner

June Pitchford
Auditor