

TERM OF COMMISSION: May Session of the May Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper
District I Commissioner Karen M. Miller
District II Commissioner Linda Vogt
Deputy County Clerk Melanie Stapleton

The meeting was called to order by the Presiding Commissioner at 9:35am.

Subject: Report on Jail Study by CSG Consultants and Schenkel Schultz

Commissioner Miller stated that the organizations (Schenkel Schultz and CSG Consultants) that are working on the Jail project were present to give a report on Phase II of the project. She introduced Steve Davis-Schenkel Schultz and Bill Garnos-CSG Consultants.

Commissioner Miller stated that Steve Davis and Bill Garnos would be giving a report on what Boone County could expect (in growth) in the next five to ten years and the anticipated needs for the Jail. She stated that the County had initiated a study to outline the expected growth based on current circumstances and future demographics. She invited Steve Davis to give the report

Steve Davis-Schenkel Schultz gave a few brief comments on the progress of Phase I of the Jail Project. He stated that he had recently spoken with Little Dixie Construction, the company in charge of the Phase I construction. He stated that they had informed him that they were progressing very well on Phase I of the Jail project. He stated that they believed that the work would be completed by the end of June (1999). He yielded the floor to Bill Garnos-CSG Consultants to speak about the study work that he had done concerning staffing issues.

Bill Garnos stated that the last time that he appeared before the County Commission, he had spoken about the preliminary findings in regards to population trends, (average) daily jail population, number of inmates beds needed, and initial work on Pod D.

Bill Garnos stated that they would be updating the trends based on the new data (figures up to March 1999). He stated that they would observe whether adjustments needed to be made in long range planning (ten years). He stated that he had also been working on the staffing issue to accommodate the short-term plans that were currently in progress.

Bill Garnos presented several overhead projections on his findings in the study of the staffing issue. He stated that current staffing for the Jail facility is as follows: Administration-6, Security-31, Transportation-3 and Food Service-4 (he stated that there had been some shifting of a half-time employee, a major and a captain in the last budget cycle). He stated that for this study, they reviewed the following: pay ranges, organizational charts for the facility, salary schedules, personnel expenditures for the last six years, overtime expenditures, turnover by position, amount of overtime taken by employee in a year, sick/vacations leave actually taken by employee for the last three years, and a monthly staff schedule.

Bill Garnos stated that one of the things that they found was that the main security post at the facility is staffed by four, 7-person teams that rotate on 12-hour shifts. He stated that each team had one sergeant that functioned as a squad supervisor and helped out with the other positions as needed, a technical support officer, and a corrections officer. He stated that these squads rotated so that the same deployment of security staff could occur at all times.

Bill Garnos stated that next, they looked at what was being proposed. He stated that the proposed deployment, with the opening of Pod D, had a couple of changes (in the proposal). He stated that it had been proposed to add a technical support officer in Pod D. Then take the corrections officers that had been used in the second posts in Pods B and C and use them to handle the opening of Pod D (control and rover). Then fill the control post functions with technical support officers. He stated that this staff (that would be taken from the other pods) had similar background and training. He stated that the proposal for Pod D was to open it without hiring new officers, but to change the control positions to technical support officers.

Bill Garnos stated that next, they put together a new deployment graphic. He stated that they added the second technical support officer. He also stated that they replaced the correctional officer in the two, control rooms with technical support officers. He stated that there were a lot of operations being handled by a very small staff. He stated that there was very little ability to provide immediate backup, relief, or support. He stated that there were no relief officers built into the staff. He stated that if one of the officers was out for training or sick, etc., an active adjustment had to be made in order to spread out the resources to cover the daily responsibilities.

Commissioner Miller asked Bill Garnos to explain why two officers were being used in Pod D versus a TSO and an officer.

Bill Garnos stated that Pod D would be an open control station. He stated that there would be a lower custody of inmates, but the pod was more open than the others and therefore it made more sense to use a correctional officer, than a technical support officer.

Steve Davis also stated that in Pod D (the three day-rooms located at the top) were going to be the female housing units. He stated that the open control station would offer some protection, but it was still a raised station.

Commissioner Stamper asked if Alternate 2 located by Pod C had already been built.

Steve Davis stated that it had.

Commissioner Stamper stated that 40 beds had been added in this area.

Bill Garnos stated that the study's findings for staffing were as follows:

(1) the current deployment for the security staff provided only minimum coverage for the inmate housing area. He stated that the staffing was adequate, however adjustments had to be made to cover absences.

(2) the existing number of security staff does not provide an adequate number of relief officers. He stated that with 12-hour shifts, the amount of sick leave and annual vacation leave taken was reduced. However those days were still taken and there were also trainings that the officers had to attend. He noted that adjustments had to be made to give staff breaks during their shifts. He stated that they liked the idea of using the technical support officers in Pods B and C to address the additional staffing needs without hiring new officers.

Bill Garnos stated that they were looking at making some recommendations regarding the budget proposal for the staffing. He stated that once plans were made for Phase II, it would be possible to look at the staffing demands that further expansion would necessitate, the adjustment for backup and support staff, and better deployment of staff.

Bill Garnos stated that everything in the facility needed to be based around staff efficiency because the staffing cost would be a permanent one.

Steve Davis stated that the second part of the study was to look at the needs that the facility would have in the future. He stated that they completed an inventory of the actual space. He stated that they had also looked at additional bed space and the support program space that would be needed with that. He stated that they would also need to look into a better way to handle the inmate traffic (for example video hearings).

Steve Davis stated that there had been a team meeting (including members of the Public Defender's office, Prosecuting Attorney's Office, Court Administrator, and Probation/Parole office) held on the 27th of April to discuss the possibility of expanding the capabilities of the Jail in order to handle some of the needs of the court proceedings (hearings).

Steve Davis stated that the overall feedback was positive. He stated that in lieu of putting actual court or hearing rooms at the Jail facility, they considered the possibility of video arraignment. He stated that this would also keep the transportation costs for hauling the inmates at a minimum.

Steve Davis stated that following that, they would prepare options of how Phase II might occur and submit final recommendations to the County Commission perhaps by July.

Steve Davis stated that the County was presently housing an average of about 50-60 inmates out of County. He stated that the out of County, at its highest, had went into the 80s and at its lowest in the 40s. He stated that they needed to look to the future so as not to be in this same situation in a few more years.

Bill Garnos presented a graph showing the number of inmates housed out of County up until last May (1998). He stated that the County should also keep in mind the highs and lows of the count. He stated that the renovation would solve a large amount of the problem, but only for a short period of time.

Steve Davis stated that one of the other options that they were looking into was the possibility of a Pod E. He stated that the ten-year projection (in growth) could be adequately handled with the addition of a Pod E. He stated that they would also be looking at an expansion of the booking/intake area. He stated that medical, kitchen (storage and preparation), laundry, and the judicial proceedings (hearing rooms, etc.) would also need expansion. He stated that these expansions might push the Sheriff out of his space in Pod A, so therefore they would have to look into expansion of this area as well or perhaps a separate building.

Commissioner Miller asked Steve Davis to explain program space.

Steve Davis stated that there were indoor/outdoor recreation requirements (for a Corrections facility). He stated that they would have to add indoor recreation space with this expansion.

Sheriff Ted Boehm stated that they would also need more visitor space.

Commissioner Stamper thanked Steve Davis and Bill Garnos for the work that they were doing.

Commissioner Stamper stated that they (the Commission) felt that the Jail facility would last at least another ten years. He stated that due to changes and conditions in the community and a variety of other things, the County was outgrowing the facility. He thanked the team for the vision they were bringing to the project in order to prepare the County for the future.

Commissioner Miller thanked the Public Defender, Prosecuting Attorney's Office, and the Court offices for being open minded in trying find a ways to cut down on transportation costs for the Sheriff's Department and for attempting to serve the inmate population better.

Subject: Sheriff's Department Block Grant and Highway Safety Grant

Sheriff Ted Boehm handed out a document that contained the Highway Safety Grant (that the Sheriff's Department receives every year. He stated that the Sheriff's Department applies for reimbursement for expenses incurred on DWI checkpoints and traffic enforcement.

Sheriff Ted Boehm stated that they would also be asking for a couple of radar units in the grant. He stated that he needed the signature of the Presiding Commissioner on this document in order to send it back to the State of Missouri to verify that this issue was discussed at a public meeting and to verify that the County Commission is aware of the fact that the Sheriff's Department is applying for these funds.

Commissioner Miller stated that she noted a significant decrease in the DWIs.

Commissioner Stamper clarified that this was not a matching grant but rather raw funds coming in to enhance enforcement.

Sheriff Ted Boehm stated that this was correct.

Commissioner Stamper made the following order:

Now on this day, May 25, 1999, the County of Boone did hereby discuss participation in Missouri's Highway Safety Program. It is agreed that the County of Boone should participate in the Highway Safety Program. It is further agreed the County Sheriff will investigate the possibility of attaining financial assistance from the Missouri Division of Highway Safety. When funding from the Missouri Division of Highway Safety is no longer available, the local government entity agrees to make a dedicated effort to continue to support the traffic safety effort. Pursuant to this order, the Budget Officer is authorized to make the necessary revisions to accommodate the grant funds and their preparation.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 201-99**

Subject: Sheriff's Department Block Grant and Highway Safety Grant

Sheriff Ted Boehm stated that this was the money from the block grant.

Sheriff stated that this year they had received \$40,000 that would be matched with Federal Forfeiture funds. He stated that in the future they would like to purchase a LiveScan Fingerprint system. He stated that the system would cost about \$55,000. He stated that they planned to hold the money over until next year, and then purchase the system through the Purchasing Department.

Sheriff Ted Boehm stated that they were required to meet with the Prosecuting Attorney's Office, the Courts, and school system. He stated that the Police Department and the Sheriff's Department held that meeting on May 11, 1999 and submitted a proposal to that group. He stated that the group agreed to the proposal and stated that they felt that the equipment would be beneficial to law enforcement. He stated that the group signed a document acknowledging that the meeting took place.

Sheriff Ted Boehm stated that a public hearing was in order on this subject. He stated that he would obtain the minutes from this meeting as proof of the public meeting with the County Commission for the block grant.

Commissioner Stamper asked what the County's role would be in purchasing the equipment.

Sheriff Ted Boehm stated that he would wait until next year to purchase the equipment when all of the money was in place.

Commissioner Stamper stated for the record that the Sheriff brought forth the LiveScan equipment as an agenda item and discussed in open forum.

Commissioner Stamper convened a public hearing on the item.

There was no public comment and no one wishing acknowledgement for comment.

Commissioner Stamper closed the public hearing.

Subject: Approve an Investment Tracking System

Kay Murray stated that she would like to do a lease with Evare, an investment tracking system supported by the NACo. She stated that this system would help with the accounting that the County had to do. She stated that this was a cheaper system than what the County was currently using.

Kay Murray stated that Evare would give the County six months of on-hand aid with the system. She stated that the first year would cost \$7,100, but the County was currently spending \$12,000 on the same type of system. She stated that the system would only cost \$3600 for the next year. She stated that the system would help the County do a lot more things and would probably be more accurate. She stated that there was already money budgeted for this type of thing and she hoped that there would be a saving this year.

Kay Murray stated that with the money that would be saved by using this system, she would like to purchase debit cards for the Sheriff's Department.

Commissioner Miller stated that MAC endorsed this program and would work with NACo in supporting it. She stated that she was glad that the program was cheaper.

Commissioner Stamper stated for the record that the County Commission had been briefed on the budget expenditure.

Commissioner Vogt asked Kay Murray to explain debit cards .

Kay Murray stated that the transactions places on debit cards came out of the accounts automatically.

Kay Murray stated that the machine for this system would cost between \$200-300.

Subject: Stonewell Estates Subdivision Plat

Thad Yonke stated there was a one-lot, minor plat in the south part of the County off of High Point Lane. He stated that the remainder of the tract was a 20-acre piece that would be sold to an adjoining property owner. He stated that this plat needed acceptance by the County Commission.

Commissioner Miller moved to receive and accept a minor plat, Stonewell Estates, and authorize the Presiding Commissioner to sign the plat.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 202-99**

Subject: Raintree Subdivision Plat 1 and 2

Thad Yonke stated that this plat was located at Mauller Rd and Wade School Rd. He stated that the plat would be cut into ten acre pieces.

Commissioner Vogt moved to receive and accept Raintree Subdivision Plat 1 and authorize the Presiding Commissioner to sign it.

Commissioner Miller seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 203-99**

Commissioner Vogt moved to receive and accept Raintree Subdivision Plat 2 and authorize the Presiding Commissioner to sign it.

Commissioner Miller seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 204-99**

Subject: Report on Fairgrounds

Commissioner Stamper passed out a report on the Fairgrounds. (Copies of the report can be obtained in the County Clerk's Office). He stated that he wanted to give a verbal report and then have the Commission take time to evaluate the report, and then bring the report back for the public record.

Commissioner Stamper stated that he had initially wanted to make the Fairgrounds financially solvent in its current configuration. He stated that the Fairgrounds is not self-sufficient in its current format, however he believed that it could be come self-sufficient (with some adjustments).

Commissioner Stamper stated that the report was divided into existing contracts (event & operational), annual budget (employees, expenses, and rental income), State statutes, and Executive summary and recommendation.

Commissioner Stamper stated that the Fairgrounds was currently booked for 50 events that were projected to generate about \$105,000 in revenue to the Fairgrounds. He stated that there would be additional uses. He stated that the facility was booked for about 35 of the 52 weekends in a year.

Commissioner Stamper stated the operation contracts and known agreements were difficult to research. He stated that most of this was informal and based on verbal agreements. He stated that there were several food vendors (six organization in six locations) that had agreements based on 20 % of gross sales for a given event. He stated that a capital investment was made on behalf of all six of these organizations when the Coliseum was built. He stated that it was clear however that the structures belonged to the Fairgrounds.

Commissioner Stamper stated that there would have to be formal agreements made with all six organizations, clarification on the ownership of structures, and an assignment or reassignment of their use.

Commissioner Stamper also listed the organizations that were renting space from the Fairgrounds and the non-reimbursed uses. (A copy of the groups is attached to the report).

Commissioner Stamper stated that the rental agreements needed to be reviewed to ensure fair market value. He stated that they should also consider leasing a portion of the existing horse barns in order to create additional revenue.

Commissioner Stamper stated that the annual budgets were enclosed under Exhibit B. He stated that the current configuration was that the Fairgrounds had four, full-time employees and a part-time pool of laborers. He stated that if the Fair board were to exit from the management of the facility, they would take those funds (the Fairgrounds revenue) with them.

Commissioner Stamper stated that the report gave an expense budget of \$412,000 to operate the facility at or about the level that it is currently operating.

Commissioner Stamper stated that the on-going leases accounted for \$29,600 in revenue. He stated that the booking income was about \$3,000. He stated that the horse barns were generating about \$50,000. He stated that a 3-year average on 20% of the concession was about \$25,000. He stated that the gross revenue was about \$234,600. He stated that this figure should be viewed cautiously because of the difficulty in separating the Fair revenue and non-Fair revenue.

Commissioner Stamper stated that these revenue projections assumed the same level of use, around 35-40 weekends per year. He stated that there were significant concerns for the viability of the Fair in its current format without what is known as the Fair revenue.

Commissioner Stamper stated that the following should be explained further: *some space appears to be leased below market (moving toward market price could enhance revenue), charges for bookings for use of the facility must be reviewed in order to reflect market, free use of the facility should be limited, utilities is one of the most expensive areas and all systems must be reviewed to achieve maximal efficiency. He stated that the revenue projection was of major concern. He stated that it could be possible to continue the operation in its current form with major efforts to increase market and promotion of the facility.*

Commissioner Stamper stated that John Patton completed a review of the State statutes and found nothing to obstruct the County's legal standing or ability to acquire and operate this type of facility. He stated that John Patton identified the Board of Park Commissioners appointment duties under the first classification.

Commissioner Stamper stated that attachment A was a listing of the bookings for 1999 and attachment B was the Williams Keeper information.

Commissioner Stamper stated the executive information was on the last page. He read the executive summary and recommendation into the public record

The opportunity to purchase and inventory the Boone County Fairgrounds for future recreational use represents a significant opportunity. We can be assured that in the future. Our community will need additional recreation land and the location layout and configuration make the property desirable. This makes the facility an excellent purchase. Based on our research to date I recommend the following course of action:

- *County pursues full acquisition of the property known as the Boone County Fair Grounds.*
- *Commission work with Treasurer to identify the best strategy for purchase. Purchase to be made from Health Care Profit Share funds.*
- *Purchase will be based on acquisition cost at \$2.8 million dollars. (See attachment D)*
- *County will establish purchase agreement with Boone County Fairgrounds to include the following conditions:*
 - 1) *County will complete sale of the property in late June or mid July.*
 - 2) *Fairgrounds will continue to operate full facility through 12-31-99 and will pay all operational cost and receive all revenue.*
 - 3) *Acquisition will include all property and assets.*
 - 4) *County will assume full responsibility for facility on January 1, 2000.*
 - 5) *Facility operation will be reduced to minimal operetta. County will honor existing 2000 Contracts and no further bookings or uses will be made unless approved.*
 - 6) *BCFAMS will receive annual use of the facility (no rent) for 10 days per year for the sole purpose of completing the annual fair.*
 - 7) *County will complete Master Plan Study for Recreation uses of the facility in cooperation with UMC and Parks & Recreation Department.*
 - 8) *County will actively pursue public and private partnership to develop facility for recreation use.*
 - 9) *County will operate facility on gross based impact on general revenue budget for year 2000 and beyond.*
 - 10) *County will develop minimal use Budget Estimate \$50,000.00 per year.*
 - 11) *County will appoint a Board of Park Commissioners per State Statutes 64.33*

Commissioner Stamper stated that he did not believe that the County was in a position to take over the operation of the Fairgrounds in its current existence. He stated that it should be moved to a minimal use in order to be re-formatted and brought back at a later time. He stated that there should be sustainable decisions made as the organization is brought back.

Commissioner Miller thanked Commissioner Stamper for preparing the document and putting together the information that everyone had asked for.

Commissioner Vogt stated that as the County Commission looked at accepting Commissioner Stamper's recommendation, it would be important to meet with the Treasurer and other County officials to determine every avenue of revenue to purchase the property. She stated that the Treasurer had been looking at all kinds of opportunities to purchase the property.

Commissioner Stamper stated that the best thing to do would be to bring the issue back to the table for additional discussion.

Commissioner Miller stated that the County had received the packets for Local Landmarks Grant and the application was due by June 30,1999. She stated that the maximum amount that could be applied for was \$144,000.

Commissioner Vogt stated that she believed that the grant should be applied for regardless of whether the acquisition was made or not.

Commissioner Stamper stated that the County really needed to decide over the course of reviewing the information, whether or not it wanted to proceed with an acquisition. He stated that there would be information that was not known and this would require a commitment. He stated that he would try to schedule a time for the County officials to meet to discuss this further.

Commissioner Vogt stated that she would like to discuss this in work session format.

Subject: Change Order No. 1 on the JJC Expansion & Renovation Project

Commissioner Miller stated that these were ten different items that had been deducted for a total of \$4,303.

Commissioner Miller moved to approve Change Order No. 1 of the JJC Expansion & Renovation Project with Crawford Construction Co. in the amount of \$4,303.00 and authorize the Presiding Commissioner to sign it.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 205-99**

Commissioner Stamper stated that he had visited these projects and they were moving along nicely.

Subject: Resolution for Midway Locust Grove United Methodist Church

Commissioner Miller moved to adopt the resolution for Midway Locust Grove United Methodist Church. She read the proclamation into the public record.

Commissioner Vogt seconded the motion.

There was no discussion.

The motion passed 3-0. **Order 206-99**

Commissioner Reports

Commissioner Stamper

Commissioner Stamper reported that the Burnett School Rd bridge had been vandalized and set on fire. He stated that the bridge was closed until the damage could be assessed.

Commissioner Stamper reported that he was having discussion on budget with the City of Columbia. He stated that he would have discussions with the Health Department/Environmental Health tomorrow. He stated that they would also have discussions about the changes coming forward in the JCIC budget.

Commissioner Stamper stated that he and June Pitchford met with Chuck Nichols about some of the changes coming in the Facilities Maintenance budget.

Commissioner Stamper stated that he signed the last change order for the Sidewalk/Johnson Bldg project.

Commissioner Stamper stated that an Addendum to the Rock bid was being discussed due to the fact that low quantities were stated in the bid.

Commissioner Miller

Commissioner Miller reported that she attended the NACo Western Interstate Region Conference. She stated that this group of states was doing a grant in order to put together a seminar to help counties map out a vision for their area.

Commissioner Miller stated that she had a request from some of the paving contractors to meet with the Commission about some of the design work done on shoulders for the County.

Commissioner Stamper stated that this also had to do with subdivision and a design that cost a lot to build.

Commissioner Vogt stated that she had told the contractors that the Commission would meet with them.

The Commission agreed to meet with Frank Abart in the next work session and then with the contractors and Frank Abart in the following work session.

Commissioner Vogt

Commissioner Vogt reported that there was a Hospital Board of Trustees meeting. She stated that she wanted to set up a closed meeting for Thursday to discuss the issues brought forward in that meeting.

There was no public comment.

The meeting adjourned at 11:10am.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner