

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Kenneth M. Pearson
District I Commissioner Karen M. Miller
District II Commission Skip Elkin
Deputy County Clerk Kristina Johnson

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

Employee Honor

Bettie Dickneite from Human Resources was present on behalf of this item.

1. Certificate of Merit from the Missouri Association of Counties

Commissioner Pearson stated annually the Board of Director's of the Missouri Association of Counties presents certificates of merit of service to county employees all over the state. They are typically in five year increments. Commissioner Pearson stated he would like to recognize Bettie Dickneite for ten years of service to Boone County. Commissioner Pearson stated he would read the award. Certificate of merit is hereby conferred upon Bettie Dickneite Boone County ten years of service by the authority of the Board of Directors for Personal Dedication in service to County Government. Presented by the Missouri Association of Counties, November 23, 2009.

Public Hearing over 2010 Budget

June Pitchford the County Auditor was present on behalf of this item.

2. FY 2010 Budget discussion and comment

Ms. Pitchford stated just by way of background for those who may not know, under state law the County Commission is required to hold at least one public hearing prior to adopting the budget. The County Commission can hold more then one but this is a public hearing that would meet that statutory requirement. The purpose of this hearing is to provide an opportunity for the public to provide input directly to the Commission. No decisions need to be made today this is simply an opportunity for the public to involve themselves in the budgetary process. Ms. Pitchford stated she presented the proposed budget back on November 17th. This budget is accessible to everyone on the Boone County website. Ms. Pitchford stated she went through the executive summary at that time. Ms. Pitchford stated she would call attention to a few things. First, all of the County funds are solvent and are budgeted to be solvent at the

conclusion of 2010. The County's revenues are declining and the County has experienced this for the past couple of years. The County has taken steps as early as 2008 to control and contain the County's costs. Over the last couple of years the County has used some of the fund balance reserves to close the gap between revenues and spending. The amount of reserves that has been acquired was less than what was anticipated in those budget years, so that leaves the County with some additional reserves. Ms. Pitchford stated the last couple of years the County's focus during the budget process has been on developing the best revenue estimates available to the County, conservative but realistic. The County has not found it necessary yet to reduce services or eliminate positions other than a couple of positions that have been vacant. The 2010 budget does include some reductions that are a little more painful are reductions in areas such as travel and training, overtime, and the County's match in compensation. Ms. Pitchford stated the County has tried to target areas of cost containment that would be least disruptive to services. Reserves are being spent down. Ms. Pitchford stated the primary operating fund is projected to have a fund balance of \$4.2 million which is more than necessary for the minimum cash flow requirements. The County is trying to be as conservative as possible when it comes to cutting programs and positions because that has a direct impact on citizens. Ms. Pitchford inquired if there were any other elements of the budget that the Commission would like her to highlight.

Commissioner Pearson asked if Ms. Pitchford would like to explain deficit spending.

Ms. Pitchford stated the definition of a deficit budget is one where the resources are insufficient to cover the planned spending. Thus the government would have to borrow money to cover the shortfall. This is not the case in Boone County. All of Boone County's budgets are balanced meaning there is a combination of new revenues expected in fiscal year 2010 combined with resources on hand. The budget is balanced and in fact the County is budgeting to end the year with positive fund balances in all of our operating funds. That term is sometimes thrown around and not used as precisely as it should be. The County Commission is barred by law to adopt a deficit budget.

Commissioner Miller stated she really appreciates all of the work of the elected officials and department heads. These officials were tremendous to work with and they recognize the position the County is in, and they have identified areas themselves that could be trimmed back that have not even been thought about. If there was a poor partnership with all of the administrative authorities in the County, it would have been a much more painful process.

Ms. Pitchford stated at the presentation back in November the County did discuss the collaborative and cooperative effort from everyone. This effort was necessary this year and everyone really did step up to the plate.

Commissioner Elkin stated he believed that everyone in the community and everyone internal understands the budget situation. Everyone is just thankful for what they have in today's environment.

Commissioner Pearson opened the hearing to the public.

There was no public comment.

Commissioner Miller stated it appears that there will be good coverage by the press though.

Commissioner Pearson stated because of the uncertainty in revenues and the revenue forecasts the County is unsure about what will happen next year. The Auditor and the Commission is already looking at ways to address these shortfalls in the years to come.

There was no further discussion or public comment.

The hearing was closed.

Auditor's Office

June Pitchford the County Auditor was present on behalf of these items.

3. Budget Amendment to authorize transfer of Funds from the One-Fifth Cent Capital Improvement Sales Tax Fund to be used for debt retirement (first reading)

Ms. Pitchford stated the One-Fifth Cent Capital Improvement Sales Tax ballot proposal there was a portion of that funding that was identified for debt retirement at the West Campus properties. The County has made a partial transfer of those monies prior to today's date. In recent work sessions with the Treasurer the County and Commission has determined that it would be best to transfer the full amount to the debt service fund.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10-day hold required on budget amendments.

4. Budget Amendment for Jail Parking Lot Construction (first reading)

Ms. Pitchford stated while the County was developing the FY 2010 budget the County had included an amount for a reconstruction of the jail parking lot. This is based on design elements and time elements of the Warehouse project; it is advantageous to move this schedule up. So the County is removing this from the 2010 budget and amending the 2009 budget to allow for the award of that bid.

Commissioner Elkin stated the County was going to budget in 2010 \$425,000.00 where did that money come from for 2010 the Capital Repair and Replacement? So then in 2010 the Repair and Replacement will have \$95,000.00 more in it then what was originally intended?

Ms. Pitchford stated correct. Just for those who may not know the capital repair and replacement fund is a fund established not by state law but by local policy. Whereby the County sets aside some money every year for future Capital Repairs and Replacements, not new construction or improvements but to maintain.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading after the 10-day hold required on budget amendments.

5. Budget Revision for Engineering Services for Jail Parking Lot (first reading)

Ms. Pitchford stated when the decision was made to move forward with the bid on the jail parking lot some additional engineering services were required to update the specifications that had been prepared by TH and H Engineering Firm. This is sort of catching up with that decision. The County needs to move money from the capital repairs line item to the professional services to allow for payment of that. In addition Public Works staff provided the construction services for the JJC parking lot which was budgeted in 2009 and is nearly complete. This fund needs to reimburse the Public Works budget for those services.

Commissioner Pearson inquired as to when the original drawings done for that parking lot? It was more than a year ago wasn't it?

Commissioner Elkin stated it was at least a year, maybe closer to two years.

Commissioner Miller stated the County was billed another eleven hundred dollars to upgrade the plans before they could ever go out and bid. The other piece was for the stormwater rain garden components that dealt with the parking lot only.

Commissioner Pearson said okay. This is good that the County is moving forward on this because that parking lot needs some work.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with an appropriate order for approval.

6. Contract for Engineering Services (first reading)

Ms. Pitchford stated this is the contract for the additional engineer services from which the previous budget revision pertained.

Commissioner Miller stated this was also an amendment to Simon's contract because Simon & Associates had hired Crockett to do the warehouse piece, and this just made sense for them to continue and do the parking lot piece. In order to do this in a timely manner to get it ready for the bids, the County did an amendment with the Simon contract.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with an appropriate order for approval.

Circuit Court

Joy Rushing from the Courthouse was present on behalf of these items.

7. Approval and Acceptance of the Highway Safety – DWI Court Pilot Project from OSCA (first and second reading)

Joy Rushing stated the office of the state court administrator has asked Boone County to serve as a pilot project for a DWI court, and they have awarded us \$50,000.00 to proceed to do this. The money is to be used for drug testing and to contract out for someone to monitor the individuals who are in the DWI court.

Commissioner Pearson stated Boone County is the pilot because the County has done a good job on the other pilot’s, rather than Boone County is in need of this service.

Ms. Rushing stated yes, well there are people in need of this service everywhere but Boone County does have a reputation for being a court that can go out and do new programs and do them well.

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the acceptance of \$50,000.00 from the Office of State Courts Administrator (OSCA) for the Highway Safety – DWI Court Pilot Project.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 568-2009**

8. Budget Revision for the purchase of a refrigerator (second reading, first read on 12/8/2009)

Ms. Rushing stated the court house is asking for approximately \$600.00 from the construction money to purchase a refrigeration to be used in the adult court services area. This will be able to serve not only adult court services staff but also the IT staff and some additional staff. This is an item that is of real importance to the employees of these departments. The refrigerator will be purchased according to the guidelines that Boone County has set out.

Commissioner Miller stated the funds would be coming out of the Jury fund not the construction fund.

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the following budget revision to transfer monies to purchase a refrigerator for Adult Services:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
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1230	91301	Jury Services	Computer Hardware	650.00	
1210	91300	Circuit Court	Machinery/ Equipment		650.00

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 569-2009**

Public Works

9. Authorization to purchase a monitor (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Class 9 Purchase request by Public Works to purchase a monitor at a cost of \$135.00.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 570-2009**

10. Rolling Hills Road Project Addendum (second reading, first read on 12/8/2009)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the Agreement for Consultant Services with Poepping, Stone, Bach & Associates, Inc. for the Rolling Hills Road Improvement Add'l Services to Original PO 2007000086. It is further ordered the Presiding Commissioner is hereby authorized to sign said agreement.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 571-2009**

Purchasing

Tyson Boldan from Purchasing was present on behalf of these items.

11. Bid Award 62-23Nov09 Office Supplies (first reading)

Mr. Boldan stated the bid for Office Supplies closed on November 23, 2009. Three bids were

received. Purchasing recommends the award to Smart Business Products for offering the lowest and best bid.

Commissioner Miller stated it is nice to see a local business compete with large suppliers.

Commissioner Pearson inquired if Purchasing notifies the contractors prior to the bid award?

Mr. Boldan stated the vendors need to sign the contracts before they go to Commission, so yes the vendors know.

Commissioner Pearson stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with an appropriate order for approval.

12. Surplus Disposal List (second reading, first read on 12/8/2009)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the Surplus Disposal of the following items listed in the attached memorandum. It is further ordered the Presiding Commissioner is hereby authorized to sign said disposal forms.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 572-2009**

13. 65-04NOV09 Furnishing and Installation of Refrigeration Unit (second reading, first read on 12/8/2009)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid 65-05Nov09 Refurbishing and Installation of a Walk in Cooler to Mechlin Refrigeration. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 573-2009**

Miscellaneous

14. Authorize Presiding Commissioner to sign Conditions for Donation of Services and Space Agreement 2010 Census (first and second reading)

Commissioner Pearson stated this is a request by the Census folks. They came in and were looking for a place for a month. They would like to have a volunteer to sit at this location and be available if someone needs help with the census form or did not receive theirs. Jessica Sapp from the Commission Office checked and 139 was available and ready to go. They believed that Boone County Government building is a great location, accessible to many and well known.

Commissioner Miller inquired why they are starting on 3-19-2010 if the people do not get their census information until April 1st .

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Conditions for Donation of Services and Space Agreement for the 2010 Census. The terms of this agreement are stipulated in the attached document. It is further ordered the Presiding Commissioner is hereby authorized to sign said agreement.

Commissioner Elkin seconded the motion.

Commissioner Miller stated she believed that they are going much further this time to get information out over the census. Commissioner Miller stated she did not previously remember the interaction with them like there is now. Commissioner Miller stated she believes this speaks highly for the value that everyone feels for the census.

Commissioner Elkin stated when he was on the council in Hallsville they did not hear anything from them and they came back with a number that was way off. Maybe these front end efforts will help to eliminate tail end problems.

There was no further discussion or public comment.

The motion carried 3 to 0. **Order 574-2009**

15. Appointment of Melissa J. Smith to Senior Board (first and second reading)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the appointment of Melissa J. Smith to the Senior Board effective 12/10/2009 and expiring on 5/05/2011.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 575-2009**

16. Appointment of Eric W. Kurzejeski to the Planning and Zoning Commission (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the appointment of Eric W. Kurzejeski to the Planning and Zoning Commission effective 12/10/2009 and expiring on 4/15/2011.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 576-2009**

17. Appointment of Scott Ward to Energy & Environment Commission (first and second reading)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby approve the appointment of Scott Ward to the Energy and Environment Commission effective 12/10/2009 and expiring on 5/31/2011.

Commissioner Miller seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 577-2009**

18. Approve 2010 Holiday Schedule (first and second reading)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby adopt the attached 2010 Holiday Schedule.

Commissioner Elkin seconded the motion.

There was no discussion or public comment.

The motion carried 3 to 0. **Order 578-2009**

19. Public Comment

20. Commissioner Reports

Commissioner Pearson stated he went to the Boone County Council on Aging last night. They are currently working on their budget next year. They are planning on doing a retreat if they can find a date which everyone would be able to attend. Jessica Spanglehour is a wonderful addition.

Commissioner Miller agreed.

Commissioner Pearson stated that Board has a difficult time keeping good members.

The meeting adjourned at 2:15 p.m.

Attest:

Kenneth M. Pearson
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner