



Office of
Mary Jo Spino
Clerk of the County Legislature

Jackson County Missouri

JOURNAL

Jackson County Courthouse
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County Legislature

*Theresa Galvin (6th) Chair, Dan Tarwater III (4th) Vice Chair,
Jalen Anderson (1st AL), Crystal Williams (2nd AL), Tony Miller (3rd AL),
Scott Burnett (1st), Ronald E. Finley (2nd), Charlie Franklin (3rd),
Jeanie Lauer (5th)*

Monday, January 6, 2020

10:00 AM

First Regular Meeting

K.C. Legislative Assembly Area, Kansas City, Missouri

Theresa Galvin, Chairman, called the meeting of the Jackson County Legislature to order.

1 ROLL CALL

Present 8 - Jalen Anderson, Crystal Williams, Tony Miller, Scott Burnett, Ronald E. Finley, Charlie Franklin, Dan Tarwater III and Theresa Galvin
Absent 1 - Jeanie Lauer

2 THE PLEDGE OF ALLEGIANCE

Recited.

3 APPROVAL OF THE JOURNAL OF THE PREVIOUS MEETING

A motion was made by Dan Tarwater III, seconded by Scott Burnett to approve the journal of the previous meeting held on December 16, 2019. The motion passed by a voice vote.

******* Nomination and Election of Chair and Vice Chair of the Jackson County Legislature for 2020.**

Theresa Galvin opened the floor for nominations for Chairman and Vice Chairman of the Jackson County Legislature for 2020.

Jalen Anderson nominated Theresa Galvin as Chairman of the Jackson County Legislature.

Since there were no other nominations, nominations ceased.

A motion was made by Jalen Anderson, seconded by Crystal Williams, to elect Theresa Galvin as Chairman of the Jackson County Legislature for 2020 by acclamation. The motion passed by a voice vote.

Scott Burnett nominated Dan Tarwater III as Chairman of the Jackson County Legislature.

Since there were no other nominations, nominations ceased.

A motion was made by Scott Burnett, seconded by Charlie Franklin, to elect Dan Tarwater III as Vice Chairman of the Jackson County Legislature for 2020 by acclamation. The motion passed by a voice vote.

4 HEARINGS

None.

5 COMMUNICATIONS WITH AND REPORTS OF THE COUNTY EXECUTIVE

Frank White, Jr. congratulated Theresa Galvin and Dan Tarwater III on their election as Chairman and Vice Chairman of the Jackson County Legislature for 2020. He wished everyone a Happy New Year.

6 PERFECTION OF PROPOSED ORDINANCES AND REPORTS OF COMMITTEE

None.

7 FINAL PASSAGE OF PROPOSED ORDINANCES

None.

8 RESOLUTIONS IN COMMITTEE

[20328](#)

Expressing the intent of the Legislature that all future funding decisions on outside agency contracts be made by majority vote of the Legislature as a Whole.

(WITHDRAWN BY RONALD E. FINLEY. CONCURRED BY TONY MILLER AND JALEN ANDERSON.)

9 CONSENT AGENDA

None.

10 INTRODUCTION OF PROPOSED ORDINANCES AND ASSIGNMENT TO COMMITTEE[5304](#)

Appropriating \$6,736,457.00 from the undesignated fund balance of the 2020 County Improvement Fund and awarding a contract for the repair and restoration of water damage at the downtown courthouse to Rand Construction Company of Kansas City, MO, under the terms and conditions of Invitation to Bid No. PW07-2019, at an actual cost to the County not to exceed \$6,736,457.00, which includes a ten percent contingency, and authorizing the Director of Public Works to approve line item adjustments at no additional cost to the County.

(Assigned to the Legislature As A Whole.)

11 INTRODUCTION OF PROPOSED RESOLUTIONS AND ASSIGNMENT TO COMMITTEE[20338](#)

Congratulating Joseph Rogers upon successfully completing all requirements to attain Scouting's highest honor, the rank of Eagle Scout.

(Assigned to the Legislature As A Whole.)

[20339](#)

Congratulating Michael Elliott upon successfully completing all requirements to attain Scouting's highest honor, the rank of Eagle Scout.

(Assigned to the Legislature As A Whole.)

[20340](#)

A motion was made by Dan Tarwater III, seconded by Jalen Anderson, to adopt Resolution #20340, authorizing the Jackson County Legislature to hold a closed meeting on Monday, January 6, 2020, for the purpose of conducting privileged and confidential communications between itself and the Jackson County Counselor under section 610.021(1) of the Revised Statutes of Missouri, and closing all records prepared for discussion at said meeting. The motion passed by a roll call vote:

Yes: 8 - Jalen Anderson, Crystal Williams, Tony Miller, Scott Burnett, Ronald E. Finley, Charlie Franklin, Dan Tarwater III and Theresa Galvin

Absent: 1 - Jeanie Lauer

(ADOPTED)

12 COUNTY EXECUTIVE ORDERS

Executive Order #19-30 was resubmitted to the County Clerk's office on December 26, 2019 marked "CORRECTED".

Theresa Galvin said since it was resubmitted on December 26th the County Legislature has until January 25, 2020 to approve or disapprove Executive Order #19-30. She also made a second request for a new organizational chart. Troy Schulte, County Administrator, agreed to send the chart today.

[19-30](#)

A. Executive Order #17-20 is hereby rescinded.

B. Pursuant to Section 11 of Article IV of the Jackson County Charter, there are established as members of the staff of the County Executive the following:

Troy M. Schulte
County Administrator, Division of Operations and Public Safety

V. Edwin Stoll
Chief Administrative Officer, Division of Internal Services and Taxation

Caleb Clifford
Chief of Staff, Division of External Relations and Economic Development

as said positions may be amended, and together with such other staff positions as may be included in the County's annual budget.

Within these divisions are the following departments and offices:

Operations and Public Safety - County Administrator
Parks + Rec
Public Works
Planning and Zoning
Facilities Management
Office of Environmental Health
Budget Office

Internal Services and Taxation - Chief Administrative Officer
Finance and Purchasing
Human Resources
Information Technology
Assessment
Collection
Recorder of Deeds

External Relations and Economic Development - Chief of Staff
Communications
Office of Economic Development & Governmental Relations
County Boards and Commissions
County Municipal Court

The director of each department shall organize and manage the department, subject to the coordination and supervision of the County Executive and the respective division chief and shall appoint and assign

functions and duties to such other officers, assistants, and employees as may be provided.

Division of Operations and Public Safety

The County Administrator shall aid the County Executive in the coordination and supervision of all County Departments. The Departments of Parks + Rec and Public Works shall report directly to the County Administrator. The County Administrator shall be responsible for, and when necessary have the power and authority, to ensure that any duties prescribed in the Constitution, Laws, Charter and Code for those departments and for the County Highway Engineer and County Surveyor are fulfilled. The County Administrator shall have all duties as are delegated to that office by the County Executive and such other duties as may be required of that office by the County Code, including, but not limited to, the powers and duties prescribed for the Director of the Health Department in chapters 40, 44, 45, and 46 of the Code; for the Director of Health and Welfare in chapter 47 of the Code; for the Director of Public Works in chapters 10, 25, 28, 31, 32, 36, 43, 52, 53, 54, 81, 85, 240, 241, 243, and 247 of the Code; for the Department of Planning and Development in chapter 48 of the Code; for the Director of Planning and Zoning in chapters 32 and 81 of the Code; for the Director of the Solid Waste Management Program in chapter 30 of the Code; for the Director of Parks and Recreation in chapters 50 and 84 of the Code; for the Manager of the Division of Operations in chapter 16 of the Code; for the Manager of the Division of Administration in chapter 81 of the Code; and for the Budget Officer in articles III and VIII of the Charter and chapter 5 of the Code.

The Director of Parks + Rec shall administer all County parks, lakes, marinas, and recreational facilities and programs and shall have such duties as are delegated to that office by the County Executive and the County Administrator and such other duties required of that office by the Code.

The Director of Public Works shall administer all County roads, highways, streets, sewers, bridges, and dams. The Director shall be responsible for the implementation, execution, and enforcement of the County's zoning code provisions and the plan for the development of the County. The Director shall have responsibility for the implementation, execution, and enforcement of building construction code provisions for the County. The Director shall have responsibility for the County's environmental health program. The Director shall direct the operation of all County buildings and grounds, with the exception of those in the County park system and Office of the Sheriff, and those dedicated to the sole use of the Circuit Court of Jackson County, and shall have such duties as are delegated to that office by the County Executive and the County Administrator and such other duties required of

that office by the Code.

The Budget Officer shall serve under the direction of the County Administrator in the preparation and administration of the County budget. The Budget Officer shall administer the Budget Office and shall have such other duties as are delegated to that office by the County Executive and County Administrator and such other duties required of that office by the Code.

The County Administrator shall also serve as the administration's liaison to the Offices of the Sheriff, Public Administrator, Medical Examiner, and Prosecuting Attorney, and to the Circuit Court of Jackson County, Missouri, and the Jackson County Health Department.

Division of Internal Services and Taxation

The Chief Administrative Officer shall report directly to the County Administrator. The Chief Administrative Officer shall aid the County Executive and County Administrator in the coordination and supervision of the Departments of Finance and Purchasing, Human Resources, Information Technology, Assessment, Collection and Recorder of Deeds. The Chief Administrative Officer shall be responsible for, and when necessary the power and authority, to ensure that any duties prescribed by the Constitution, Laws, Charter, and Code for those departments and for the County Treasurer, Budget Officer, Assessor, Collector, and Recorder of Deeds are fulfilled. The Chief Administrative Officer shall monitor County contractual services functions. The Chief Administrative Officer shall have all duties as are delegated by the County Executive, County Administrator and such other duties as may be required of that office by the County Charter and/or Code, including but not limited to, the powers and duties prescribed for the Director of Revenue in chapter 8 of the Code; for the Director of Purchasing in chapters 10, 11, and 47 of the Code; for the Director of Personnel in chapters 7, 9, and 75 of the Code; for the Director of Revenue in chapter 44 of the Code; for the Managers of the Division of Finance and Division of Finance and Operations and Director of the Department of Finance in the Code and Personnel Rules; for the Manager of the Division of Administration in chapter 16 of the Code; for the Director of Assessment in chapters 20 and 91 of the Code; for the Collecting Authority in chapter 21 of the Code; for the Director of Revenue and Administration in chapter 41 of the Code; for the Director of Revenue in chapter 91 of the Code; for the Manager of the Division of Property in chapter 91 of the Code; and for the Director of Records in chapters 81 and 90 of the Code.

The Director of Finance and Purchasing shall administer the Department of Finance and Purchasing, which shall include accounting and payroll

functions. The Director shall act as purchasing agent and shall have such duties as are delegated to that office by the County Executive, County Administrator, and the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Human Resources shall administer the Human Resources Department and the merit system. The Director shall certify all additions, deletions, and changes in the payrolls of merit system employees and shall have such duties as are delegated to that office by the County Executive, County Administrator, and the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Information Technology shall administer management information systems, which shall be responsible for coordinating, operating, and directing all the County's computer and telecommunications functions. The Director shall also be responsible for coordinating and supervising a variety of geographic information systems (GIS) including data modeling, conversion, maintenance, quality assurance, documentation, and dissemination activities within the County and promote the use of GIS to other agencies and units of government. The Director shall have such duties as are delegated to that office by the County Executive, County Administrator and the Chief Administrative Officer and other such duties required of that office by the Code.

The Director of Assessment shall administer the provision of assessment tax rolls to political subdivisions and taxpayers for the levying of taxes and shall have such duties as are delegated to that office by the County Executive, County Administrator, and the Chief Administrative Officer and such other duties required of that office by the Code.

The Director of Collection (Collector) shall administer the collection of property taxes for all political jurisdictions. The Collector shall have such duties as are delegated to that office by the County Executive, County Administrator and the Chief Administrative Officer and such other duties required of that office by the Code.

The Recorder of Deeds shall have the duty of recording, reproducing, copying, storing, and indexing deeds, instruments, conveyances, and other documents required by the Laws or the Code to be kept and shall administer the Department of the Recorder of Deeds. The Recorder shall have such duties delegated to that office by the County Executive, County Administrator, and the Chief Administrative Officer and such other duties required of that office by the Code.

Division of External Relations and Economic Development

The Chief of Staff shall aid the County Executive in the coordination and supervision of the Department of Communications, Municipal Court Administration, Office of Economic Development and governmental relations functions. The Chief of Staff shall be responsible for, and when necessary have the power and authority, to ensure that any duties prescribed in the Constitution, Laws, Charter and Code for those departments, offices, and functions, including, but not limited to, the powers and duties prescribed for the Director of Economic Development in chapter 81 of the Code and for the County Municipal Court Administrator in Chapter 18 of the Code. The Chief of Staff shall report directly to the County Executive and shall have such other duties as are delegated by the County Executive.

The Director of Communications shall be responsible for all aspects of external and internal communications including, but not limited to, media, social media and internet, multi-media, and marketing. The Director shall have such duties delegated to that office by the County Executive and the Chief of Staff and such other duties required of that office by the Code.

The County Municipal Court Administrator of the Jackson County Municipal Court shall administer the operations of the Court and ensure compliance with all applicable provisions of the Laws and County Code. The County Municipal Court Administrator shall provide support services for judicial officers appointed to preside over the County Municipal Court including the day-to-day administration of the County Municipal Court and its budget.

The Director of Economic Development shall administer the Office of Economic Development and shall be responsible for the promotion and support of regional economic development through collaboration with municipalities, regional development agencies, the private sector, and the community. The Director will engage with stakeholders regarding economic development policy and will support county initiatives designed to promote economic growth. The Director shall have such duties delegated to that office by the County Executive and the Chief of Staff and such other duties required of that office by the Code.

The Chief of Staff shall serve as the administration's liaison to all County boards and commissions not otherwise assigned in this Executive Order.

[19-33](#)

Pursuant to section 706.1, Jackson County Code, 1984, I hereby promulgate the following one-time amendment to section 9.1 of the Personnel Rules for Jackson County Employees. This amendment shall be effective immediately and shall expire on December 31, 2019. Upon expiration, section 9.1 of the Personnel Rules for Jackson County Employees shall revert to its form prior to this Executive Order.

Pursuant to Section 9.1 of the Personnel Rules for Jackson County Employees, as amended, county offices will be closed on Tuesday, December 24, 2019 at 1:00 pm.

13 UNFINISHED BUSINESS

Scott Burnett, County Legislator, asked the Administration to provide a report and summary regarding the payment of taxes, appeals still pending before the Board of Equalization, and the reassessment process, including the percent of payments received by December 31.

Dan Tarwater III, County Legislator, said that he wanted to thank the Collection Department for its flexibility with taxpayers who received late tax bills. He said that citizens who had late appeals were concerned about getting an updated payment amount and the Collection Department associates' were helpful in giving these taxpayers an appropriate amount of time to pay.

Theresa Galvin, County Legislator, said that she paid her taxes in person at the downtown Courthouse. She waited briefly in line, but the process took about two minutes. She appreciated the Collection Department associates' positive attitudes and helpfulness.

14 NEW BUSINESS

Ronald E. Finley, County Legislator, said that there are certain significant deadlines and events in the coming year. He would like to see openness on the website and public discussions on these matters.

He said he asked the Legislative Auditor about the timeline for when and how the salary adjustments for associates will be implemented. He said the Auditor had provided him a response and he appreciated the information.

He said he would like an update on the schedule for the reconstruction work on the downtown Courthouse and a schedule and update from the consultant regarding work on the County jail. Theresa Galvin said that the owner's representative will provide an update before the County Legislature on January 27, 2020.

Mr. Finley said that he understands that there is an October 31 deadline for submission of applications for COMBAT and outside agency funding. He recommends that this information be provided on the County's website to avoid any confusion about the process.

Mr. Finley said during the first quarter he would like to have public discussion about what will happen with the Court's jury room.

Theresa Galvin said that the jury room issue will be part of a facility assessment of the Courthouse to determine the County's priorities.

Ms. Galvin asked Troy Schulte, County Administrator, about the positions that were added to the budget. Mr. Schulte said that process of creating those new positions is underway. Mr. Finley also asked Mr. Schulte about the new Assessment CAMA system. Mr. Schulte said that the Administration had started the process to develop a request for proposals for the CAMA system.

The County Legislature went into closed session pursuant to Resolution #20340.

The County Legislature reconvened.

15 ADJOURNMENT

A motion was made by Jalen Anderson, seconded by Dan Tarwater III, to adjourn the meeting. The motion passed by a voice vote.

Meeting adjourned until Monday, January 13, 2020 at 10:00 A.M. at the Eastern Jackson County Courthouse, 308 W. Kansas, Independence, Missouri, Ground Floor, Legislative Chambers.