

TERM OF COMMISSION: December Session of the October Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Conference Room 301 / Conference Call

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Director of Purchasing Melinda Bobbitt
Director of Emergency Management Operations Chad Martin
Director of Resource Management Bill Florea
Senior Accountant/Financial Analyst Caryn Ginter
Boone County Clerk Brianna Lennon
Senior Buyer Liz Palazzolo
Stormwater Coordinator Nicki Fuemmeler
Deputy County Clerk Jodi Vanskike

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

The meeting was called to order at 1:30pm

Purchasing

1. First Reading; 44-16NOV20 -Active Shooter Kit Supplies – Term and Supply

Senior Buyer Liz Palazzolo discussed that three bids were received for the Office of Emergency Management and that all three bidders will receive a contract for specific line items that they were the lowest bidder on. The contract will run December 16, 2020 until December 15, 2021 and will be paid out of Department #2702 Emergency Management Operations, Account #23050

Commissioner Atwill 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 appropriate order for approval.

2. First Reading; Sole Source Approved Vendor List for 2021

Director of Purchasing Melinda Bobbitt requested to renew Sole Source Vendors until December 31, 2021, stating these vendors are primarily for software and heavy equipment.

Commissioner Atwill 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 appropriate order for approval.

3. First Reading; Amendment #4 to Contract AEPA-017-B Photocopier with Maintenance Service

Senior Buyer Liz Palazzolo discussed that the original contract was awarded on January 17, 2019 and that this amendment was in order to add a Konica Minolta copier/printer/scanner for the Sheriff's Department. Amendment #4 will replace Amendment #2 for the copier/printer/scanner which is no longer stocked. The copier will come from Department 1255 Corrections Account: 92300, Replacement Machinery and Equipment in the amount of \$12,499.57, with the Maintenance Contract being paid from Department 1255 Corrections Account 60050 Equipment Service Contracts in the amount of \$1,110.00

Commissioner Atwill 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 appropriate order for approval.

4. First Reading; Amendment #1-10-31 DEC20C – Band for the 2020 Bicentennial Celebration

Director of Purchasing Melinda Bobbitt spoke to how this contract was awarded to Pat Kay DBA, The Kay Brothers, on February 18, 2020 and that this includes changes from a live performance to a video recording due to COVID-19. The sum of \$3,000.00 will be paid from the Department 1190, Account #84010 Reception Meetings. Commissioner Thompson added that the original sum of \$5,000.00 would not increase. Instead, The Kay Brothers reduced their fee from \$5,000.00 to \$3,000.00 to move to a video recording and that Karl Bussen of Bussen Productions would receive the remaining \$2,000.00 for his part in producing and editing the performance video.

Commissioner Atwill 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 appropriate order for approval.

5. Second Reading; Computer and Peripheral Surplus Disposal

Commissioner Thompson moved now on this day: that the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the following list of Surplus PCS, Peripheral Equipment, unworking Air Conditioners, File Cabinets, and other miscellaneous items through the MRC Recycling Center.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal Forms.

Commissioner Atwill seconded the motion.

The motion carried 3 to 0 **Order #528 -2020**

6. First Reading; budget Adjustment for position 163

County Clerk Brianna Lennon spoke to how throughout the last 6 months through staff changes, position 163 on the clerk side has changed. This job is now providing all the training to the Commission Minutes position and the two positions are becoming interchangeable. Clerk Lennon stated she feels the pay should be comparable to the Commission Minutes position due to how closely the two positions are related. Clerk Lennon stated the individual currently in

position 163 has 16 years of County experience (non-Boone County) and would like the coming year budget to reflect the new rate of pay. Commissioner Thompson asked what kind of differential that would mean. Clerk Lennon responded that it would be an \$0.54 cent an hour increase.

Commissioner Atwill 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 appropriate order for approval.

Resource Management

7. First Reading; Release of Stormwater Security Agreement and Irrevocable Letter of Credit for Nursery Heights

Stormwater Coordinator Nicki Fuemmeler spoke about how she was seeing to release the Irrevocable Letter of Credit #108007627 drawn on Hawthorne Bank in the amount of \$203,470.19. Stormwater Coordinator Fuemmeler stated the site is stabilized and the builders have state land permits. Nicki stated she is okay releasing the deposits.

Commissioner Atwill 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 appropriate order for approval

8. First Reading; 2021 Proposed Land Use fees and 2021 Proposed Building Permit fees

Director of Resource Management Bill Florea spoke about one change to the Land Use fees and five changes to the Building Permit fees. Land Use is requesting a change to the Administrative Survey Fee that was established in 1995. Director Florea would like the fee raised from \$10.00 to \$50.00 and is requesting the following Building Permit Fee Adjustments: Minimum Permit Fee for Residential Permit from \$30.00 to \$50.00, Commercial Minimum Permit Fee from \$50.00 to \$70.00 ; Residential Remodel Minimum Permit Fee from \$30.00 to \$40.00 and Commercial Remodel Minimum Fee from \$50.00 to \$70.00, Director Florea would also like to add a new charge for Submittal Fee. This fee would be charged every third time and every time thereafter that a set of plans are resubmitted for review on any particular project. The proposed fee for this would be set at \$100.00 Commissioner Thompson asked if this is a mandatory fee or if it could be waived. Director Florea replied that it could be waived for good cause.

Commissioner Atwill 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 appropriate order for approval

9. First Reading: Approval of Stormwater Security Agreement and Cash Deposit for Crescent Ridge Subdivision

Stormwater Coordinator Nicki Fuemmeler spoke to the 36 lot, 10-acre subdivision off of Richland Road, stating the cash deposit would be \$135,490.83 which is 150% of the Erosion and Sediment Control Costs for the project. Commissioner Parry asked how

many acres. Stormwater Coordinator Fuemmeler responded with there are ten acres. Commissioner Parry asked how many lots and Stormwater Coordinator Fuemmeler responded with there will be thirty-six lots.

Commissioner Atwill 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 appropriate order for approval

10. Public Hearing; 2021 Proposed Budget

No public present to address budget.

Emergency Management

11. First Reading: CARES with CMCA Funding for Utility Assistance Contract Amendment #1

Director of Emergency Management Operations Chad Martin spoke to wanting to amend two items for the CMCA Amendment #1 contract. The first would be to change administration fees up 10%. The second would be to address the wording issues on how they are to administrate the payments due to the City of Columbia billing cycle.

Commissioner Atwill 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 appropriate order for approval

12. First and Second Reading; Board Appointment: Airport Application

Commissioner Thompson moved now on this day; that the County Commission of the County of Boone does hereby appoint the following: Todd Culley to the Airport Advisory Board for the period of January 1, 2021 thru December 31, 2025 done this 3rd day of December 2020

Commissioner Parry seconded the motion.

The motion carried 3 to 0 **Order #529-2020**

Commission

1. Public Comment


None.


2. Commissioner Reports

None.

Meeting adjourned at 1:50pm

Attest:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner