

TERM OF COMMISSION: December Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Senior Buyer Liz Palazzolo
Senior Accountant/Financial Analyst Heather Acton
Director of Resource Management Bill Florea
Budget Administrator Kelle Westcott
Deputy Boone 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.

Auditor

1. Second Reading: Approval of FY2023 Budget (First Read 11.15.22)

Senior Accountant/Financial Analyst Heather Acton stated the budget has been previously discussed with the Commission and all requested changes have been incorporated.

Commissioner Aldred moved now on this day, the County Commission of Boone County does hereby approve and adopt the Boone County Operating Budget for fiscal year 2023. The adopted operating budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached schedule of Commission Directed Changes to the fiscal year 2023 Proposed Budget. Final wage and benefit appropriations for each department have been calculated using actual salaries in effect as of December 12, 2022, incorporating all approved range re-

classifications having an effective date of January 1, 2023. In addition, the adopted budget reflects a 6% increase adjustment to the County's Salary Range Table for FY 2023, which has been incorporated into relevant wage and benefit calculations for all FY 2023 appropriations.

Total appropriations are set forth by line item and are summarized as follows:

- 1) by category of expenditure (i.e., class 1, class 2, etc. up to and including class 9.);
- 2) by office, department or spending agency; and,
- 3) by fund.

Spending may not exceed appropriations at the class level for a given office, department, or spending agency without approval pursuant to the County's Budget Adjustment Policy. Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's fiscal year 2023 Budget. The Proposed Budget submitted by the County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission-directed changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with the County's Purchasing Policy adopted by the County Commission.

The County Commission tentatively fixes the property tax rates necessary to finance the budget and which are shown in the attached Draft Revenue Commission Order.

The County Commission authorizes the County Auditor to re-appropriate unspent fiscal year 2022 grant funds which may be carried forward into fiscal year 2023 according to the terms of the grant award upon determination that a remaining balance of the grant award is available for re-budgeting. In addition, the County Commission authorizes the County Auditor to re-appropriate unencumbered FY 2022 appropriations for projects approved in the FY 2022 budget which require extension into FY 2023 for completion.

This appropriation order contemplates that the County Commission will amend the County's budget as needed throughout FY 2023 to establish budgetary spending authority pertaining to Boone County's American Rescue Plan Act (ARPA) monies.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #576-2022**

Resource Management

2. **First Reading: Budget Amendment – Dept. 2142 - MO Dept of Agriculture/Pesticide program Grant**

Budget Administrator Kelle Westcott stated this is the Budget Amendment to set up funding for the grant Resource Management accepted. Ms. Westcott stated there is no impact to the County budget. Resource Management will be receiving \$30,000.00 from the state that will be a pass-through to the University of Missouri and reimbursement for supplies the County purchased.

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

3. **First Reading: Resource Management Land Use Fee Adjustment**

Director of Resource Management Bill Florea stated two of these three items are just adjustments to the County Land Use Fees and the On-Site Wastewater Permit Fees, and those have an annual adjustment done based on the cost-of-living index. Director Florea stated there is also a new fee for a review of residential solar installations. Director Florea stated this is a \$45.00 permit fee, and after the third re-submittal, they would like to charge \$25.00 re-submittal fee. Director Florea stated many of these can be turned around in one re-submittal, but some are more problematic than others, and after the third time, they think they should charge an additional fee.

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

4. **First Reading: Resource Management Building Permit Fee Adjustment**

This item was addressed along with item #3.

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

5. **First Reading: Resource Management On-Site Wastewater Permit Fee Adjustment**

This item was addressed along with item #3.

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

Purchasing

6. First Reading: Sole Source - 166-123123SS - Cartegraph Solutions Subscriptions

Senior Buyer Liz Palazzolo read the following memo: Attached for signature and approval is Sole Source Request Form 166-123123SS for Cartegraph Software Subscriptions from Cartegraph of Dubuque, Iowa. The Purchasing Department requests approval of Single Feasible Source 166-123123SS that is being established on behalf of the Boone County Resource Management Department and the Boone County Road & Bridge Department. The sole source form is attached for Commission approval.

The purchase of Cartegraph subscriptions is proprietary to Cartegraph. The requested purchase is a renewal of existing subscriptions previously purchased under Sole Source 137-123117SS awarded January 6, 2017, via Commission Order 6-2017.

Resource Management and Road & Bridge use the Cartegraph software to provide asset management. The software helps the County keep track of its infrastructure assets (i.e., roads, right of ways, etc.), road treatments, and work equipment used for infrastructure upkeep and management including depreciation scheduling for said equipment. It also provides Overall Condition Index information, used to plan road and bridge projects, as well as equipment replacement.

The single feasible source has been advertised in both the Missouriian and the Columbia Tribune. No other vendors have come forth to indicate that they are able to provide this product.

A contract will be written based on this Sole Source and presented for Commission approval at a later date. Payments will be paid using this Department/Object coding:

- 2081 – R&B RM Administration/70100 –Software Subscriptions: \$18,373.00
- 2044 – R&B Administration/70100 –Software Subscriptions: \$18,373.00

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

7. Second Reading: Amendment #8: C000306 (66/2010) – Radio Consulting Services with David O. Dunford (First Read 12.01.22)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve Amendment #8: C000306 (66/2010) - Radio Consulting Services with David O. Dunford.

This Amendment renews the professional services contract for the period of January 1, 2023 through December 31, 2023, for the following:

Professional Services at \$60.00/hour, not to exceed \$95,000.00 per contract period
Reimbursable expenses not to exceed \$18,000.00 per contract period.

Invoices will be paid from Department 2704 -Radio Network Operations, Account 71101 - Professional Services. \$113,000.00 is budgeted for 2023.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #577-2022**

8. Second Reading: Award of C000524 from Co-Op Contract 031121-KBA Grounds Maintenance Equipment, Attachments, Accessories w/ Related Services with Farm & Power, Lawn & Leisure (First Read 12.13.22)

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the request to use Contract 031121-KBA for Rounds Maintenance Equipment, Attachments & Accessories with Related Services with Farm & Power Lawn & Leisure of Columbia, Missouri for Kubota Lawn Equipment for the Boone County Facilities Maintenance Department.

The contract period runs from January 01, 2023, through April 30, 2025. A one one-year renewal option is available to renew the contract past this initial contract period.

Payments will reference Department/Object codes 6104 – Facilities Maintenance Grounds Maintenance/92300 – Replacement Machinery & Equipment: \$18,836.08.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #578-2022**

Human Resources

9. Second Reading: Request for Extended Overlap Period for Position 638, Deputy Treasurer (First Read 12.13.22)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby authorize an extended overlap period for position 638, Deputy Treasurer, from December 31, 2022, through March 31, 2023. This authorization is pursuant to Commission Order 147-2005, which requires Commission approval for any overlap period in excess of 80 hours.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #579-2022**

Sheriff's Office

10. Second Reading: 2022 Justice Assistance Grant (First Read 12.13.22)

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the Fiscal Year 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Agreement.

The terms of the agreement are stipulated in the attached Agreements. It is further ordered that the Presiding Commissioner is authorized to sign said Agreements.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #580-2022**

Community Services

11. Second Reading: Funding for Shelters for Victims of Domestic Violence (First Read 12.13.22)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Agreement for Funding for Shelter for Victims of Domestic Violence between Boone County and True North of Columbia, Inc.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #581-2022**

Commission

12. First and Second Reading: Accepting donation of furniture and art from Presiding Commissioner Dan Atwill

Commissioner Thompson thanked Commissioner Atwill, stating, "This is an incredible donation to the County and greatly appreciated."

Commissioner Thompson moved now on this day the County Commission of the County of Boone does hereby accept the donation of certain items of furniture and certain paintings currently physically located in the Boone County Commission offices in the Boone County Government Center generously donated by Presiding Commissioner Daniel K. Atwill.

With special thanks from the Boone County Commission, the Commission hereby acknowledges receipt of the donation as specifically set forth in the attached exhibit. Further, the Commission agrees to retain ownership of said donated furniture and paintings for a minimum period of thirty-six (36) months from the date of the Order.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. Order #582-2022

13. Public Comment

None

14. Commissioner Reports

None

Attest:

Brianna L. Lennon
Clerk of the County Commission

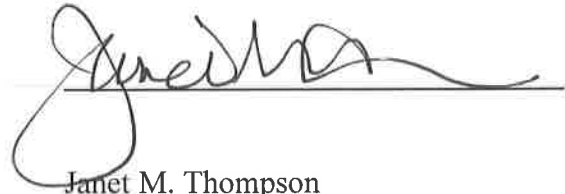


Daniel K. Atwill

Presiding Commissioner



Justin Aldred
District I Commissioner

A handwritten signature in black ink, appearing to read "Janet M. Thompson", written over a horizontal line.

Janet M. Thompson

District II Commissioner