BOONE COUNTY PLANNING COMMISSION
BOONE COUNTY ADMINISTRATION BUILDING
FIRST FLOOR FISCAL COURTROOM
BUSINESS MEETING
October 5, 2016
7:00 P.M.

Chairman Rolfsen opened the Business Meeting at 7:00 p.m. and welcomed the audience to the Planning Commission's October 5, 2016 Business Meeting. Chairman Rolfsen then invited everyone to join him in reciting the Pledge of Allegiance.

COMMISSION MEMBERS PRESENT:

Mr. Matt Apke
Mr. Randy Bessler
Mr. Greg Breetz
Mr. Kim Bunger, Secretary/Treasurer
Mr. Mike Ford, Vice Chairman
Mrs. Lori Heilman
Mr. Mark Hicks
Mrs. Janet Kegley
Mr. Don McMillian
Mr. Kim Patton
Ms. Lisa Reeves
Mr. Charlie Reynolds
Mr. Charlie Rolfsen, Chairman
Mr. Bob Schwenke
Mr. Steve Turner, Temporary Presiding Officer

COMMISSION MEMBERS NOT PRESENT:

LEGAL COUNSEL PRESENT:

Mr. Dale Wilson

STAFF MEMBERS PRESENT:

Mr. Kevin Costello, AICP, Executive Director
Ms. Treva Beagle, Administrative Assistant

Approval of the Minutes:

Chairman Rolfsen stated that the Commissioners received copies of the Minutes from the September 7, 2016 Business Meeting (excluding item #2) and the September 21, 2016 Special Business Meeting. He asked if there were any comments or corrections? **Mrs. Kegley moved to approve the Minutes as presented. Mr. Reynolds seconded the motion and it carried unanimously.**

BILLS:

Mr. Kevin P. Costello, AICP, Executive Director, advised the Commissioners of the **Bills to be Paid,** which included a list of **Expenses** and **Salaries and Benefits** for a time period between 9/8/16 through 10/5/16.

EXPENSES:		
Accounting Fees		$ 7,338.61
Attorney Fees		5,412.50
Auto Expense		174.56
Consultant/Professional Svcs Fees		2,513.80
Filing Fees (CLURs)		320.00
GIS Operations		1,000.00
Legal Ads/Recruitment		55.76
Miscellaneous Expense		156.72
Office & Board Mtg. Supplies		2,549.85
Office Equipment Maintenance		719.87
Office Equipment / Expense		1,012.67
Office/Liability Insurance		3,952.50
Postage Expense		1,752.00
Professional Development		1,769.50
Printing/Pub/Dues/Subscriptions		31.50
	TOTAL:	**$ 28,759.84**
SALARIES AND BENEFITS:		
FICA-BCPC Portion		$ 5,266.64
Health / Dental / Life / LTD		-3,007.21
Retirement - BCPC Portion		17,914.12
Workers Comp Insurance		1,179.67
Salaries - Staff Expense		76,620.00
Salaries BCPC		770.00
Salaries BCBOA		175.00
Salaries WBOA		140.00
	TOTAL:	**$ 99,058.22**
	GRAND TOTAL:	**$127,818.06**

Mr. McMillian moved that the bills (expenses and salaries and benefits) be approved and paid as presented and indicated approval of those items, which have been paid. Mr. Patton seconded the motion and it carried unanimously.

ACTION ON PLAN REVIEWS:

New Business:
None

EXECUTIVE DIRECTOR'S REPORT:

Mr. Kevin P. Costello, AICP, Executive Director, referred to his September 23, 2016 memorandum regarding the Cornerstone Baptist Church's request for a waiver of a $782.00 Conditional Use Permit application fee. He explained that the maximum waiver amount is $300.00 based upon the Planning Commission policy. **Mr. Hicks moved to approve the $300.00 maximum wavier for the Cornerstone Baptist Church. Mr. Ford seconded the motion and it passed unanimously.**

Mr. Costello referred to his September 23, 2016 memorandum regarding proposed changes to the Planning Commission's fee schedule. With the adoption of the Zoning Text Amendments for Small Cellular Poles, it is necessary to amend the current fee schedule because of a new type of Staff review. He explained the differences between the tower application fee and pole review fee. **Mr. Patton moved to approve the changes in the Planning Commission's current fee schedule in order to review Small Cellular Poles based upon the September 23, 2016 memorandum. Mr. Ford seconded the motion and it passed unanimously.** Mr. Costello mentioned that the new fee would go into effect immediately when final action occurs on the Zoning Text Amendments.

Finally, Mr. Costello introduced Treva Beagle from the audience and referred to his September 28, 2016 memorandum regarding the promotion of Treva Beagle and Sara Smith. He explained that with the retirement of Vicki Myers, the position of Manager, Administrative Services opened. It is the recommendation of the Executive Committee and himself to appoint or promote Treva Beagle to this position. With this move, it is also the recommendation to appoint or promote Sara Smith to the position of Administrative Assistant. Both appointments would be effective October 10, 2016 and be based on the September 28, 2016 memorandum. If this action occurs by the full Planning Commission, then the Staff would begin to recruit for the open Staff Assistant position. **Mr. Hicks moved to appoint or promote Treva Beagle to the Manager, Administrative Services position and Sara Smith to the Administrative Assistant position based upon the terms in Mr. Costello's memorandum. Mr. Schwenke seconded the motion and it passed unanimously.**

COMMITTEE REPORTS:

AIRPORT REPORT: Mr. Ford
No Report

ADMINISTRATIVE/PERSONNEL: Mr. Reynolds
No Report

ENFORCEMENT REPORT: Mr. Bunger
No Report

LONG RANGE PLANNING/COMPREHENSIVE PLAN: Mr. Schwenke

Mr. Schwenke stated that the Committee met before the Business Meeting to review the Mattress Firm application for a site located off Woodspoint Drive. The project will follow the short review process. He also mentioned that Committee received a update regarding the 2017 Comprehensive Plan.

TECHNICAL/DESIGN REVIEW: Mr. Reynolds
No Report

EXECUTIVE REPORT: Mr. Rolfsen
No Report

CHAIRMAN'S REPORT: Mr. Rolfsen
No Report

OKI REPORT: Mr. Breetz
No Report

OTHER:

There being no further business to come before the Planning Commission, Mr. Reynolds moved to adjourn the meeting. Mr. Hicks seconded the motion. The meeting was adjourned by unanimous consent at 7:10 p.m.

APPROVED

Charlie Rolfsen
Chairman

Attest:

Kevin P. Costello, AICP
Executive Director