

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

} ea.

January Session of the November Adjourned Term. 20 01

County of Boone

In the County Commission of said county, on the

11th

day of

January

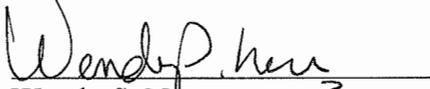
20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Prosecuting Attorney's Office to fill the position known as Victim Assistant with an existing employee at the same rate of pay as is being paid for the employee's previous position an amount not to exceed \$23,462.40. It is also noted that this hire is approximately 10% above the base of the range.

Done this 11th day of January, 2001.

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Don Stampler
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

13-2001



Office of the Boone County Prosecuting Attorney

KEVIN M.J. CRANE, Prosecutor

705 E. Walnut - Courthouse
Columbia, Missouri 65201-4485

573-886-4100
FAX 886-4148

MEMO

DATE: January 10, 2001

TO: Don Stamper, Presiding Commissioner
Karen Miller, Southern Commissioner
Skip Elkin, Northern Commissioner

FROM: Kevin M.J. Crane
Prosecuting Attorney

RE: Victim Assistant Position

There is currently an opening in the Prosecutor's Office for a Victim Assistant. The previous employee left without notice and we are anxious to fill this position. It is a key position that deals with victims of property crimes. Cassandra Rogers currently works in our Child Support Division. She started with this office as a legal secretary in November 1999 and transferred to the Child Support in April 2000. Cassandra is an excellent employee and imminently qualified for this job. We are very interested in having her accept the Victim Assistant position. Her Child Support position is a range 16 and the Victim Assistant position is a range 14. Cassandra will accept the position at her current salary. In my opinion this move should not be considered a step down. The position was budgeted for \$25,292.80 and Cassandra's current salary is \$23,462.40, therefore it is not a budgetary issue.

I respectfully request your approval to hire Cassandra Rogers at her current salary \$23,462.40.

Thank you for your consideration of this matter.

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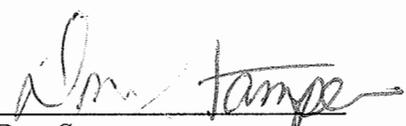
In the County Commission of said county, on the

11th day of January 20 01

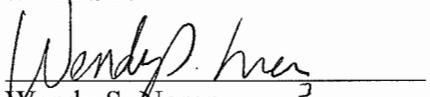
the following, among other proceedings, were had, viz:

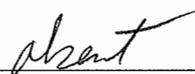
Now on this day the County Commission of the County of Boone does hereby approve Change Order No. 1 of the Benson Road Design Project with Shafer, Kline & Warren, Inc. in the contract amount of \$5,300 and authorize the Presiding Commissioner to sign the change order.

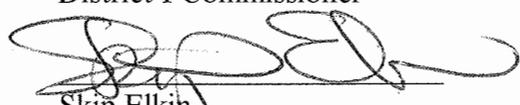
Done this 11th day of January, 2001.


Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

**BOONE COUNTY DEPARTMENT OF PUBLIC WORKS
DESIGN AND CONSTRUCTION DIVISION**

Change Order No.: One (1)

Job No.: 9204

Date: 1-9-01

Project Location: **Benson Road – Design Contract**

Consultant: Shafer, Kline & Warren, Inc. (SKW) Contract Date: 5-18-99

It is hereby mutually agreed that when this change order has been signed by the contracting parties, the following described changes in the work required by the contract shall be executed by the contractor without changing the terms of the contract except as herein stipulated and agreed.

Description of Changes: See attached sheets (Exhibits A & B)

CONTRACTORS PROPOSAL FOR THE ABOVE DESCRIBED CHANGES:

I/We hereby agree to the modifications of the contract as described above and agree to furnish all material and labor and perform all work in connection therewith in accordance with the requirements for similar work in existing contract except as otherwise stipulated herein, for the following considerations:

Contract Amount: Add to the Contract Amount a total of

Five Thousand Three Hundred Dollars & 00/100 (\$ 5,300.00)

CONTRACTOR - Shafer, Kline & Warren, Inc. (SKW)

SIGNATURE See Exhibit A DATE _____

Recommended by: Project Manager

SIGNATURE J.P.P. WALK II DATE 1-9-01

Accepted by: Boone County

SIGNATURE [Signature] DATE 1-11-01

CERTIFICATION
 I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
 Date: 1/10/2001
 Auditor: [Signature] Date: 204571102 \$5,300

STATEMENT OF CONTRACT AMOUNT:

ORIGINAL CONTRACT AMOUNT	\$ 42,300.00
PREVIOUS ADDITIONS	\$ 0.00
TOTAL	\$ 42,300.00
PREVIOUS DEDUCTIONS	\$ 0.00
NET PRIOR TO THIS CHANGE	\$ 42,300.00
AMOUNT OF THIS CHANGE <u> </u> X_ADD <u> </u> DEDUCT	\$ 5,300.00
CONTRACT AMOUNT TO DATE	\$ 47,600.00

PROFESSIONAL SERVICES CHANGE ORDER

Project <u>Benson Road P.O. #1999000157</u>	Date <u>01 / 04 /2001</u>
SKW Project No. <u>200478</u>	Agreement Date <u>May18, 1999</u>
Owner <u>Boone County Public Works</u>	

Description of Change(s)
 To modify the construction plans for a pave in place project with minor ditching to assure positive drainage.
 Vertical and Horizontal improvements will be made for the S curve and the Railroad track areas.
 Determine the proposed cross section

Exhibits/Attachments/References which are a part of this professional services change order
 Boone County Letter to SKW

Anticipated effects of professional services change order on basic services

Schedule	Fees
Determine ROW requirements for temporary easements within 30 days. Project is scheduled for construction in 2002	\$5,300

The change described in this professional services change order is made a part of the indicated professional services agreement between the client and SKW. All other provisions of the agreement shall remain in force.

SKW by <u><i>David E. Hammett</i></u>	Date <u>1 / 4 / 01</u>
Client by <u><i>Wm. Sample</i></u>	Date <u>1 / 11 / 01</u>

If directed/approved by Client by telephone, by letter, in meeting, etc., provide reference material here.
 Distribution

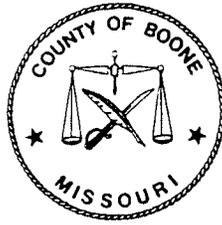
Owner Project File SKW Accounting Other _____

Exhibit A

Boone County Public Works

11-27-00

John P. Watkins II
Project Development Manager
Design and Construction Division



5551 Highway 63 South
Columbia MO 65201
(573)-499-1670
FAX (573)-875-1602
jwatkins@boonecountymo.org

November 17, 2000

Mr. David Hamilton, PE
Shafer, Kline & Warren, Inc.
215 N. Rollins
Macon, MO 63552

COPY

Re: Benson Road

Dear Mr. Hamilton:

As per our meeting on November 15, we are requesting that your firm provide a proposal on cutting back the existing design parameters for the Benson Road Improvement Project.

The following information should be included within your proposal.

1. Design will be based on 50' R.O.W.
2. Scope shall be to accommodate a pave in place project with minor ditching to assure positive drainage.
3. Vertical and Horizontal improvements shall be made for the curve and railroad track areas.
4. Proposed cross section will be determined by S.K.W.
5. Proposal will be submitted back to this office on or before December 8, 2000.

If you have any questions or concerns, please contact this office at 499-1670.

Sincerely,

John P. Watkins II
Project Development Manager

cc: Project File

Exhibit B

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

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County of Boone } ea.

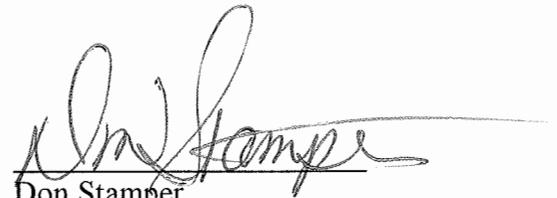
January Session of the November Adjourned Term. 20 01

In the County Commission of said county, on the 11th day of January 20 01

the following, among other proceedings, were had, viz:

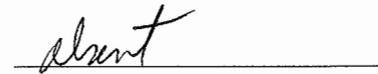
Now on this day the County Commission of the County of Boone does hereby approve and authorize the Presiding Commissioner to sign the Roadway Maintenance Acceptance Certificate for the Cedar Gate Neighborhood Improvement District-Birch Street, Branch Street, and Redwood Street.

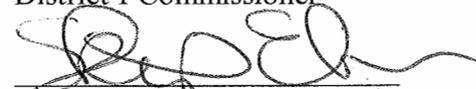
Done this 11th day of January, 2001.


Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Nofen
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



Boone County Public Works

Memorandum

Date: January 10, 2001

To: Don Stamper, Presiding Commissioner
 Karen M. Miller, Associate Commissioner, District I
 Skip Elkin, Associate Commissioner, District II

From: John P. Watkins II, Project Development Manager

Subject: Roadway Maintenance Acceptance Certificate for the Cedar Gate Neighborhood Improvement District – Birch Street, Branch Street and Redwood Street

Attached is a Roadway Maintenance and Permanent Drainage Easement Acceptance Certificate for Birch Street, Branch Street and Redwood Street.

Roads are located in the Cedar Gate Neighborhood Improvement District. Cedar Gate NID is made up of one (1) tract of land and twenty-seven (27) lots in the Northwest Quarter (NW1/4) of Section Twenty-three (23). Township Fifty (50) North, Range Twelve (12) West, in Boone County, Missouri.

The private rock surfaced roadways of Birch Street, Branch Street and Redwood Street were upgraded to asphaltic concrete roadways by a contracted construction company under plans, specifications and inspection by the Boone County Public Works Department.

Birch Street is an asphaltic concrete surfaced roadway twenty-two (22) feet wide with one (1) - foot earth shoulders and extends east from edge of pavement of MoDot Rt. B, a center line distance of seven hundred fifteen (715) feet to the end of pavement of Branch Street.

Branch Street is an asphaltic concrete surfaced roadway twenty-two (22) feet wide with one (1) - foot earth shoulders and extends north and northwest from the edge of payment of Birch Street a center line distance of nine hundred fifty-nine (959) feet to the edge of pavement of MoDot Rt. B.

Redwood Street is an asphaltic concrete surfaced roadway twenty-two (22) feet wide with one (1) - foot earth shoulders and extends north from edge of pavement of Birch Street a center line distance of six hundred five (605) feet to the edge of pavement of Branch Street.

Two (2) permanent drainage easements were acquired for this project

The Boone County Public Works Department recommends that the Commission authorize the Presiding Commissioner to sign the ROADWAY MAINTENANCE ACCEPTANCE CERTIFICATE for said Birch Street, Branch Street and Redwood Street and accept the roads and easements for maintenance and control. If you concur with this recommendation, please make a motion as per the attached Order of Roadway Maintenance Acceptance.

cc: County Clerk NID File Subdivision File Road File

**ROADWAY MAINTENANCE AND
PERMANENT DRAINAGE EASEMENT
ACCEPTANCE CERTIFICATION**

Road Name: Birch Street, Branch Street and Redwood Street

Subdivision Name: Cedar Gate Neighborhood Improvement District is one (1) tract of land and twenty-seven (27) lots in the Northwest Quarter (NW1/4) of Section Twenty-three (23), Township Fifty (50) North, Range Twelve (12) West in Boone County, Missouri.

Description of Roadway: Birch Street is an asphaltic concrete surfaced roadway twenty-two (22) feet wide with one (1) - foot earth shoulders and extends east from edge of pavement of MoDot Rt. B, a center line distance of seven hundred fifteen (715) feet to the end of pavement of Branch Street.

Branch Street is an asphaltic concrete surfaced roadway twenty-two (22) feet wide with one (1) - foot earth shoulders and extends north and northwest from the edge of payment of Birch Street a center line distance of nine hundred fifty-nine (959) feet to the edge of pavement of MoDot Rt. B.

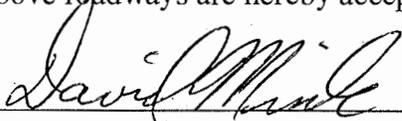
Redwood Street is an asphaltic concrete surfaced roadway twenty-two (22) feet wide with one (1) - foot earth shoulders and extends north from edge of pavement of Birch Street a center line distance of six hundred five (605) feet to the edge of pavement of Branch Street.

Variances(s): NID Specifications

Other Comments: The improvements for this project were funded through the Boone County Neighborhood Improvement District Program. Plans, specifications and construction inspection for the project was completed by the Boone County Public Works Department.

Two (2) permanent drainage easements were acquired for this project and dedicated to the County of Boone as recorded in Book 1599, Page 906 and Book 1599, Page 907, records of Boone County, Missouri.

The above roadways are hereby accepted for County asphalt road maintenance.



David Mink, PE
Director of Public Works

1/10/01

Date

Approved by County Commission:



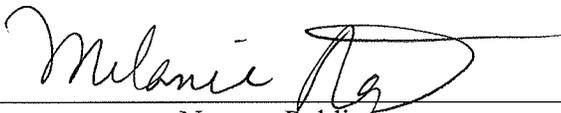
Den Stamper

01-11-01

Date

State of Missouri }
 }
County of Boone }

On this 11th, day of January, 2001, before me, a Notary Public in and for the state of Missouri, personally appeared Don Stamper, Karen M. Miller, and Skip Elkin, who upon their oath and upon being duly sworn, did state, affirm and acknowledge that they are the Commissioners composing the County Commission of the County of Boone, a political subdivision of the State of Missouri, that they have executed the within Order of Acceptance of Road as County Road on behalf of said County as the free act and deed of said County, for the purposes therein stated and pursuant to the authority vested in them to execute said within instrument as Commissioners of said Commission of said County, that said within instrument is binding in all respects upon said County, and that said County is duly empowered by law to accept the roads described in the said within instrument as county roads by means of the said within instrument.



Notary Public

SEAL

My Commission Expires: _____

MELANIE STAPLETON
Notary Public-Notary Seal
State of Missouri
County of Boone
My Commission Expires December 2, 2002

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

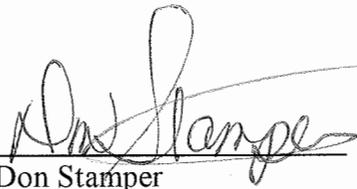
STATE OF MISSOURI }
County of Boone } ea.

In the County Commission of said county, on the 11th day of January 20 01

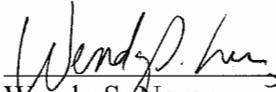
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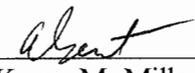
Now on this day the County Commission of the County of Boone does hereby approve the General Consultant Services Agreement between Boone County and Engineering Surveys and Services for year 2001 and authorize the Presiding Commissioner to sign the agreement.

Done this 11th day of January, 2001.


Don Stamper
Presiding Commissioner

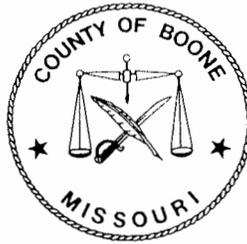
ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

*CC
for Com
Agenda*



Boone County Public Works Memorandum

Date: January 9, 2001

To: David Mink

From: David Nichols 

Subject: Construction Management & General Consultant Services Contracts

Enclosed are two different contracts with the Engineering Surveys and Services Company for your approval. The General Consultant Services Agreement Contract is our standard form for entering into yearly contracts with consultants who we want to do business with the County throughout the calendar year. The billable rates are set for any services performed. This has been the format that the county has used the past 3 years and is also preferred by Mr. Patton.

The second contract is for construction management services related to the Bank Erosion Project. Due to the extreme complexity and issues with the Corps of Engineers, I recommend we enter into this agreement. There are funds in the budget to cover this expense and these are also eligible for the 50/50 matching reimbursement through the MoDNR grant program.

If you concur, I will obtain Mr. Patton's signature, take these to the consultant, and then to the Auditor's office, hopefully in time for a place on this Thursday's Commission agenda.

*Proceed 1/9/01
David Mink*

\$ 15,000 Contract

50/50 match

*Boone County to receive \$7,500 from MoDNR
Public Works to spend \$7,500*

Thurs Jan 11 Commission Agenda

From: Greg Edington
To: Don Stamper
Date: 1/8/01 10:13AM
Subject: Turner Paving Information

In mid-July the County advertised bids for material hauling for use in the Public Works chip and seal operations. The successful vendor (Turner Paving and Construction Co.) supplied six operators and (6) tandem axle trucks with special hitch attachments to the Department. The operations commenced on August 2,2000 and concluded on September 29,2000. The trucks worked for a total of 33 days at an expense of \$79,575.00.

All specifications in the bid were met (i.e. insurance requirements, # of trucks, times of operation, etc.) and the performance was satisfactory.

Thank you,

Greg Edington
Manager
Boone County Public Works
Maintenance Operations Division
gedington@boonecountymo.org

CC: Cathy Richards

GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 11th day of January, 2001, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Engineering Surveys and Services, Inc., a Missouri corporation, (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects or work assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner or Owner's representative in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

1.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner or Owner's representative provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner or Owner's representative shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide reasons why the Consultant cannot provide or respond to the request for optional services.

1.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner or Owner's representative provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

1.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's or Owner's representative's request for proposal specifies otherwise.

1.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Public Works, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

2. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone

County Public Works Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

3. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along any information necessitated by changes in work or services initiated by the Owner which may effect services rendered thereunder.

4. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

5. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverages no less than \$500,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and

expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and/or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

6. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

7. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner or Owner's representative as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to and consent by the Owner or the Owner's representative.

8. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement for which the Consultant shall be entitled to no additional compensation.

9. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri through the Boone County Commission. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services, except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Public Works Department or his designee as specified in writing.

It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make changes to the Consultant's compensation or reimbursement under an Owner approved proposal for services which involve or affect cost, expense or budgetary allowances. The Consultant shall be obligated to verify that the Owner has issued written approval of any changes in the Consultant's compensation under any Owner approved proposal for services prior to rendering additional services or services outside the scope of services under such proposal. The Owner shall not be liable for payment of compensation or reimbursement for expenses incurred as additional services or services outside the scope of services under an existing Owner approved proposal for services unless payment for such services has been approved in writing prior to rendition of such services.

10. **Termination** - The Owner may and reserves the right to terminate this agreement or any Owner approved proposal for services issued under this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services as of the date of termination and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

11. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

12. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

13. **Duration of Agreement** - This agreement shall be in effect for the calendar year for which it is made and may be terminated in accordance with the terms and conditions set forth in this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

ENGINEERING SURVEYS & SERVICES INC.

By *Quinn A. Bennett*
Title *Vice Pres - Engineering*

Dated: *1/9/2001*

APPROVED AS TO FORM:

[Signature]
County Attorney

APPROVED:
David Mink
Director, Boone County Public Works

BOONE COUNTY, MISSOURI

By *[Signature]*
Presiding Commissioner

Dated: _____

ATTEST:
Wendy J. [Signature]
County Clerk

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

no unencumbered balance 1/10/2001
Auditor *[Signature]* Date

Engineering Surveys and Services

Consulting Engineers, Geologists, and Land Surveyors
Analytical and Materials Laboratories

Larry L. Hendren, PE, RG
David A. Bennett, PE
Timothy J. Reed, PLS
Morton L. Ratliff, PLS
John M. Eppenauer, PLS
Bruce A. Dawson, PE

Randall A. Lee, PE, RG
Timothy J. O Connor, PE
Benjamin A. Ross, PE
Kerry A. Turpin, PLS
Rebecca L. Brooks, PE
Gregory S. Hayes, PE

1113 Fay Street
Columbia, Missouri 65201
Telephone 573-449-2646
Facsimile 573-499-1499
E-Mail ess@ess-inc.com
<http://www.ess-inc.com>

HOURLY FEE SCHEDULE

January 1, 2001

<u>Services of:</u>	<u>Rate:</u>
Firm Principal	\$ 85.00/hour
Registered Professional Engineer	\$ 80.00/hour
Registered Land Surveyor	\$ 75.00/hour
Registered Geologist	\$ 75.00/hour
Engineer In Training	\$ 50.00-60.00/hour
Engineering Technician	\$ 30.00-45.00/hour
CAD Operator	\$ 39.00-48.00/hour
Secretary	\$ 35.00/hour
2 Man Field Crew	\$ 90.00-120.00/hour
3 Man Field Crew	\$120.00-150.00/hour
Computer	\$ 50.00/hour
EDM Equipment	\$ 100.00/day
Travel	\$ 0.40/mile
Materials, expendables, copies, phone, etc.	Actual Cost

NOTES

1. The exact rate for field crew depends upon the composition of the crew involved.
2. Since charges are based on salary multiplier, all rates are subject to minor fluctuations as salaries change.
3. Overtime charges at 1.4 times above rates.

Other Offices
Jefferson City, Missouri • Sedalia, Missouri

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

} ea.

County of Boone

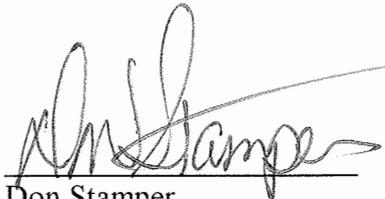
January Session of the November Adjourned Term. 20 01

In the County Commission of said county, on the 11th day of January 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Proposal for Consultant Services with Engineering Surveys and Services for Bank Stabilization and Erosion Control Measures on Boone County Bridge Sites for an amount not to exceed \$15,000 and authorize the Presiding Commissioner to sign the agreement.

Done this 11th day of January, 2001.

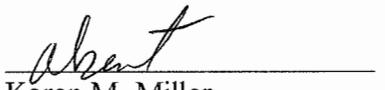


Don Stamper
Presiding Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the 11th day of January, 2001, Boone County, Missouri, a political subdivision of the state of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified below.

Consultant Name: Engineering Surveys and Services, Inc.

Project/Work Description: Bank Stabilization and Erosion Control Measures - Boone County Bridge Sites

Proposal Description: (identify proposal by date, person issuing proposal and attach a copy of proposal) See attached Consultant letter response dated December 1, 2000

Modifications to Proposal: (identify any modifications or attach correspondence modifying proposal, or show as not applicable)

Basic Services shall include the following:

1. General administration of the construction contract.
2. Provide a resident project representative for daily inspection of construction work throughout the project as necessary to assure the work conforms to the Contract Documents. The time spent for on-site observation and inspection shall be as mutually agreed upon by the Consultant and the Owner's representative assigned to the project. Consultant shall also provide that representative with a cellular phone.
3. Participation in the pre-construction and pre-bid conference.
4. Make recommendations to the County on necessary clarifications and interpretations of the Contract Documents. Issue field orders in accordance with County directives.
5. Recommend and prepare change orders and work change directives as required.
6. Review and approve or take other appropriate action in respect to shop drawings for conformance with the Contract Documents.
7. Inspection and testing.
8. Review Contractor pay estimates and make a recommendation to the County for payment.
9. Maintain a daily log of contractor's activities, weather, working days, equipment and work completed. The Consultant shall document the progress of the construction work through photographs or video if and to the extent such documentation is required in the judgment of the Consultant and Owner Representative.

- 10. Conduct a final inspection with County representatives and recommend acceptance upon project completion.
- 11. Conduct biweekly progress meetings.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Public Works Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the general Consultant Services Agreement, the terms and conditions of the general agreement shall control unless the proposal approved herein specifically identifies a term or condition of the general Consultant Services Agreement that shall not be applicable.

CONSULTANT
 By *David A. Bennett*
 Title *Vice Pres - Engineering*

BOONE COUNTY, MISSOURI
 By *Wm. Stamps*
 Presiding Commissioner

Dated: *1/9/2001*

Dated: *1/11/00*

APPROVED AS TO FORM:
[Signature]
 County Attorney

ATTEST:
Wendy [Signature]
 County Clerk

APPROVED:
David [Signature]
 Director, Boone County Public Works

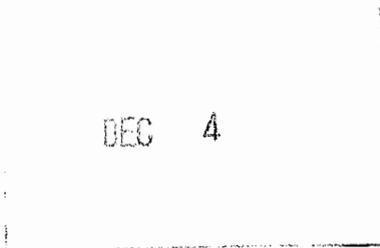
CERTIFICATION:
 I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.
Jane C. Pitchford *1/10/2001*
 Auditor *[Signature]* Date
 2045-71102 \$15,000

Engineering Surveys and Services

Consulting Engineers, Geologists, and Land Surveyors
Analytical and Materials Laboratories

Larry L. Hendren, PE, RG
David A. Bennett, PE
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1113 Fay Street
Columbia, Missouri 65201
Telephone 573-449-2646
Facsimile 573-499-1499
E-Mail ess@ess-inc.com
<http://www.ess-inc.com>

December 1, 2000

Mr. David Nichols, PE
Boone County Public Works
5551 Highway 63 South
Columbia, MO 65201

Re: Bank Stabilization and
Erosion Control Measures
Boone County Bridge Sites
Boone County, Missouri

Dear Mr. Nichols:

Thank you for the opportunity to submit this proposal for inspection services during construction on the referenced project.

Based on the contractor's estimate of 30 working days to complete the project, we propose to provide these services at a not to exceed cost of \$15,000. Billing will be on a time expended basis in accordance with the enclosed fee schedule.

Should you have any questions regarding this letter, please contact me. Once again, we look forward to working with Boone County Public Works.

Respectfully submitted,

Larry L. Hendren, PE, RG
President

enclosure

Engineering Surveys and Services

Consulting Engineers, Geologists, and Land Surveyors
Analytical and Materials Laboratories

Larry L. Hendren, PE, RG
David A. Bennett, PE
Timothy J. Reed, PLS
Morton L. Ratliff, PLS
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HOURLY FEE SCHEDULE

January 1, 2001

<u>Services of:</u>	<u>Rate:</u>
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Registered Land Surveyor	\$ 75.00/hour
Registered Geologist	\$ 75.00/hour
Engineer In Training	\$ 50.00-60.00/hour
Engineering Technician	\$ 30.00-45.00/hour
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Secretary	\$ 35.00/hour
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Computer	\$ 50.00/hour
EDM Equipment	\$ 100.00/day
Travel	\$ 0.40/mile
Materials, expendables, copies, phone, etc.	Actual Cost

NOTES

1. The exact rate for field crew depends upon the composition of the crew involved.
2. Since charges are based on salary multiplier, all rates are subject to minor fluctuations as salaries change.
3. Overtime charges at 1.4 times above rates.

Other Offices
Jefferson City, Missouri • Sedalia, Missouri

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

} ea.

County of Boone

January Session of the November Adjourned Term. 20 01

In the County Commission of said county, on the 11th day of January 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the hiring of a Programmer I at the rate of pay of \$16.85/hr, an amount which is above the base of a range 22 position.

Done this 11th day of January, 2001.



Don Stamper
Presiding Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Boone County Human Resources

BETTY DICKNEITE
Director



601 E. Walnut-2nd Floor
Columbia, MO 65201
573) 886-4395

TO: Bob Ormiston, Director, Information Technology
FROM: Betty A. Dickneite, Director, Human Resources *Betty*
SUBJECT: Programmer I – Hire Above The Base of the Range
DATE: January 10, 2001

Bob, this memorandum is in support of hiring a person into the vacant Programmer I position above the base of the range. The selected applicant has approximately 12 months experience as a Web Editor/Designer with the Columbia Daily Tribune, approximately 8 years in various support analyst positions at the now defunct Data Storm Technologies and over 2 years as Manager of User Services at the University of Missouri Health Sciences Center.

He graduated with a B.A. degree from Sangamon State University, Springfield, Illinois in Humanistic Environmental Design – a self designed degree principally focused on organizational structure, design, and cybernetics, psychology, human relations and appropriate technology scaling.

The position was posted beginning November 22, 2000 and advertised in the local newspapers and announcements were sent to a variety of entities. Six applicants applied, four were interviewed for the position.

The preferred applicant is making \$25,000 annual salary. Proposed starting salary is \$35,048 (\$16.85/hr.) Proposed starting salary is 23% above the base of the range. The minimum salary for pay range 22 is \$13.68/hour (\$28,454.40 annual), and the maximum salary is \$20.25/hour (\$42,120.00 annual). All existing IT professional staff are being paid more than the proposed salary for this new hire with one exception (i.e., Programmer at the Sheriff's Dept) whose salary after the 2001 c.o.i.a. will be \$34,569.60. The proposed new hire's qualifications exceeds those of this Programmer.

Attached is the Certification that funds exists in the Information Technology budget.

If I can be of further assistance, please let me know.

Attachment

Cc: Don Stamper
Karen Miller
Skip Elkin
June Pitchford

BOONE COUNTY AUDITOR
CERTIFICATION

Boone County Government Center
801 E. Walnut Room 205
Columbia, MO 65202

Phone (573) 886-4275
Fax Phone (573) 886-4280

TO: Betty Dickneite, Director of Human Resources
FROM: Sue Lake
DATE: January 11, 2001
RE: Certification of Funds Availability to Hire Over the Base of the Range

Requesting Department/Office:	Information Technology
Position Title:	Programmer I
Position Number:	177
Position Range:	22
Requested Starting Salary:	\$16.85/hr (\$35,048/year)

Amount needed to complete current FY if
requested salary is approved:

Funds are available within the existing departmental budget (budget revision attached, if necessary) Because the department currently has two other positions open – one Programmer II position (position no 620 – range 25) and one Programmer/Analyst position (position no 462 – range 30), we do not feel it is necessary to process a budget revision at this time. If the vacant positions do not remain open long enough to cover the budget shortfall in hiring above the base of the range for the Programmer I position (approximately \$6,600) or if they are filled above the base of the range, a budget revision will be necessary to cover the shortfall.

Funds are not available within the existing departmental budget; budget revision required to provide funding is attached

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

January Session of the November Adjourned Term. 20 01

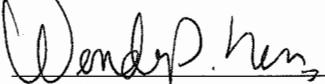
In the County Commission of said county, on the 11th day of January 20 01

the following, among other proceedings, were had, viz:

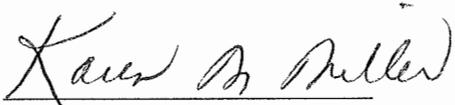
Now on this day the County Commission of the County of Boone does hereby authorize the Information Technology Department and County Government to operate off of the State, NACo or WISKA Cooperative contracts, whichever is lowest and best for the purchase of laptop computers, personal computers, and peripherals (printers). Said authorization will be effective from today's date until December 31, 2001.

Done this 11th day of January, 2001.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Don Stamper
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Marlene Ridgway
Interim Director



601 E. Walnut-2nd Floor
Columbia, MO 65201
(573) 886-4392

Memorandum

To: Bob Ormiston
From: Marlene Ridgway
RE: Computer Hardware, Software and Peripheral Purchases
Date: January 9, 2001

It is my understanding that the permission granted on June 3, 1999 to purchase Personal and Laptop Computers from the State, National or WISKA Cooperative Contracts, whichever is lowest and best, has expired effective December 31, 2000.

The current procedure in PC purchases is to obtain price quotes from the State cooperative contract, the NaCo cooperative contract, the WISKA cooperative contract and one from the private sector. From my past experience with this project as well as reviewing the documentation for purchases in 1999/2000, I feel that proof of competitive pricing is in order.

Service and reliability is also an issue when purchasing this type of commodity. The contract holders for these cooperative contracts are reputable companies. Over the past year, I have experienced companies that would not uphold the contract or attempt to substitute a product other than what was bid. This translates to more time spent on our behalf to correct these problems thus expending the savings achieved from the bid process.

I further recommend continuing our practice of purchasing Personal and Laptop Computers from cooperative contracts. If we need to meet regarding this, please contact me.

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

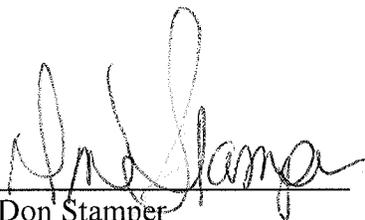
January Session of the November Adjourned Term. 20 01

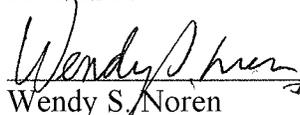
In the County Commission of said county, on the 11th day of January 20 01

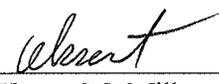
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby adopt the revised policy for Shift Differential, Section 3.10 of the Personnel Policy Manual as outlined in the attached document. Said revision will be retroactive to January 1, 2001.

Done this 11th day of January, 2001.


Don Stamper
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

3.10: SHIFT DIFFERENTIAL

Shift differential as outlined below in this policy applies only to normally or regularly scheduled hours.

Non-exempt employees are eligible for shift differential for hours worked during the evening and night or for hours worked on an official county holiday or weekend (i.e., Saturday or Sunday). An employee must work the scheduled hours in order to receive the shift differential.

Employees will receive the hourly shift differential amount approved in the annual budget for a scheduled shift that begins on or after 2:00 p.m. and before 6:00 a.m. Scheduled hours that begin on or after 6:00 a.m. and before 2:00 p.m. are not eligible for shift differential.

A shift beginning anytime during a holiday or weekend would qualify for the differential. An employee will only be paid for one shift differential.

Shift differential will be included in calculating overtime compensation as required by the Fair Labor Standards Act.

If the Administrative Authority re-arranges the work schedule to include evening and night hours in order to accommodate the employee, the County is not required to provide shift differential.

Revised 1/5/01

bd

retroactive to 1-1-2001

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

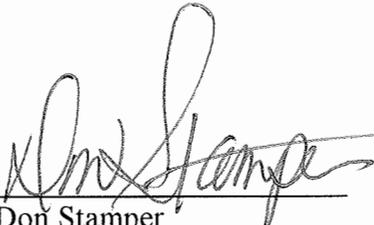
January Session of the November Adjourned Term. 20 01

In the County Commission of said county, on the 11th day of January 20 01

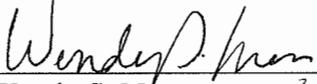
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby adopt the 2001 County Commission Assignments as listed in the attached document.

Done this 11th day of January, 2001.



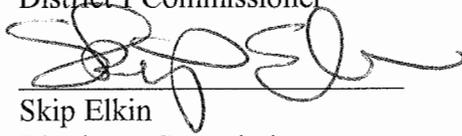
Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

ALL

Appointments of Boards & Commissions
 Board of Equalization
 Budget Approval
 County Commissioner Association
 Farm Bureau
 Quarterly Commission/City Council Mtgs.
 Committee
 Volunteer Recognition Reception
 Work Sessions:
 David Mink – Public Works & Facilities
 Maintenance
 - Purchasing
 Bob Ormiston - Information Technology
 Stan Shawver - Planning & Building
 Betty Dickneite - Human Resources

Don Stamper

Boone Co. Board of Health
 Boone Hospital Center Board
 Capital Improvements Projects
 Columbia Chamber of Commerce Board
 Commission Budget Coordination -
 Community Partnership Board
 Energy & Environment Committee
 Essential Services
 Financial Signing Official
 Health Facilities Oversight Committee
 Health Trust Committee
 Human Resources - Liaison
 - Personnel Advisory Committee(PAC)
 Local Emergency Planning (LEPC)
 - EMS Committee
 - Civil Defense
 - Joint Communications (JCIC)
 - Disaster Plan
 Records Preservation
 Road & Bridge Advisory
 Senior Board
 Staff & Intern Liaison
 Workforce Investment Act (WIA)

Karen M. Miller

Airport Advisory Committee (AAC)
 Bo. Co. Fire Protection District
 Bo. Co. Group Homes
 Caring Communities Governance Council
 Community Serv. Adv. Comm
 Federal Emerg. Manag. Agency (FEMA)
 Human Development Corp (HDC)
 Industrial Dev. Authority (IDA) on call
 Information Technology (IT) Liaison
 Public Works
 - Facilities Maintenance
 Mental Health Board of Trustees
 Reg. Economic Dev. Inc (REDI)
 So. Bo. Co. Fire Protection District
 Storm Water Management
 Visioning

Skip Elkin

Board of Parks
 Bo. Co. Council on Aging
 Bo. Co. Reg. Sewer Dist (BCRSD)
 Bo. Co. Solid Waste Committee
 - Solid Waste Mgmt Adv. Council
 - Solid Waste Mgmt Dist
 - Executive Board
 Bo. Senior Citizen Serv. Corp (BRC)
 Columbia Area Trans System (CATSO)
 Convention & Visitors Bureau (C&V)
 Fairgrounds
 Missouri Assoc of Counties (MAC)
 On-Site Wastewater Board of Review
 Planning & Building - Liaison
 - Facilities
 Purchasing - Liaison
 Regional Planning Commission (RPC)
 Soil & Water Conservation District
 Tourism Council
 University Extension Council.

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

January Session of the November Adjourned Term. 20 01

STATE OF MISSOURI

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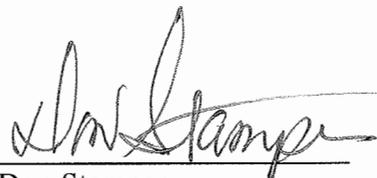
County of Boone

In the County Commission of said county, on the 11th day of January 20 01

the following, among other proceedings, were had, viz:

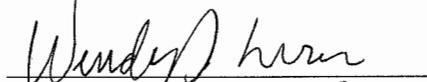
Now on this day the County Commission of the County of Boone does hereby authorize Men As Parents to use the County Commission Chambers to hold their monthly planning meeting on January 12, 2001 from 9:00pm-10:30pm.

Done this 11th day of January, 2001.

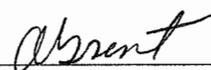


Don Stamper
Presiding Commissioner

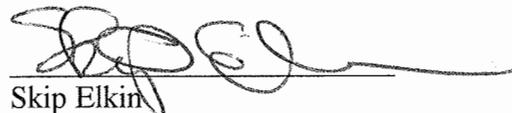
ATTEST:



Wendy S. Moren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
L. a Vogt, District II Commissioner



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

Boone County Government Special Event Reservation Form

*room?
time?*

Today's Date 1/15/00 Date of Event 1/12/00 Date Approved _____

Organization Men As Parents

Contact Damon Young Telephone # 445-3178

Substitute _____ Telephone # _____

Type of Event

DISCUSSION	<u>X</u>	FORUM	_____
RECEPTION	_____	BUFFET	_____
DEMONSTRATION	_____	EXHIBIT	_____
OTHER	_____	Teleconference (charge)	_____

(please specify) _____

*Commission chamber
9-10:30pm*

Caterer _____ Telephone # _____

Contact _____
Description of activity Monthly planning meetings

Schedule

<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Available</u>
		Commission Chambers	7 days including Holidays
		Atrium	Mon - Fri 7:30am - 5:00pm
-		Room 139	Mon - Fri 7:30am - 5:00pm
-		Room 208	Mon - Fri 7:30am - 5:00pm
-		Room 220	Mon - Fri 7:30am - 5:00pm
