

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 10

County of Boone

} ea.

In the County Commission of said county, on the

2nd

day of December

20 10

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

Now on this day the County Commission of the County of Boone does hereby authorize Commissioner Ken Pearson to sign Change Order #1 in the amount of \$67,942.71 for the Mount Zion Church Road Asphalt Overlay project.

Done this 2nd day of December, 2010.

ATTEST:

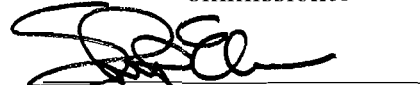
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner

Absent

Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

USE WHEN NO CONTINGENCY SPECIFIED

Original PO # 2010-161		Check each change order action & total action
Original Contract Amount-No Contingency Identified		\$ 304,774.44
Assumed Contingency @ 10% of Original Contract		\$ 30,477.44
Ceiling Per Change Order @ 5% of Original Contract		\$ 15,238.72
Change Order #1	Received: 11/24/10	Action Required Change Order #1
		HEARING REQUIRED
2010-161		
Change Order #2	Received:	Action Required Change Order #2
		Liason Commissioner
PO #		
Change Order #3	Received:	Action Required Change Order #3
		Liason Commissioner
PO #		
Change Order #4	Received:	Action Required Change Order #4
		HEARING REQUIRED
PO #		
Less Total Change Orders (Includes Current Change Order)		Action Required re: Total Change Orders
		HEARING REQUIRED
		Addition to PO



RECEIVED

NOV 24 2010

BOONE COUNTY AUDITOR

Boone County Public Works
Memorandum

Date: November 24, 2010
To: Auditor
From: Keith Austin – Chief Public Works Inspector
Subject: Mount Zion Church Road Asphalt Overlay
Job No: 45-19AUG10

Please process the attached change order for the above-mentioned project. (3 copies)

Please advise me if any other information is needed.

Thanks

BOONE COUNTY DEPARTMENT OF PUBLIC WORKS
DESIGN AND CONSTRUCTION DIVISION

Change Order No.: One (1) P.O. 2010000161 Job No.: 45-19AUG10 Date: 11/18/10

Project Location: Mount Zion Church Road Asphalt Overlay

CHANGE ORDER #1

Contractor: Christensen Construction Co.

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 sheet (Exhibit A)

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

Sixty Seven Thousand Nine Hundred Fourty Two dollars and 71/100 (\$69,942.71)

CONTRACTOR - Christensen Construction Co.

SIGNATURE

[Handwritten Signature]

DATE

11/23/10

Recommended by: Chief Public Works Inspector

Approved by Director PC

SIGNATURE

Keith Austin

DATE

11/23/10

Accepted by: Boone County

SIGNATURE

[Handwritten Signature]

DATE

12/03/2010

STATEMENT OF CONTRACT AMOUNT:

ORIGINAL CONTRACT AMOUNT	\$	304,774.44
PREVIOUS ADDITIONS	\$	0.00
TOTAL	\$	304,774.44
PREVIOUS DEDUCTIONS	\$	0.00
NET PRIOR TO THIS CHANGE	\$	304,774.44
AMOUNT OF THIS CHANGE	<u>X</u> ADD	DEDUCT
	\$	67,942.71

CONTRACT AMOUNT TO DATE

CERTIFICATION:

I certify that this contract is within the \$ 372,717.15 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.

[Handwritten Signature]
Auditor *[Handwritten Signature]* Date 11/24/10

2041-71100

564-2010

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STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

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In the County Commission of said county, on the 2nd day of December 20 10

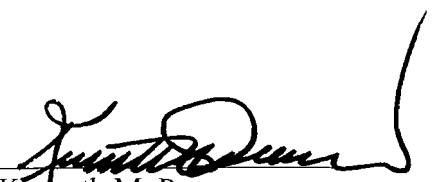
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by Public Works to use a portion of the funds budgeted for the Sign Technician hardware to purchase a monitor for the Maintenance Operations Manager and to utilize the funding budgeted for Sign Technician for additional software licenses.

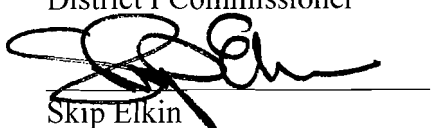
Done this 2nd day of December, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Public Works

Jane Telander

Office Administrator

- ❖ Maintenance Operations Division
- ❖ Design and Construction Division



5551 Highway 63 South
Columbia, Missouri 65201-9711
(573) 449-8515 ext (253)
FAX (573) 875-1602
EMAIL: jtelander@boonecountymo.org
www.showmeboone.com

Date: November 30, 2010
To: Commissioners
From: Jane Telander
Subject: Maintenance Operations Computer Purchase

The Maintenance Operations budget for 2010 contains funding for 2 new computers, related software, and cubicle furniture for the Sign Technician and a Fifth Superintendent. Moving forward with those plans has been postponed pending relocation of the Design & Construction Department and appointment of a permanent Maintenance Operations Manager.

Currently, the Sign Technicians have a much greater need for mobile computing (they can utilize GPS mapping to identify sign coordinates in the field) than the interim Maintenance Operations Manager. For this reason, the Department would like to transfer the Maintenance Manager's Toughbook to the Sign Technicians and replace it with an existing Public Works computer. The expense of this transfer will be a new monitor for the Maintenance Manager and additional software licenses for the Sign Technicians.

Authorization is requested to utilize a portion of the funds budgeted for the Sign Technician hardware (account 2040-91301) to purchase a monitor for the Maintenance Operations manager and to utilize the funding budgeted for Sign Technician software licenses (account 2040-91302) for the additional software licenses.

Estimated Costs for:		Funding in Current Budget	
Monitor (Maintenance Mgr)	\$200	2040-91302	\$750
Additional Software Licenses	\$610	2040-91301	\$610

**Cc: Chet Dunn
Derin Campbell
Aron Gish**

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In the County Commission of said county, on the

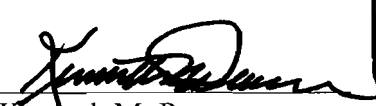
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the proposal to transfer above the authorized transfer salary for Dustin Richards from the Sheriff's Department of Corrections, into the position of Corrections Corporal at 106% of Mid-Point.

Done this 2nd day of December, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)

BOONE COUNTY Commission Order 146-2006

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee: Dustin Richards Department: Sheriff - Corrections

Position Title: Corrections Corporal Position No.: 658

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point: _____
 OR Hourly: \$17.37 % of Mid-Point: 106%

No. of employees in this job classification within your Department? 5

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level). *Officer Richards went through the application, interview and selection process for the position. Officer Richards has been with our department since Sept. 2003. Officer Richards was selected to fill this position during a competitive interview process; his experience as a Corrections Officer will benefit him as he takes on these added responsibilities.*

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: *Three of the other Corporals are paid at a higher salary than Dustin due to their time with the department. Two others will be making less however they have not been with our department as long as Dustin. Dustin's experience in corrections will be a valuable asset to our department.*

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?
This promotion should not affect any other employee

Additional comments: *Dustin will be making \$1.40 less than the person previously in this position.*

Administrative Authority's Signature: *Wayne Carey* Date: 11-23-10

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100);
 Funds are not available within the existing departmental salary and wage appropriation (#10100);
 Budget revision required to provide funding is attached.

Auditor's Signature: *Austin Holt* Date: NOV 24 2010

BOONE COUNTY AUDITOR

Human Resource Director's Recommendations:
Recommend approval.

Human Resource Director's Signature: *Letty Dickreite* Date: 11-29-10

County Commission _____ Approve _____ Deny _____
 Comment(s): _____

Presiding Commissioner's Signature: *[Signature]* Date: 12/02/2010
 District I Commissioner's Signature: Absent Date: _____
 District II Commissioner's Signature: *[Signature]* Date: 12/2/2010

BOONE COUNTY PERSONNEL ACTION FORM

(Submit to County Auditor At Least **ONE WEEK** Prior to Pay Day)

Date Submitted 11-23-10

General Information

Name <u>Dustin Richards</u>	Sex (M/F) <u>M</u>	Marital Status (M/S)
Address _____	City _____	Zip _____
Birth Date _____	Social Security No. _____	
1st Department Name <u>Corrections</u>	Department Number <u>1255</u>	
2nd Department Name <u>Corrections/LE Sales tax</u>	Department Number <u>2902</u>	

New Hire

Start Date _____	Previously Employed by Boone County Yes _____ No _____		
Position Number _____	Position Title _____		
Temporary (Y/N) _____	Benefited (Y/N) _____	Range _____	Rate \$ _____ /hr
Check One: Full-Time _____ Part-Time _____	Check One: Exempt _____ Non-Exempt _____	% of Midpoint _____	

Change of Position

Old Position	End Date	New Position	Start Date
Position Number <u>313</u>	<u>11-9-10</u>	Position Number <u>658</u>	<u>11-20-10</u>
Department Number <u>1255</u>		Department Number <u>2902</u>	
Range <u>27</u>		Range <u>30</u>	
Position Title <u>Corrections Officer</u>		Position Title <u>Corrections Corporal</u>	
From: Current Rate \$ <u>16.43/hr</u>	% of Midpoint <u>108%</u>	To: Current Rate \$ <u>17.37/hr</u>	% of Midpoint <u>106%</u>
From: Full-time <u>X</u>	Part-time _____	To: Full-time <u>X</u>	Part-time _____
Temporary (Y/N) <u>N</u>		Temporary (Y/N) <u>N</u>	
Benefited (Y/N) <u>Y</u>	Exempt (Y/N) <u>N</u>	Benefited (Y/N) <u>Y</u>	Exempt (Y/N) <u>N</u>
Explanation: <u>Employee was promoted during the interview process.</u>			

Change of Salary

Old Salary End Date _____	New Salary Start Date _____	
Position Number _____	Position Title _____	Position Range _____
Current Rate: \$ _____ /hr	% of Midpoint _____	
Increase Up to Midpoint or (Decrease): \$ _____ /hr		
Increase Beyond Midpoint or (Decrease): \$ _____ /hr	(from Merit Pool)	
New Rate: \$ _____ /hr	% of Midpoint _____	
Explanation: _____		

Termination

Effective Date _____	
Position Number _____	Position Title _____
Reason: _____	

Employee Signature/Date <u>[Signature]</u>	Admin. Authority Signature/Date <u>[Signature]</u>	Auditor Signature/Date <u>[Signature]</u>	County Commission Signature <u>[Signature]</u>
White Copy-County Clerk Payroll	Yellow Copy-Auditor's Office	Pink Copy-Originating Dept	Goldenrod Copy-Human Resources

RECEIVED

NOV 24 2010

BOONE COUNTY AUDITOR

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 2nd day of December 20 10


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 to transfer above the authorized transfer salary for Crystal Homan from the Sheriff's Department of Corrections, into the position of Corrections Sergeant at 107% of Mid-Point.

Done this 2nd day of December, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)

BOONE COUNTY Commission Order 146-2006

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee: Crystal Homan Department: Sheriff - Corrections

Position Title: Corrections Sergeant Position No.: 151

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point: _____
 OR Hourly: \$22.87 % of Mid-Point: 107%

No. of employees in this job classification within your Department? 5

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level). *Corporal Homan went through the application, interview and selection process for the position. Corporal Homan has been with our department since April 1992 when she started as a Corrections Officer; in 2007 Crystal was promoted to Corporal. Her experience as a Corrections Officer and Corporal will benefit her in this position as she takes on these added responsibilities.*

396 If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: *256 All of the other Sergeants are paid at a higher salary than Crystal due to their time with the department with the exception of Damon Reynolds who has been with our department since 2005. Crystal's experience in corrections will be a valuable asset to our department.*

37 What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? *This promotion should not affect any other employee*

Additional comments: *Crystal will be making .98 less than the person previously in this position.*

Administrative Authority's Signature: *Dwayne Carey* Date: 11-23-10

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100). **RECEIVED**
 Funds are not available within the existing departmental salary and wage appropriation (#10100); Budget revision required to provide funding is attached. **NOV 24 2010**
 Auditor's Signature: *Amelia Pettit* Date: _____
BOONE COUNTY AUDITOR

Human Resource Director's Recommendations: *Recommend approval.*

Human Resource Director's Signature: *Betty Dickreite* Date: 11-29-10

County Commission Approve Deny
 Comment(s): _____

Presiding Commissioner's Signature: *Kevin D...* Date: 12/02/2010

District I Commissioner's Signature: *Absent* Date: _____

District II Commissioner's Signature: *Open* Date: 12/2/10

BOONE COUNTY PERSONNEL ACTION FORM

(Submit to County Auditor At Least ONE WEEK Prior to Pay Day)

Date Submitted 11-23-10

General Information

Name <u>Crystal Homan</u>	Sex (M/F) <u>F</u>	Marital Status (M/S) _____
Address _____	City _____	Zip _____
Birth Date _____	Social Security No. _____	
1st Department Name <u>Corrections LE Salstax</u>	Department Number <u>2902</u>	
2nd Department Name <u>Corrections</u>	Department Number <u>1255</u>	

New Hire

Start Date _____	Previously Employed by Boone County Yes _____ No _____
Position Number _____	Position Title _____
Temporary (Y/N) _____	Benefited (Y/N) _____ Range _____ Rate \$ _____ /hr
Check One: Full-Time _____ Part-Time _____	Check One: Exempt _____ Non-Exempt _____
% of Midpoint _____	

Change of Position

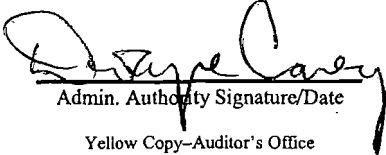

Old Position	End Date <u>11-19-10</u>	New Position	Start Date <u>11-20-10</u>
Position Number <u>158</u>	Department Number <u>2902</u>	Position Number <u>151</u>	Department Number <u>1255</u>
Range <u>30</u>		Range <u>41</u>	
Position Title <u>Corrections Corporal</u>		Position Title <u>Corrections Sergeant</u>	
From: Current Rate \$ <u>18.77</u> /hr	% of Midpoint <u>115%</u>	To: Current Rate \$ <u>22.87</u> /hr	% of Midpoint <u>107%</u>
From: Full-time <u>X</u>	Part-time _____	To: Full-time <u>X</u>	Part-time _____
Temporary (Y/N) <u>N</u>		Temporary (Y/N) <u>N</u>	
Benefited (Y/N) <u>Y</u>	Exempt (Y/N) <u>N</u>	Benefited (Y/N) <u>Y</u>	Exempt (Y/N) <u>N</u>
Explanation: <u>Employee was promoted during interview process</u>			

Change of Salary

Old Salary End Date _____	New Salary Start Date _____
Position Number _____	Position Title _____
Current Rate: \$ _____ /hr	% of Midpoint _____
Increase Up to Midpoint or (Decrease): \$ _____ /hr	
Increase Beyond Midpoint or (Decrease): \$ _____ /hr	(from Merit Pool)
New Rate: \$ _____ /hr	% of Midpoint _____
Explanation: _____	

Termination

Effective Date _____
Position Number _____
Position Title _____
Reason: _____

_____ Employee Signature/Date <small>White Copy-County Clerk Payroll</small>	 Admin. Authority Signature/Date <small>Yellow Copy-Auditor's Office</small>	_____ Auditor Signature/Date RECEIVED <small>Pink Copy- Originating Dept</small>	 County Commission Signature <small>Goldenrod Copy-Human Resources</small>
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NOV 24 2010

BOONE COUNTY AUDITOR
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

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STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

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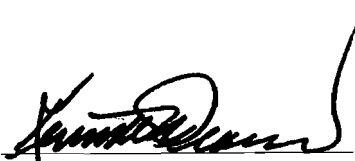
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Memorandum of Understanding between Boone County Sheriff's Department, and the Youth Community Coalition (YC2). The terms of this agreement are stipulated in the attached contract. It is furthered ordered the Presiding Commissioner is hereby authorized to sign said MOU.

Done this 2nd day of December, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



201 Switzler St
Columbia, MO 65201
573-443-2556x1284
yc2@columbiaha.com
www.yc2.org

September 10th, 2010

Captain Gary German
Boone County Sheriff's Department
Columbia, MO 65202

Dear Captain German,

The Youth Community Coalition (YC2) was recently awarded a grant for the prevention of underage drinking from the Missouri Division of Alcohol and Drug Abuse. In the spirit of this award, YC2 would like to provide the Boone County Sherriff's Department with funding to implement environmental strategies which reduce the availability of alcohol.

Funds are to be used for the following purposes:

- To provide training for officers involved in compliance checks;
- To pay overtime wages for officers conducting compliance checks;
- To pay stipends for youth involved in the completion of compliance checks;
- To provide equipment needed to perform the above strategies more efficiently.

Acceptance of the funds means that the Boone County Sheriff's Department will perform a minimum of 20 compliance checks between 9/30/2010 and 9/30/2011 and to provide a report to YC2 of the number and outcome of checks conducted.

It is our hope that this partnership will result in a decreased youth access to alcohol in Boone County and result in safe and healthy kids. As a coalition we greatly appreciate all of your efforts in our community to support safe, healthy, and drug free youth.

Sincerely,

Ryan Worley
Program Coordinator
Youth Community Coalition

Memorandum of Understanding

1. This Agreement between Youth Community Coalition (YC2) and Boone County Sheriff's Department shall be from September 30th, 2010 until terminated by mutual agreement:

SERVICES AND RESPONSIBILITIES

2. **YC2** shall be responsible to:
 - a. Provide \$2000.00 to be used for compliance checks between 9/30/2010 and 9/30/2011;
 - b. Distribute positive rewards to retailers who pass compliance checks.
3. **Boone Count Sheriff's Department** shall be responsible to:
 - a. Conduct a minimum of 20 compliance checks between 9/30/2010 and 9/30/2011;
 - b. Provide a report to YC2 indicating the number of compliance checks performed and the number of passed/failed checks.

CONFIDENTIALITY

Both parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this Agreement for any purpose not connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

AMENDMENT

This agreement may be amended by mutual consent of both parties, however such agreements MUST BE in writing and signed by both parties. DATED this 16th day of September, [2010].

Coalition Name

Youth Community Coalition

Ryan W. A.
Signature

Assistant Coordinator
Title

Organization

Boone County Sheriff's Dept.

Dwayne Carey
Signature

Sheriff
Title

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 2nd day of December 20 10

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

Now on this day the County Commission of the County of Boone does hereby accept a conveyance of a fee simple determinable interest in real estate conveyed via Quit-Claim Deed dated the 30 day of November, 2010, to be held in trust for road purposes for so long as the same is needed for public road purposes as determined by the Boone County Commission and for so long as this area remains outside the corporate limits of any municipality.

Done this 2nd day of December, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner