

CERTIFIED COPY OF ORDER



STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 04

County of Boone

In the County Commission of said county, on the

21st day of October 20 04

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

Now on this day the County Commission of the County of Boone does hereby award bid 71-01OCT04 for Blades and Associated Hardware for Motorgraders and Brush Cutters to Cooke Sales & Services. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 21st day of October, 2004.

Keith Schnarre
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

Boone County Purchasing

Heather Turner, CPPB
Buyer



601 E. Walnut, Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

444-2004

MEMORANDUM

TO: Boone County Commission
FROM: Heather Turner, CPPB
DATE: October 15, 2004
RE: 71-01OCT04 Blades and Associated Hardware for Motorgraders and Brush Cutters

The Bid for Blades and Associated Hardware for Motorgraders and Brush Cutters closed on October 1, 2004. Four bids were received. Purchasing and the Public Work's department recommend award to Cooke Sales & Service for submitting the low bid.

Total cost of the contract is \$27,191.30 to be paid out of department 2040 - PW Maintenance Operations, account number 23050 – Other Supplies. There is a remaining balance of \$269,000.00 in the Class 2 budget at this time.

Please find attached a memo from the Public Works Department as well as a copy of the bid tabulation for your review.

ATT: Bid Tabulation

cc: Greg Edington, Public Works
David Mink, Public Works
Jane Morris, Public Works
Bid File

Boone County Public Works

Gregory P. Edington
Fleet Operations Superintendent
Maintenance Operations Division



5551 Highway 63 South
Columbia, Missouri 65201-9711
(573) 449-8515 ext (226)
FAX (573) 875-1602
EMAIL: gregedington@boonecountymo.org

Date: October 13, 2004
To: Sue Lake, Heather Turner
From: Greg Edington *GE*
Subject: Bid #71-01OCT04 Motorgrader and Brush Cutter Blades

The Public Works - Maintenance Operations FY2004 budget (Cost center 2040) had appropriated \$15,000 for purchase of motorgrader and brush cutter blades. The desire of the Department was to purchase these items with a term and supply contract. This type of contract would have made it easier to purchase items on an as-needed basis. Due to extenuating circumstances in the steel market, it made a term and supply contract virtually impossible to pursue. Steel prices over the past year have in some instances doubled and the market is very volatile making it difficult to get material delivered in a timely manner.

In the above bid, we advertised what we needed for a 6-9 month time frame and the cost of the material is almost double the budgeted amount (account 2040-23050). The bid from Cooke Sales totaled \$27,191.30. There are funds available in Class 2, however, to cover the shortage in the account.

CC: CHIP ESTABROOKS
DAVID MINK
BID DOCUMENTS

Bid Tabulation - 71-01OCT04 Motorgrader and Brush Cutter Blades

		Cooke Sales & Service Co.		Lacal Equipment, Inc.		GM Supply Co., Inc.		
4.7	Pricing	Qty	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
4.7.1.	7" Grader Blades	150	\$63.00	\$9,450.00	\$99.70	\$14,955.00	\$69.52	\$10,428.00
Tiger TRB50 Mower Blades and parts								
4.7.2.	Suction Blades (Tiger part #34688)	60	\$15.27	\$916.20	\$18.76	\$1,125.60	No Bid	No Bid
4.7.3.	Standard Blade (Tiger part #34687)	150	\$15.27	\$2,290.50	\$17.82	\$2,673.00	No Bid	No Bid
4.7.4.	Blade Bolt (Tiger part #34497)	210	\$6.37	\$1,337.70	\$6.19	\$1,299.90	No Bid	No Bid
4.7.5.	Blade Spacer (Tiger part #34828)	30	\$15.00	\$450.00	\$26.80	\$804.00	No Bid	No Bid
4.7.6.	Nut (tiger part #6T1023R)	210	\$1.89	\$396.90	\$5.23	\$1,098.30	\$1.96	\$411.60
Tiger Saber Mower blades and parts								
4.7.7.	Blade (Tiger part #33203) set of 2	50	\$112.50	\$5,625.00	\$73.12	\$3,656.00	No Bid	No Bid
4.7.8.	Bolt (Tiger part #33635)	100	\$28.00	\$2,800.00	\$35.68	\$3,568.00	No Bid	No Bid
4.7.9.	Nut (tiger part #33860)	100	\$20.00	\$2,000.00	\$11.98	\$1,198.00	No Bid	No Bid
4.7.10.	Washer (Tiger part #33859)	100	\$3.00	\$300.00	\$3.52	\$352.00	No Bid	No Bid
4.7.11.	Woodruff Key (Tiger part #PT209)	100	\$2.25	\$225.00	\$0.94	\$94.00	No Bid	No Bid
4.7.12.	Spindle Assembly (Tiger part #33219)	1	\$1,400.00	\$1,400.00	\$1,882.25	\$1,882.25	No Bid	No Bid
4.7.13.	Total			\$27,191.30		\$32,706.05		\$10,839.60
4.8.	Any Deviation(s)		None		None		None	
4.9.	Warranty		OEM Manufacturer's Apply		Standard		Black Cat Blades Heat Treated Material Warranty (see attached)	
4.12.	Co-op?		Yes		Yes		Yes	
4.13.	Delivery ARO		2 day delivery on all items except 33219 and 33203. These 2 items will ship on or before 11/1/04. The grader blades will be a 4 week minimum wait time.		Mower Blades - 3 days ARO Steel Blades - 3-4 Weeks ARO		4-5 Weeks ARO	
	Addendum #1 Included		Yes		Yes		Yes	
	Addendum #2 Included		Yes		Yes		Yes	

No Bids

Bid Tabulation 1-01OCT04 Motorgrader and Brush Cutter Blades (continued)

		Woody's Municipal Supply		
4.7	Pricing	Qty	Unit Price	Extended Price
4.7.1.	7" Grader Blades	150	No Bid	No Bid
Tiger TRB50 Mower Blades and parts				
4.7.2.	Suction Blades (Tiger part #34688)	60	\$24.00	\$1,440.00
4.7.3.	Standard Blade (Tiger part #34687)	150	\$24.00	\$3,600.00
4.7.4.	Blade Bolt (Tiger part #34497)	210	\$7.72	\$1,621.20
4.7.5.	Blade Spacer (Tiger part #34497)	30	No Bid	No Bid
4.7.6.	Nut (tiger part #6T1023R)	210	\$2.64	\$554.40
Tiger Saber Mower blades and parts				
4.7.7.	Blade (Tiger part #33203) set of 2	50	\$118.98	\$5,949.00
4.7.8.	Bolt (Tiger part #33635)	100	\$38.97	\$3,897.00
4.7.9.	Nut (tiger part #33860)	100	\$19.72	\$1,972.00
4.7.10.	Washer (Tiger part #33859)	100	\$3.05	\$305.00
4.7.11.	Wooddruff Key (Tiger part #PT209)	100	\$1.97	\$197.00
4.7.12.	Spindle Assembly (Tiger part #33219)	1	No Bid	No Bid
4.7.13.	Total			\$19,535.60
4.8.	Any Deviation(s)	Blades for the TRB 50 must be used with our bolts		
4.9.	Warranty	Limited Warranty (see attached)		
4.12.	Co-op?	Yes		
4.13.	Delivery ARO	2 Weeks		
	Addendum #1 Included	Yes		
	Addendum #2 Included	Yes		

PURC

10/13/04

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

DATE

246

RW **Cooke Sales & Service**

To: County Clerk's Office

VENDOR NO.

VENDOR NAME

ADDRESS

CITY

Comm Order # 44-2004

Return to Auditor's Office

BID DOCUMENTATION

This field MUST be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (>\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

- Transaction Not Subject To Bidding For The Following Reason:
- Utility
 - Travel
 - Dues
 - Refund
 - Cooperative Agreement
 - Other (Explain):
 - Training
 - Pub/Subscriptions
 - Required Gov Payment
 - Agency Fund Distribution

#71-01OCT04

(Enter Applicable Bid / Sole Source / Emergency Number)

Bill To Department # 2040

Ship To Department # 2040

Department	Account	Item Description	Qty	Unit Price	Amount
2 0 4 0	2 3 0 5 0	7' Grader Blades	150	63.00	9450.00
		Suction Blade (Tiger Part #34688)	80	15.27	916.20
		Standard Blade (Tiger Part #34687)	150	15.27	2290.50
		Blade Bolt (Tiger Part #34497)	210	6.37	1337.70
		Blade Spacer (Tiger Part #34878)	30	15.00	450.00
		Nut (Tiger Part #6T1023R)	210	1.89	396.90
		Blade (Tiger Part #33203) - set of 2	50	112.50	5625.00
		Bolt (Tiger Part #33635)	100	28.00	2800.00
		Nut (Tiger Part #33860)	100	20.00	2000.00
		Washer (Tiger Part #33859)	100	3.00	300.00
		Woodruff Key (Tiger Part #PT209)	100	2.25	225.00
		Spindle Assembly (Tiger Part #33219)	1	1400.00	1400.00
		Total			27191.30

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

David M... 10/15/04
Requesting Official

se
Auditor Approval

PURCHASE AGREEMENT FOR MOTORGRADER AND BRUSH CUTTER BLADES

THIS AGREEMENT dated the 21 day of OCTOBER 2004 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Cooke Sales & Service**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for Motorgrader and Brush Cutter Blades, bid number **71-01OCT04** including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, as well as the Contractor's bid response dated September 28, 2004 executed by Angela M. Peterson, on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, and Standard Terms & Conditions shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the items identified and responded to in sections 4.7.1. through 4.7.12. of the bid for a total cost of Twenty Seven Thousand One Hundred Ninety One Dollars and Thirty Cents (\$27,191.30).
3. **Delivery** - Contractor agrees to deliver the equipment per the bid specifications and within 4 to 6 weeks after receipt of order.
4. **Billing and Payment** - All billing shall be invoiced to Boone County Public Works Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.
5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

Cooke Sales & Service

by Angela Peterson
title Parts Manager

BOONE COUNTY, MISSOURI

by: Boone County Commission
Keith Schmarre
Keith Schmarre, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create in a measurable county obligation at this time.)

Jane C. Pitchford
Signature hyse

10/18/04
Date

2040/23050 -
\$27,191.30
Appropriation Account

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

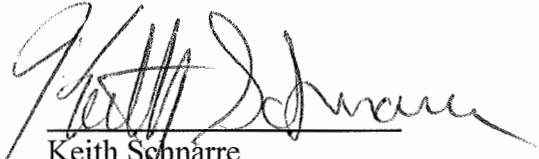
October Session of the October Adjourned Term. 20 04

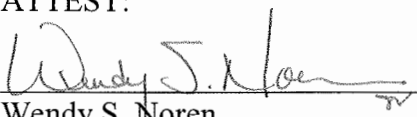
In the County Commission of said county, on the 21st day of October 20 04

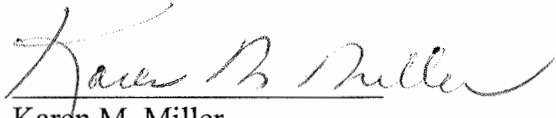
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 59-12OCT04 for Metal Culvert Pipe Term and Supply to Metal Culverts, Inc. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 21st day of October, 2004.


Keith Schnarre
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Heather Turner, CPPB
Buyer



601 E. Walnut, Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

445-2004

MEMORANDUM

TO: Boone County Commission
FROM: Heather Turner, CPPB
DATE: October 15, 2004
RE: 59-12OCT04 Metal Culvert Pipe Term & Supply

The Bid for Metal Culvert Pipe for the Public Works Department closed on October 12, 2004. One bid was received. After contacting several other vendors, it was determined market volatility in the pricing of steel was the reason for receipt of only one bid. Purchasing and Public Works recommend award to Metal Culverts, Inc. for submitting the only bid.

This Term & Supply contract will be paid out of department 2040 PW Maintenance Operations, Account Number 26420 Culverts and 2041 PW Special Maintenance Projects, Account Number 26420 Culverts. In the current budget year, \$290,000.00 was budgeted for culverts. The budget for 2005 includes a budget of \$410,000.00 for culverts.

Please find attached a copy of the bid tabulation for your review.

ATT: Bid Tabulation

cc: David Mink, Public Works
Chip Estabrooks, Public Works
Jane Morris, Public Works
Bid File

Bid Tabulation

59-1200 Y04 Metal Culvert Pipe Term & Supply

4.7. PRICING		Metal Culverts							
4.8. Metal Pipe	Annular Riveted Corrugated	10 GA.	12 GA.	14 GA.	16 GA.	10 GA.	12 GA.	14 GA.	16 GA.
		Poly Coated	Poly Coated	Poly Coated	Poly Coated	Zinc Coated	Zinc Coated	Zinc Coated	Zinc Coated
4.8.1.	12", L.F.			\$9.97	\$8.01			\$7.00	\$5.61
4.8.2.	12" Bands 12" wide, each			\$14.96	\$12.02			\$10.50	\$8.42
4.8.3.	12" Bands 24" wide, each			\$19.94	\$16.02			\$14.00	\$11.22
4.8.4.	15", L.F.			\$12.64	\$10.08			\$8.88	\$7.06
4.8.5.	15" Bands 12" wide, each			\$18.96	\$15.12			\$13.32	\$10.59
4.8.6.	15" Bands 24" wide, each			\$25.28	\$20.16			\$17.76	\$14.12
4.8.7.	18", L.F.			\$14.95	\$11.97			\$10.50	\$8.38
4.8.8.	18" Bands 12" wide, each			\$22.43	\$17.96			\$15.75	\$12.57
4.8.9.	18" Bands 24" wide, each			\$29.90	\$23.94			\$21.00	\$16.76
4.8.10.	24", L.F.			\$19.94	\$16.02			\$14.00	11.21
4.8.11.	24" Bands 12" wide, each			\$29.91	\$24.03			\$21.00	\$16.82
4.8.12.	24" Bands 24" wide, each			\$39.88	\$32.04			\$28.00	\$22.42
4.8.13.	30", L.F.		\$33.97	\$24.48	\$19.62		\$23.93	\$17.19	\$13.73
4.8.14.	30" Bands 12" wide, each		\$50.96	\$36.72	\$29.43		\$35.90	\$25.79	\$20.60
4.8.15.	30" Bands 24" wide, each		\$67.94	\$48.96	\$39.24		\$47.86	\$34.38	\$27.46
4.8.16.	36", L.F.		\$40.48	\$29.19	\$23.40		\$28.52	\$20.50	\$16.38
4.8.17.	36" Bands 12" wide, each		\$60.72	\$43.79	\$35.10		\$42.78	\$30.75	\$24.57
4.8.18.	36" Bands 24" wide, each		\$80.96	\$58.38	\$46.80		\$57.04	\$41.00	\$32.76

Bid Tabulation

59-1200704 Metal Culvert Pipe Term & Supply

4.7. PRICING		Metal Culverts							
		10 GA.	12 GA.	14 GA.	16 GA.	10 GA.	12 GA.	14 GA.	16 GA.
		Poly Coated	Poly Coated	Poly Coated	Poly Coated	Zinc Coated	Zinc Coated	Zinc Coated	Zinc Coated
4.8.19.	48", L.F.	\$68.21	\$54.03	\$38.98		\$48.22	\$38.07	\$27.38	
4.8.20.	48" Bands 12" wide, each	\$102.32	\$81.05	\$58.47		\$72.33	\$57.11	\$41.07	
4.8.21.	48" Bands 24" wide, each	\$136.42	\$108.06	\$77.96		\$96.44	\$76.14	\$54.76	
4.8.22.	54", L.F.	\$77.78	\$61.60	\$44.41		\$54.98	\$43.40	\$31.19	
4.8.23.	54" Bands 12" wide, each	\$116.67	\$92.40	\$66.62		\$82.47	\$65.10	\$46.79	
4.8.24.	54" Bands 24" wide, each	\$155.56	\$123.20	\$88.82		\$109.96	\$86.80	\$62.38	
4.8.25.	60", L.F.	\$85.70	\$67.85	\$48.92		\$60.58	\$47.80	\$34.36	
4.8.26.	60" Bands, each	\$128.55	\$101.78	\$73.38		\$90.87	\$71.70	\$51.54	
4.8.27.	60" Diameter Bands, 48" wide, each	\$771.30	\$407.10	\$293.52		\$363.48	\$286.80	\$206.16	
4.8.28.	66", L.F.	\$93.96	\$74.45	*		\$66.42	\$52.45	*	
4.8.29.	66" Bands, each	\$140.94	\$111.68	*		\$99.65	\$78.68	*	
4.8.30.	66" Diameter Bands, 48" wide, each	\$563.76	\$446.70	*		\$398.52	\$314.70	*	
4.8.31.	72", L.F.	\$102.31	\$81.75	*		\$72.32	\$57.60	*	
4.8.32.	72" Bands, each	\$153.47	\$122.63	*		\$108.48	\$86.40	*	
4.8.33.	72" Diameter Bands, 48" wide, each	\$613.86	\$490.50	*		\$433.92	\$345.60	*	
4.8.34.	84", L.F. 3 x 1		\$109.17	\$78.72	\$64.40		\$78.85	\$56.66	\$46.20
4.8.35.	84" Bands, each		\$218.34	\$157.44	\$128.80		\$157.70	\$113.32	\$92.40

Bid Tabulation

59-1200 Y04 Metal Culvert Pipe Term & Supply

4.7. PRICING		Metal Culverts							
		10 GA.	12 GA.	14 GA.	16 GA.	10 GA.	12 GA.	14 GA.	16 GA.
		Poly Coated	Poly Coated	Poly Coated	Poly Coated	Zinc Coated	Zinc Coated	Zinc Coated	Zinc Coated
4.8.36.	84" Diameter Bands, 48" wide, each		\$655.02	\$472.32	\$386.40		\$473.10	\$339.96	\$277.20
4.8.37.	96", L.F. 3 x 1		\$124.56	\$89.82	\$73.32		\$89.96	\$64.65	\$52.60
4.8.38.	96" Bands, each		\$249.12	\$179.64	\$146.64		\$179.92	\$129.30	\$105.20
4.8.39.	108", L.F. 3 x 1		\$139.59	\$109.38	*		\$100.82	\$78.73	*
4.8.40.	108" bands, each		\$279.18	\$218.76	*		\$201.64	\$157.46	*
4.8.41.	35" x 24" R.E. L.F.		\$35.11	\$25.54	\$20.70		\$24.74	\$17.94	\$14.49
4.8.42.	35" x 24", R.E. Bands, each		\$52.67	\$38.31	\$31.05		\$37.11	\$26.91	\$21.74
4.8.43.	49" x 33", R.E. L.F.		\$48.81	\$35.51	*		\$34.41	\$24.94	*
4.8.44.	49" x 33", R.E. Bands, each		\$73.22	\$53.27	*		\$51.62	\$37.41	*
4.8.45.	64" x 43", R.E. L.F.		\$63.27	*	*		\$44.58	*	*
4.8.46.	64" x 43", R.E. Bands, each		\$94.91	*	*		\$66.87	*	*
4.8.47.	Lifting Lugs, each	\$70.00							
		* GAUGE DOES NOT MEET H-20 LIVE LOAD REQUIREMENTS							
4.10.	Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?								
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								

Bid Tabulation

59-1200 Y04 Metal Culvert Pipe Term & Supply

4.7. PRICING	Metal Culverts
4.11.	Maximum Percentage Increase: <u>5 %</u> 1 st 6 month renewal <u>5 %</u> 2 nd 6 month renewal <u>5 %</u> 3 rd 6 month renewal <u>5 %</u> 4 th 6 month renewal <u>5 %</u> 5 th 6 month renewal <u>5 %</u> 6 th 6 month renewal
4.12.	Delivery ARO 21 Day - 7% Discount for Customer Pick Up.
	No Bid

**PURCHASE AGREEMENT
FOR
METAL CULVERT PIPE – TERM & SUPPLY**

THIS AGREEMENT dated the 21 day of OCTOBER 2004 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Metal Culverts, Inc.**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Metal Culvert Pipe Term & Supply**, County of Boone Request for Bid for Metal Culvert Pipe Term & Supply, bid number **59-12OCT04**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, any applicable addenda, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated October 11, 2004 and executed by Greg Brauner on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, and applicable Addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on date of award through June 30, 2005 subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for six (6) additional six month periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis for a maximum of six (6) months in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. Basic Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Metal Culvert Pipe. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

4. Delivery - Contractor agrees to provide the items and service as specified and as agreed to in the bid specifications.

5. Billing and Payment - All billing shall be invoiced to Boone County Public Works and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

7. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

8. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

Metal Culverts, Inc.
by *Greg Branner*
title *Sales Rep.*
address *P.O. Box 330*

JEFFERSON CITY, Mo 65102

BOONE COUNTY, MISSOURI
by: Boone County Commission
Keith Schnarre
Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:
[Signature]
County Counselor

ATTEST:
Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

2040-26420 Term & Supply
2041-26420 Term & Supply
(No Encumbrance Required)

no encumbrance required *10/18/04*
Signature *hyde* Date Appropriation Account

Boone County Purchasing

Kerry Patton
Office Specialist



601 E. Walnut, Room 205
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390
kpatton@boonecountymo.org

May 11, 2005

Greg Brauner
Metal Culverts, Inc
PO Box 330
Jefferson City, MO 65102 - 0330

RE: 59-12OCT04 Metal Culvert Pipe – Term & Supply

Dear Mr. Brauner

The County of Boone wishes to renew Bid # 59-12OCT04 Metal Culvert Pipe – Term & Supply. Confirming our letter dated April 29, 2004, you agree to renew the contract for an additional year with the same terms and conditions set in the original bid. The contract renewal period is **July 1, 2005 through December 31, 2005.**

Sincerely,

Kerry Patton
Office Specialist

Cc:

David Mink, Public Works
Chip Estabrooks, Public Works
Bid File

Boone County Purchasing

Kerry Patton
Office Specialist



601 E. Walnut, Room 205
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390
kpatton@boonecountymo.org

December 7, 2005

Greg Brauner
Metal Culverts, Inc
PO Box 330
Jefferson City, MO 65102-0330

RE: 59-12OCT04 Metal Culvert Pipe –Term and Supply

Dear Mr. Brauner:

The County of Boone wishes to renew Bid # 59-12OCT04 Metal Culvert Pipe –Term and Supply. Confirming our letter dated November 1, 2005, you agree to renew the contract under the same terms and conditions as set in the original bid with a 5 % increase. The contract renewal period is **January 1, 2006 through June 30, 2006.**

Sincerely,

A handwritten signature in cursive script, appearing to read "K. Patton", is written over the typed name.

Kerry Patton
Office Specialist

Cc: David Mink, Public Works
Chip Estabrooks, Public Works
Bid File

Bid Tabulation

59-12OCT04 Metal Culvert Pipe Term & Supply

2nd Renewal Period 1-1-05 through 6-30-05

4.7 PRICING		Metal Culverts															
4.8	Annular Riveted Corrugated Metal Pipe	10 GA.		12 GA.	5% increase	14 GA.	5% increase	16 GA.	5% increase	10 GA.	5% increase	12 GA.	5% increase	14 GA.	5% increase	16 GA.	5% increase
		Poly Coated		Poly Coated		Poly Coated		Poly Coated		Zinc Coated		Zinc Coated		Zinc Coated		Zinc Coated	
4.8.1	12", L.F.					\$9.97	\$10.47	\$8.01	\$8.41					\$7.00	\$7.35	\$5.61	\$5.89
4.8.2	12" Bands 12" wide, each					\$14.96	\$15.71	\$12.02	\$12.62					\$10.50	\$11.03	\$8.42	\$8.84
4.8.3	12" Bands 24" wide, each					\$19.94	\$20.94	\$16.02	\$16.82					\$14.00	\$14.70	\$11.22	\$11.78
4.8.4	15", L.F.					\$12.64	\$13.27	\$10.08	\$10.58					\$8.88	\$9.32	\$7.06	\$7.41
4.8.5	15" Bands 12" wide, each					\$18.96	\$19.91	\$15.12	\$15.88					\$13.32	\$13.99	\$10.59	\$11.12
4.8.6	15" Bands 24" wide, each					\$25.28	\$26.54	\$20.16	\$21.17					\$17.76	\$18.65	\$14.12	\$14.73
4.8.7	18", L.F.					\$14.95	\$15.70	\$11.97	\$12.57					\$10.50	\$11.03	\$8.38	\$8.80
4.8.8	18" Bands 12" wide, each					\$22.43	\$23.55	\$17.96	\$18.86					\$15.75	\$16.54	\$12.57	\$13.13
4.8.9	18" Bands 24" wide, each					\$29.90	\$31.40	\$23.94	\$25.14					\$21.00	\$22.05	\$16.76	\$17.40
4.8.10	24", L.F.					\$19.94	\$20.94	\$16.02	\$16.82					\$14.00	\$14.70	\$11.21	\$11.77
4.8.11	24" Bands 12" wide, each					\$29.91	\$31.41	\$24.03	\$25.23					\$21.00	\$22.05	\$16.82	\$17.43
4.8.12	24" Bands 24" wide, each					\$39.88	\$41.87	\$32.04	\$33.64					\$28.00	\$29.40	\$22.42	\$23.31
4.8.13	30", L.F.			\$33.97	\$35.67	\$24.48	\$25.70	\$19.62	\$20.60			\$23.93	\$25.13	\$17.19	\$18.05	\$13.73	\$14.34
4.8.14	30" Bands 12" wide, each			\$50.96	\$53.51	\$36.72	\$38.56	\$29.43	\$30.90			\$35.90	\$37.70	\$25.79	\$27.08	\$20.60	\$21.45
4.8.15	30" Bands 24" wide, each			\$67.94	\$71.34	\$48.96	\$51.41	\$39.24	\$41.20			\$47.86	\$50.25	\$34.38	\$36.10	\$27.46	\$28.41
4.8.16	36", L.F.			\$40.48	\$42.50	\$29.19	\$30.65	\$23.40	\$24.57			\$28.52	\$29.95	\$20.50	\$21.53	\$16.38	\$17.00
4.8.17	36" Bands 12" wide, each			\$60.72	\$63.76	\$43.79	\$45.98	\$35.10	\$36.86			\$42.78	\$44.92	\$30.75	\$32.29	\$24.57	\$25.45
4.8.18	36" Bands 24" wide, each			\$80.96	\$85.01	\$58.38	\$61.30	\$46.80	\$49.14			\$57.04	\$59.89	\$41.00	\$43.05	\$32.76	\$33.84
		10 GA.		12 GA.		14 GA.		16 GA.		10 GA.		12 GA.		14 GA.		16 GA.	
		Poly Coated		Poly Coated		Poly Coated		Poly Coated		Zinc Coated		Zinc Coated		Zinc Coated		Zinc Coated	
4.8.19	48", L.F.	\$68.21	\$71.62	\$54.03	\$56.73	\$38.98	\$40.93			\$48.22	\$50.63	\$38.07	\$39.97	\$27.38	\$28.75		
4.8.20	48" Bands 12" wide, each	\$102.32	\$107.44	\$81.05	\$85.10	\$58.47	\$61.39			\$72.33	\$75.95	\$57.11	\$59.97	\$41.07	\$43.12		
4.8.21	48" Bands 24" wide, each	\$136.42	\$143.24	\$108.06	\$113.46	\$77.96	\$81.86			\$96.44	\$101.26	\$76.14	\$79.95	\$54.76	\$57.50		
4.8.22	54", L.F.	\$77.78	\$81.67	\$61.60	\$64.68	\$44.41	\$46.63			\$54.98	\$57.73	\$43.40	\$45.57	\$31.19	\$32.75		
4.8.23	54" Bands 12" wide, each	\$116.67	\$122.50	\$92.40	\$97.02	\$66.62	\$69.95			\$82.47	\$86.59	\$65.10	\$68.36	\$46.79	\$49.13		
4.8.24	54" Bands 24" wide, each	\$155.56	\$163.34	\$123.20	\$129.36	\$88.82	\$93.26			\$109.96	\$115.46	\$86.80	\$91.14	\$62.38	\$65.50		
4.8.25	60", L.F.	\$85.70	\$89.99	\$67.85	\$71.24	\$48.92	\$51.37			\$60.58	\$63.61	\$47.80	\$50.19	\$34.36	\$36.08		
4.8.26	60" Bands, each	\$128.55	\$134.98	\$101.78	\$106.87	\$73.38	\$77.05			\$90.87	\$95.41	\$71.70	\$75.29	\$51.54	\$54.12		
4.8.27	60" Diameter Bands, 48" wide, each	\$771.30	\$809.87	\$407.10	\$427.46	\$293.52	\$308.20			\$363.48	\$381.65	\$286.80	\$301.14	\$206.16	\$216.47		

Bid Tabulation

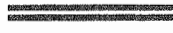
59-12OCT04 Metal Culvert Pipe Term & Supply

2nd Renewal Period 1-1-05 through 6-30-05

4.7. PRICING		Metal Culverts															
4.8. Annular Riveted Corrugated Metal Pipe		10 GA.		12 GA.	5% increase	14 GA.	5% increase	16 GA.	5% increase	10 GA.	5% increase	12 GA.	5% increase	14 GA.	5% increase	16 GA.	5% increase
		Poly Coated		Poly Coated		Poly Coated		Poly Coated		Zinc Coated		Zinc Coated		Zinc Coated		Zinc Coated	
4.8.28.	66", L.F.	\$93.96	\$98.66	\$74.45	\$78.17	*				\$66.42	\$69.74	\$52.45	\$55.07	*			
4.8.29.	66" Bands, each	\$140.94	\$147.99	\$111.68	\$117.26	*				\$99.65	\$104.63	\$78.68	\$82.61	*			
4.8.30.	66" Diameter Bands, 48" wide, each	\$563.76	\$591.95	\$446.70	\$469.04	*				\$398.52	\$418.45	\$314.70	\$330.44	*			
4.8.31.	72", L.F.	\$102.31	\$107.43	\$81.75	\$85.84	*				\$72.32	\$75.94	\$57.60	\$60.48	*			
4.8.32.	72" Bands, each	\$153.47	\$161.14	\$122.63	\$128.76	*				\$108.48	\$113.90	\$86.40	\$90.72	*			
4.8.33.	72" Diameter Bands, 48" wide, each	\$613.86	\$644.55	\$490.50	\$515.03	*				\$433.92	\$455.62	\$345.60	\$362.88	*			
4.8.34.	84", L.F. 3 x 1			\$109.17	\$114.63	\$78.72	\$82.66	\$64.40	\$67.62			\$78.85	\$82.79	\$56.66	\$59.49	\$46.20	\$48.93
4.8.35.	84" Bands, each			\$218.34	\$229.26	\$157.44	\$165.31	\$128.80	\$135.24			\$157.70	\$165.59	\$113.32	\$118.99	\$92.40	\$97.02
																	\$0.00
																	\$0.00
		10 GA.		12 GA.		14 GA.		16 GA.		10 GA.		12 GA.		14 GA.		16 GA.	
		Poly Coated		Poly Coated		Poly Coated		Poly Coated		Zinc Coated		Zinc Coated		Zinc Coated		Zinc Coated	
4.8.36.	84" Diameter Bands, 48" wide, each			\$655.02	\$687.77	\$472.32	\$495.94	\$386.40	\$405.72			\$473.10	\$496.76	\$339.96	\$356.96	\$277.20	\$291.00
4.8.37.	96", L.F. 3 x 1			\$124.56	\$130.79	\$89.82	\$94.31	\$73.32	\$76.99			\$89.96	\$94.46	\$64.65	\$67.88	\$52.60	\$55.10
4.8.38.	96" Bands, each			\$249.12	\$261.58	\$179.64	\$188.62	\$146.64	\$153.97			\$179.92	\$188.92	\$129.30	\$135.77	\$105.20	\$110.00
4.8.39.	108", L.F. 3 x 1			\$139.59	\$146.57	\$109.38	\$114.85	*				\$100.82	\$105.86	\$78.73	\$82.67	*	
4.8.40.	108" bands, each			\$279.18	\$293.14	\$218.76	\$229.70	*				\$201.64	\$211.72	\$157.46	\$165.33	*	
4.8.41.	35" x 24" R.E. L.F.			\$35.11	\$36.87	\$25.54	\$26.82	\$20.70	\$21.74			\$24.74	\$25.98	\$17.94	\$18.84	\$14.49	\$15.00
4.8.42.	35" x 24", R.E. Bands, each			\$52.67	\$55.30	\$38.31	\$40.23	\$31.05	\$32.60			\$37.11	\$38.97	\$26.91	\$28.26	\$21.74	\$22.50
4.8.43.	49" x 33", R.E. L.F.			\$48.81	\$51.25	\$35.51	\$37.29	*				\$34.41	\$36.13	\$24.94	\$26.19	*	
4.8.44.	49" x 33", R.E. Bands, each			\$73.22	\$76.88	\$53.27	\$55.93	*				\$51.62	\$54.20	\$37.41	\$39.28	*	
4.8.45.	64" x 43", R.E. L.F.			\$63.27	\$66.43	*		*				\$44.58	\$46.81	*		*	
4.8.46.	64" x 43", R.E. Bands, each			\$94.91	\$99.66	*		*				\$66.87	\$70.21	*		*	
4.8.47.	Lifting Lugs, each	70 + 5% = \$ 3.50 Total Price \$73.50															

Maximum Increase per 6 month term	
1st Renewal	5%
2nd Renewal	5%
3rd Renewal	5%
4th Renewal	5%
5th Renewal	5%
6th Renewal	5%

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

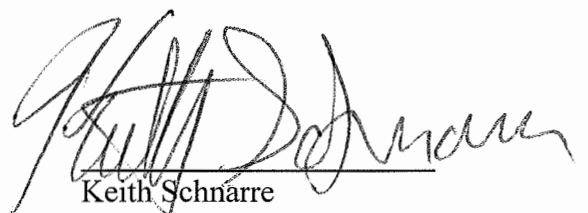
October Session of the October Adjourned Term. 20 04

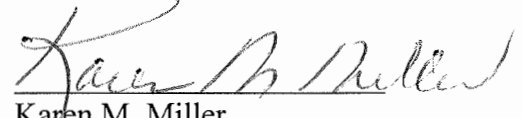
In the County Commission of said county, on the 21st day of October 20 04

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

Now on this day the County Commission of the County of Boone does hereby approve the recommendation from the Job Classification Committee to reclassify a secretary position in the Child Support office to a legal secretary. Said reclassification will be effective beginning in fiscal year 2005.

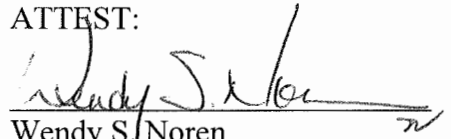
Done this 21st day of October, 2004.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

Boone County Human Resources

BETTY DICKNEITE
Director
Human Resources



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

446-2004

MEMORANDUM

TO: Keith Schnarre, Presiding Commissioner
Karen Miller, District 1 Commissioner
Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson *Betty*
Job Classification Committee

RE: Job Classification Committee's Recommendation

DATE: October 14, 2004

This memo is to confirm that the Job Classification Committee met on October 4, 2004 and reviewed the attached request to reclassify a Secretary position in Child Support to a Legal Secretary position in FY 2005. **After review of the attached position description questionnaire, the Job Classification Committee supports this change in classification to Legal Secretary.**

Should you have any questions, please feel free to contact me.

Attachment

Cc: Job Classification Committee Members (T. Boehm, J. Pitchford, D. Mink, B. Johnson)
County Clerk's Office (Shawna Victor)
Kevin Crane, Prosecutor's Office

From: June Pitchford
To: Barbara Morris
Date: 9/9/04 11:16AM
Subject: Reclassification Request- Secretary Position

Barbara-

I have received your 2005 budget request to reclassify a Secretary position to a Legal Secretary position in FY 2005. I am referring you to Betty Dickneite because all personnel reclassification requests should follow a uniform review and approval process through the Range Reclassification Committee, even if they are fully funded by the state (or grant or contract) as is the case for this position. (If you were unaware of this requirement, no problem. If you've already contacted Betty, just ignore this e-mail.)

The role of Range Reclassification Committee is to ensure that the appropriate range and title have been identified and to ensure consistency and equity across offices and departments with regard to range classification. The committee will not make a recommendation regarding budgetary approval; that is a separate decision that will be made later in the budget process. This review is intended to ensure that the correct range and title are being used for the budgetary request.

Let me know if you have any questions.

June E. Pitchford
Boone County Auditor
Boone County Government Center
801 E. Walnut, Room 205
Columbia, MO 65201
(573) 886-4275 Office
(573) 886-4280 Fax
e-mail: jpitchford@boonecountymo.org

CC: Betty Dickneite; Bonnie Adkins; Karen Frederick; Keith Schnarre; Sue Lake

POSITION DESCRIPTION QUESTIONNAIRE BOONE COUNTY

Description of form: to review a current position for appropriate classification

Procedure:

1. Employee completes Section 1, signs and dates the form and forwards it to their immediate supervisor.
2. Immediate supervisor completes Section 2, signs and dates the form and submits it to their Administrative Authority. (If the employee reports directly to the Administrative Authority, the Administrative Authority would complete Section 2.)
3. Administrative Authority reviews the information, completes Section 3, signs the form and submits it to Human Resources.
4. Human Resources reviews the information and submits it to the Job Classification Committee.
5. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

SECTION I - TO BE COMPLETED BY THE EMPLOYEE

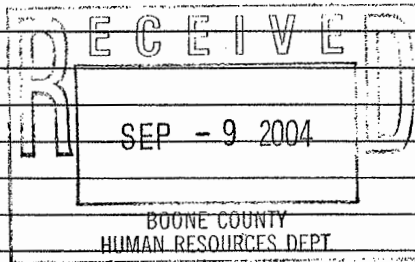
Name Sally Dehn Date 8-25-04

Job Title SECRETARY Dept. CHILD SUPPORT

Work Schedule (indicate days and hours you work – explain rotating shifts, on-call duties or other unusual schedules) MONDAY- FRIDAY 8-5pm.

Immediate Supervisor BARB MORRIS Location: 22 NORTH 8TH STREET

General Responsibilities (Summarize the primary duties and responsibilities of your position.)
Prepare Pleadings, (Motions, Defaults, Summary Judgments, Genetic Testing Dismissals) Schedule Court Dates, Open New Cases,



Your Duties: Describe in detail your permanent duties and responsibilities. List your most important duties first. Indicate time spent on each duty (approximately what percentage of your time is spent on each task, total amount of time for this job must add up to 100%) Attach additional sheet if necessary.

<u>Duties</u>	<u>% of time</u>
<u>Prepare Pleadings</u>	<u>25%</u>
<u>Open New Cases</u>	<u>20%</u>
<u>Enter Criminal in EPICS</u>	<u>3%</u>
<u>Schedule Genetic Testing and Correspondence</u>	<u>10%</u>
<u>Open New Criminal Cases</u>	<u>2%</u>
<u>Schedule and Calendar Court dates</u>	<u>4%</u>
<u>Prepare and File Licenses Suspensions</u>	<u>8%</u>
<u>Prepare Discovery</u>	<u>3%</u>
<u>Make diary notes from Mail</u>	<u>1%</u>
<u>Copy Court documents</u>	<u>5%</u>
<u>Entering Genetic Testing Appts and Results</u>	<u>10%</u>

Duties (Cont.)

List any special tasks you perform less frequently (example: special monthly reports, etc.)

<u>Task</u>	<u>How Often</u>
Schedule Clients at Outside Locations (out of State/Prison)	10/month
Preparing Genetic Testing Paperwork	20/month

Contacts: Explain if an important part of your work is contact with others, describe purpose and frequency and mode of communication such as in-person, telephone, correspondence, etc.

In person - Circuit Clerk's office & public.
Telephone -

Physical Effort: Describe physical effort required such as lifting, standing, walking

Minimal physical effort required on a daily basis. Sometimes asked to move files or furniture as needed.

Travel Requirements: Indicate purpose and frequency of travel and whether day or overnight

Occasional training for 1 day in Jefferson City (usually)
(Could also just be in Columbia)
Annual Conference (Requires 4 days and 3 nights)

Supervision of Others (If none, list not applicable.)

1. Number of employees directly under your supervision

<u>Name</u>	<u>Title</u>
<i>NA</i>	

2. Percentage of time spent on supervision and related duties: *NA*

3. As a supervisor, do you:
- Make daily assignments *NA* yes _____ no _____
 - Approve and disapprove leave requests _____ yes _____ no _____
 - Reassign job duties on permanent basis _____ yes _____ no _____
 - Interview and make hiring recommendations _____ yes _____ no _____
 - Recommend disciplinary actions _____ yes _____ no _____
 - Prepare and conduct performance evaluations _____ yes _____ no _____

4. Is the primary emphasis of your work the technical skill used or the supervision of other employees? *NA* technical _____ supervisory _____

Materials and Equipment

What are the principal materials and products that you handle such as incoming mail, computer reports, purchase orders, applications, etc. _____

Computer reports,
Lab reports

List the equipment used in your work such as computer, calculator, copy machine, etc. _____

Computer
Copy
Fax
Calculator
Telephone

Source of Instruction

Describe your source of instruction (oral, written, etc.)

Oral & written from supervisor, assistant prosecutor, technicians.

Decisions

What decisions do you have to make without consulting your supervisor?

Scheduling court dates, genetic tests.

Records and Reports

What records and reports do you personally prepare? How do others use these reports?

*Monthly incoming cases report.
genetic test report.*

What is the source of data for these reports?

Incoming files and lab results.

Checking of Your Work and Training

How is your work inspected, checked, or verified?

Who inspects, checks, or verifies your work? *Supervisor, Assistant Prosecutor*

How long would it take to train a person to perform your job at an acceptable level of proficiency?

6-8 weeks

Working Conditions

Describe any conditions where you work that you consider unfavorable or disagreeable such as noise, dust, fumes, etc. _____

Qualifications

What qualifications do you believe are necessary to perform your job adequately (educational level, specific mental or physical abilities, experience on specific equipment, etc.) _____

*H.S. Diploma
5 years secretarial/office mnmt experience
Ability to type 55 wpm.*

Comments

Please use the space below to make any comments or suggestions about your position. Also, note any significant problems that you experience with the position. _____

Sanya Dehw
Employee Signature

9-7-04
Date

SECTION 2. TO BE COMPLETED BY IMMEDIATE SUPERVISOR

Do you believe this position is correctly classified? yes no (If no, please explain.)

By separating the receptionist duties, this position will be totally focused on legal secretarial duties for the Assistant Prosecutor and secretarial duties for the Administrator and Technicians.

I believe the attached description accurately describes most of the duties. In addition there is genetic test scheduling and recording in MACSS as well as other general knowledge of MACSS. As well as criminal secretarial duties, this position handles civil secretarial duties.

Are the statements of the employee accurate and complete? (Indicate inaccuracies and incomplete items.) *The statements are accurate. New duties will be assigned as needed and as they arise.*

Identify the essential duties and responsibilities of this position. (You may want to label all essential duties by placing an asterisk in front of the listed duties/responsibilities on the preceding pages.)

- * Prepare pleadings, motions, notices and letters.*
- * Schedule and calendar court dates.*
- * Prepare discovery for civil & criminal cases.*
- * Serve as secretary to Assistant Prosecutor, Administrator & Technician.*
- * Perform data entry.*
- * Open new cases.*
- * Schedule genetic tests & correspondence.*
- * Enter genetic test information into MACSS (Child support program).*
- * Prepare monthly genetic test report.*
- * Prepare and file license suspensions.*

Summarize the job skills and abilities necessary to perform the primary duties of this position.

- Good knowledge of legal process and terms.*
- Good knowledge of criminal justice system in MO.*
- Good knowledge of court system.*
- Skill in reading and preparing court documents.*
- Skill in use of personal computer.*
- Skill in communicating - orally and in writing.*
- Skill in establishing & maintaining cooperative relationships with other departments/offices and the public.*
- Good knowledge or competency for learning MACSS.*

Supervision provided to this position close general administrative or policy directed

Additional information and comments (additional sheets may be attached.) _____

*Minimum - high school diploma and
five years secretarial / office management
experience, ability to type 55 wpm.*

Supervisor's Signature *Barbara Morris*

Date *9-7-04*

SECTION 3: TO BE COMPLETED BY ADMINISTRATIVE AUTHORITY

Additional information and comments (additional sheets may be attached.) _____

Administrative Authority or Designee's Signature *[Signature]*

Date *9-8-04*

Legal Secretary - 5044



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Legal Secretary</u>	NEW: <input checked="" type="checkbox"/>	REVISED: <input type="checkbox"/>
(Please check one)		
REPORTS TO: <u>Prosecuting Attorney's Office</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>07/01</u>
<u>Administrator</u>		
DEPARTMENT: <u>Prosecuting Attorney</u>		JOB CODE: <u>5044</u>

DEFINITIONS:

With close supervision, provides administrative and clerical support for attorneys and other legal personnel in the Boone County Prosecuting Attorney's Office.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepares the setting for jury trials, preliminary hearings, court trials, and probation violations by entering settings into the computer and provides to attorney for subpoena; copies and sends discovery to defense attorneys; types releases for bonds of arrests when charges are not filed; types letters and court-related documents; types and prepares jury instruction, witness and exhibit lists.

Serves as Secretary to Assistant Prosecuting Attorneys; processes daily, weekly, and monthly computer system backups and updates; works with the Office Administrator on computer security; performs data entry and transmits criminal case information to the Circuit Court via computer.

Legal Secretary - 5044

Processes traffic citations; runs driving records on all traffic citations; pulls and processes docket twice each week; sends discovery letters to legal counsel; notifies defendants and counsel of trial dates; responds to information requests from counsel and public.

Distributes results received from the Missouri State Highway Patrol's Criminal Laboratory to the appropriate attorney or secretary; prepares Writs of Habeas Corpus for Associate Circuit Court.

Provides coverage for peers; handles incoming and outgoing mail; assists other office staff with secretarial duties; assists with special projects as directed by Personnel Coordinator or Office Administrator.

KNOWLEDGE AND SKILL:

- 1. Good knowledge of legal processes and terminology. M
- 2. Good knowledge of the criminal justice system in the State of Missouri. I
- 3. Good knowledge of the court system in the State of Missouri. N
- 4. Skill in reading and preparing legal documents. I
- 5. Skill in the use of a personal computer M
- 6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public. U
M

QUALIFICATIONS:

High school diploma or GED and five years secretarial/office management experience; ability to type 55 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)

POSITION DESCRIPTION QUESTIONNAIRE BOONE COUNTY

Description of form: to review a current position for appropriate classification

Procedure:

1. Employee completes Section 1, signs and dates the form and forwards it to their immediate supervisor.
2. Immediate supervisor completes Section 2, signs and dates the form and submits it to their Administrative Authority. (If the employee reports directly to the Administrative Authority, the Administrative Authority would complete Section 2.)
3. Administrative Authority reviews the information, completes Section 3, signs the form and submits it to Human Resources.
4. Human Resources reviews the information and submits it to the Job Classification Committee.
5. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

SECTION I: TO BE COMPLETED BY THE EMPLOYEE

Name _____ Date 8-25-04

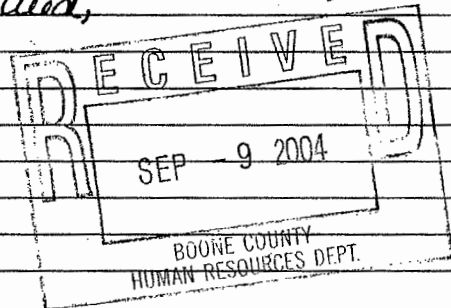
Job Title RECEPTIONIST Dept. CHILD SUPPORT

Work Schedule (indicate days and hours you work – explain rotating shifts, on-call duties or other unusual schedules) MONDAY-FRIDAY 8-5

Immediate Supervisor BARB MORRIS Location: 22 NORTH 8TH STREET

General Responsibilities (Summarize the primary duties and responsibilities of your position.)

Answer telephone, greet visitors, handle incoming and outgoing mail, file court documents, prepare new case folders, keep paper trays and envelope supplies filled,



Your Duties: Describe in detail your permanent duties and responsibilities. List your most important duties first. Indicate time spent on each duty (approximately what percentage of your time is spent on each task, total amount of time for this job must add up to 100%) Attach additional sheet if necessary.

<u>Duties</u>	<u>% of time</u>
<i>Answers Telephone</i>	<i>25%</i>
<i>Greet Visitors</i>	<i>10%</i>
<i>Handle Incoming Mail and</i>	<i>10%</i>
<i>Prepare Outgoing Mail</i>	<i>5%</i>
<i>File Court Documents</i>	<i>5%</i>
<i>Prepare New Case Folders</i>	<i>5%</i>
<i>Copying Court documents</i>	<i>5%</i>
<i>Filing and Pulling Files</i>	<i>4%</i>
<i>Change Tape In Computer</i>	<i>1%</i>
<i>Preparing Minutes, Other Typing</i>	<i>10%</i>

Duties (Cont.)

List any special tasks you perform less frequently (example: special monthly reports, etc.)

Task

How Often

Contacts: Explain if an important part of your work is contact with others, describe purpose and frequency and mode of communication such as in-person, telephone, correspondence, etc.

Must have frequent telephone and in-person contact with the public to direct them to the appropriate case worker. Also have contact with other attorneys and court personnel.

Physical Effort: Describe physical effort required such as lifting, standing, walking

Minimal physical effort required. May be asked to move files on furniture as needed.

Travel Requirements: Indicate purpose and frequency of travel and whether day or overnight

Occasional daily training for 1 day in Jefferson City (could also be just in Columbia)

Annual Conference - (Requires 4 days and 3 nights)

Supervision of Others (If none, list not applicable.)

1. Number of employees directly under your supervision

<u>Name</u>	<u>Title</u>

2. Percentage of time spent on supervision and related duties: None

3. As a supervisor, do you: N/A

- Make daily assignments yes no
- Approve and disapprove leave requests yes no
- Reassign job duties on permanent basis yes no
- Interview and make hiring recommendations yes no
- Recommend disciplinary actions yes no
- Prepare and conduct performance evaluations yes no

4. Is the primary emphasis of your work the technical skill used or the supervision of other employees? technical supervisory

Materials and Equipment

What are the principal materials and products that you handle such as incoming mail, computer reports, purchase orders, applications, etc.

Incoming/outgoing mail
Distribution of computer reports

List the equipment used in your work such as computer, calculator, copy machine, etc.

Copyer
Fax
Computer
Calculator
Telephone

Source of Instruction

Describe your source of instruction (oral, written, etc.)

We hope to have basic written instructions, but oral instruction will be included.

Decisions

What decisions do you have to make without consulting your supervisor?

*Taking/Transferring calls
Distributing mail
making copies
Filing*

Records and Reports

What records and reports do you personally prepare? How do others use these reports?

What is the source of data for these reports?

Checking of Your Work and Training

How is your work inspected, checked, or verified?

Who inspects, checks, or verifies your work? *Supervisor*

How long would it take to train a person to perform your job at an acceptable level of proficiency?

2-3 weeks

Working Conditions

Describe any conditions where you work that you consider unfavorable or disagreeable such as noise, dust, fumes, etc. _____

Qualifications

What qualifications do you believe are necessary to perform your job adequately (educational level, specific mental or physical abilities, experience on specific equipment, etc.) _____

*H.S. Diploma
Typing skills
Familiar with computer software programs
Microsoft word*

Comments

Please use the space below to make any comments or suggestions about your position. Also, note any significant problems that you experience with the position. _____

Employee Signature _____

Date _____

SECTION 2: TO BE COMPLETED BY IMMEDIATE SUPERVISOR

Do you believe this position is correctly classified? ____ yes ____ no (If no, please explain.)

I believe the receptionist position description attached correctly defines this position.

Are the statements of the employee accurate and complete? (Indicate inaccuracies and incomplete items.)

I believe the phone calls (incoming) will take 40-50% of the time for this position. The receptionist should be able to answer simple questions for callers as well as transferring calls and taking messages.

Identify the essential duties and responsibilities of this position. (You may want to label all essential duties by placing an asterisk in front of the listed duties/responsibilities on the preceding pages.)

* Answering phone
* Greeting walk ins
* Mail duties
* Filing and copying
* Sup to court each day
* Computer back up
* Maintenance of copier / printer

Summarize the job skills and abilities necessary to perform the primary duties of this position.

Knowledge of standard office practices, record keeping & office equipment
Computer software - Microsoft Word + BASIC skills
Some knowledge of County departments & operations.
Skill in organizing, scheduling, & restructuring work.
Skill in personal computer use.
Skill in providing customer service.

Minimum - H.S. diploma
Typing skills
Familiarity of computer software programs

Supervision provided to this position _____ *close* *general* _____ *administrative or policy directed*

Additional information and comments (additional sheets may be attached.) _____

Supervisor's Signature *Barbara Morris*

Date *9-7-04*

SECTION 3: TO BE COMPLETED BY ADMINISTRATIVE AUTHORITY

Additional information and comments (additional sheets may be attached.) _____

Administrative Authority or Designee's Signature *[Signature]*

Date *9-8-08*

Receptionist - 1023



Range 15 - 1868 9.08
23585
101 28302

BOONE COUNTY

JOB DESCRIPTION

JOB TITLE: Receptionist	NEW: X	REVISED:
_____	(Please check one)	
_____ Various _____	FLSA: Non-Exempt	DATE: 07/01
REPORTS TO:		
_____ Various _____		JOB CODE: 1023
DEPARTMENT:		

DEFINITIONS:

Under close supervision, greets the general public in person and by phone, determines the nature of their business and directs to their appropriate department or area.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Greets the public in person and on the telephone; directs callers to their destination and records name, time, nature of business and person or department called upon; directs visitors to appropriate area or department.

Performs clerical duties in support of the department; types memos, correspondence, reports or other documents; enters data into the computer; schedules appointments; responds to inquiries; collects and distributes incoming mail; sends and receives faxes and messages;

Performs other clerical duties as requested.

Receptionist - 1023

KNOWLEDGE AND SKILL:

1. Some knowledge of standard office practices, record keeping and office equipment and computer software.
2. Some knowledge of County departments and operations.
3. Some knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in providing customer service to Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED; some typing skills, and familiarity with computer software programs.

APPROVALS:

Department Director: _____ Date: _____
 (signature)

HR Director: _____ Date: _____
 (signature)

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 04

County of Boone

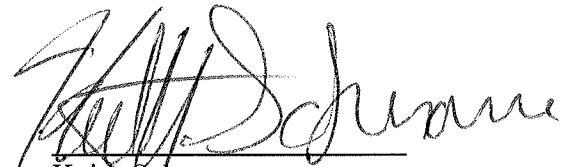
In the County Commission of said county, on the

21st day of October 20 04

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

Now on this day the County Commission of the County of Boone does hereby approve the attached order of Weed Nuisance for 6500 E. Karin, Court. It is further ordered that the Presiding Commissioner be hereby authorized to sign said order.

Done this 21st day of October, 2004.

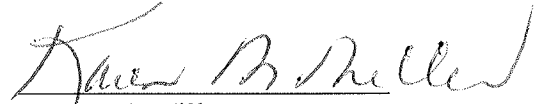


Keith Schnarre
Presiding Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Weed Abatement)	October Session
6500 E. Karin Court)	October Adjourned
Columbia, Missouri)	Term 2004
)	Commission Order No. <u>447-2004</u>

ORDER FOR ABATEMENT OF TRASH NUISANCE

NOW on this 21st day of October, 2004, the County Commission of Boone County, Missouri met in regular session and entered the following order for abatement of weed nuisance:

WHEREAS, the Columbia/Boone County Health Department has declared property located at 6500 E. Karin Court, Columbia, MO, a/k/a Lot 29, El Rey Heights, as shown by deed book 1522 page 0564, Boone County records, a public health nuisance under section 6.7 of the Boone County Code of Health Regulations and given the owners of said lot notice thereof and opportunity to abate said public nuisance, and

WHEREAS, the owners of record for the above mentioned property have not appealed the Health Director's declaration that the above mentioned property is a public health nuisance not complied with the Health Director's order for abatement, and

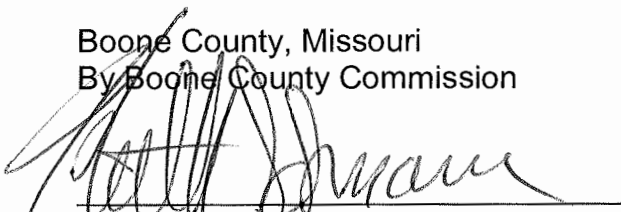
WHEREAS, the County Commission believes that governmental abatement of the said health nuisance is necessary and proper under the circumstances.

NOW THEREFORE IT IS ORDERED pursuant to section 6.8.2 of the Boone County Code of Health Regulations that the Health Director abate said nuisance at county expense by government, and

IT IS FURTHER ORDERED that the County Counselor seek restitution of the expense of said abatement by legal action as deemed necessary and proper under the circumstances.

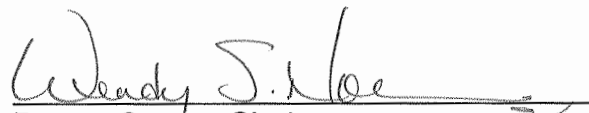
WITNESS the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri
By Boone County Commission



Presiding Commissioner

ATTEST:



Boone County Clerk



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

To: Boone County Commissioners
From: Stephanie Browning
Subject: Abatement Request
Date: October 12, 2004

RECEIVED

OCT 14 2004

Boone County Commission

Attached you will find information related to a Boone County Nuisance abatement request. The packet contains the necessary information on the violation and history. The property is located at 6500 E. Karin Court, Columbia. We have been unable to contact the owner of record. We have received an estimate of \$80.00 to cut the weeds.

Please let me know if you agree to abate the nuisance.



INTEROFFICE MEMO

TO: Gerald R. Worley, Environmental Health Manager
FROM: Kristine Rinehart, Environmental Health Specialist
DATE: September 30, 2004
SUBJECT: County Nuisance Abatement – 6500 E. Karin Court

The attached is submitted for the Manager's recommendation of abatement due to the existence of **weeds over twelve inches high** on the premises. The property is located at **6500 E. Karin Court, Columbia, Missouri**. The property is owned by **John & Phyllis Lange**. An inspection on **September 9, 2004** revealed a violation of County ordinance **6.7**. A 15-day violation notice was sent on **September 10, 2004** to **John & Phyllis Lange** at **6500 E. Karin Court, Columbia, MO 65202**. A reinspection on **September 27, 2004** revealed that the nuisance had not been abated. Pictures were taken on **September 29, 2004**. **No telephone number was available for the owner. The property appears to be abandoned.**

I recommend that we abate and tax bill.

Manager's recommendation:

Prosecute Abate and tax bill *Worley*
 Hold for further review

Attachments.

k:\word.env\managerdeclaration

BID (service only)



Date:

Job Number:

TO:

C.O.C. HEALTH DEPT

ATNN: KRIS

We are pleased to submit the following bid:

Job Description: MOWING

SERVICE

HOURS	DESCRIPTION	CHARGES	TOTAL
	6500 E. KARIN CT.	80.00	80.00
	FRONT WAS RECENTLY MOWED		
	4850 E. LEORA LN.	240.00	240.00
		Total service charges:	320.00

Price valid until: _____

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Weed Abatement)	October Session
6500 E. Karin Court)	September Adjourned
Columbia, Missouri)	Term 2004
)	Commission Order No. _____

ORDER FOR ABATEMENT OF TRASH NUISANCE

NOW on this _____ day of _____, 2004, the County Commission of Boone County, Missouri met in regular session and entered the following order for abatement of weed nuisance:

WHEREAS, the Columbia/Boone County Health Department has declared property located at 6500 E. Karin Court, Columbia, MO, a/k/a Lot 29, El Rey Heights as shown by deed book 1522 page 0564, Boone County records, a public health nuisance under section 6.7 of the Boone County Code of Health Regulations and given the owners of said lot notice thereof and opportunity to abate said public nuisance, and

WHEREAS, the owners of record for the above mentioned property have not appealed the Health Director's declaration that the above mentioned property is a public health nuisance not complied with the Health Director's order for abatement, and

WHEREAS, the County Commission believes that governmental abatement of the said health nuisance is necessary and proper under the circumstances.

NOW THEREFORE IT IS ORDERED pursuant to section 6.8.2 of the Boone County Code of Health Regulations that the Health Director abate said nuisance at county expense by government, and

IT IS FURTHER ORDERED that the County Counselor seek restitution of the expense of said abatement by legal action as deemed necessary and proper under the circumstances.

WITNESS the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri
By Boone County Commission

ATTEST:

Presiding Commissioner

Boone County Clerk

GENERAL WARRANTY DEED

564

THIS DEED, Made and entered into this 30th day of April, 1999, by and between JERRY D. PAULEY AND DORIS L. PAULEY HUSBAND AND WIFE

party or parties of the first part of BOONE County, State of Missouri, grantor(s) and JOHN C. LANGE AND PHYLLIS LANGE, HUSBAND AND WIFE

party or parties of the second part of BOONE County, State of Missouri, grantee(s).

Grantee's Mailing Address is 6500 E. KARIN, COLUMBIA, MISSOURI 65202

WITNESSETH, that the said party or parties of the first part, in consideration of the sum of Ten Dollars and other valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents, GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM, unto the said party or parties of the second part the following described Real Estate, situated in the County of BOONE, State of Missouri, to-wit:

LOT TWENTY-NINE (29) OF EL REY HEIGHTS, A SUBDIVISION IN BOONE COUNTY, MISSOURI AS SHOWN BY THE PLAT RECORDED IN PLAT BOOK 11, PAGE 31, RECORDS OF BOONE COUNTY, MISSOURI.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

TO HAVE AND TO HOLD THE SAME, together with all the rights, immunities, privileges, and appurtenances thereunto belonging unto the said party or parties of the second part forever, the said party or parties of the first part covenanting that said party or parties and the heirs, executors, administrators and assigns of such party or parties shall and will WARRANT AND DEFEND the title to the premises unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever, against the lawful claims of all persons whomsoever, excepting however, the general taxes for the calendar year 1999 and thereafter, and special taxes becoming a lien after the date of this deed.

IN WITNESS WHEREOF, the said party or parties of the first part has or have hereunto set their hand or hands the day and year first above written.

Jerry D. Pauley
JERRY D. PAULEY

Doris L. Pauley
DORIS L. PAULEY

STATE OF MISSOURI }
COUNTY OF BOONE } ss

On this 30th day of April, 1999, before me personally appeared JERRY D. PAULEY AND DORIS L. PAULEY, HUSBAND AND WIFE

to me known to be the person or persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in COLUMBIA, Missouri, the day and year first above written.

My term expires the _____ day of _____, 19____.
MARY JO EDMISTON
Notary Public-Notary Seal
State Of Missouri
Boone County
(SEAL) My Commission Expires January 9, 2000

Mary Jo Edmiston
signed

Document No. 10735



STATE OF MISSOURI }
COUNTY OF BOONE } ss.

I, the undersigned Recorder of Deeds for said county and state do hereby certify that the foregoing instrument of writing was filed for record in my office on the 30th day of April, 1999 at 12 o'clock and 19:48 minutes PM and is truly recorded in Book 1522 Page 564.

Witness my hand and official seal on the day and year aforesaid.

BETTY JOHNSON, RECORDER OF DEEDS
by Vicki Gilpin deputy



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT

DIVISION OF ENVIRONMENTAL HEALTH

John C. & Phyllis Lange
6500 E. Karin Ct.
Columbia, MO 65202-8020

9-27-04 still lush -
phone # disconn.

An inspection of the property you own located at 6500 E. Karin Ct. (parcel # 12-901-26-02-004.00 01) was conducted on September 9, 2004 and revealed growth of weeds in excess of 12" tall. Mow entire property to include area between sidewalk and curb.

This condition is hereby declared to be a nuisance. You are herewith notified that if the above nuisance has not been corrected within 15 days after the mailing of this notice (see date below), you will be in violation of Boone County Public Nuisance Ordinance Section 6.7. A re-inspection will be conducted at the end of the 15-day period. If the nuisance has not been corrected by that time, a complaint will be filed against you in the Circuit Court; or we will schedule the nuisance for abatement action by the county, at the owner's expense; or we will both prosecute and schedule for abatement.

A property owner shall have the Director or health official. The written notice. Appeals shall be

The purpose of these ordinances is to protect the health, safety and general welfare of the community; and your cooperation is requested. If you have any questions, please do not hesitate to contact the person responsible for the care of this property, the Director of Health at (573) 874-7346.

PLCS
9-29-04
~3:45P

Director of the Health Department
within 15 days of receipt of this notice by the Health Department.

to create a cleaner, healthier environment. If you have any questions, please do not hesitate to contact the person responsible for the care of this property, the Director of Health at (573) 874-7346.

Sincerely,

[Handwritten signature of Kristine Rinehart]

Kristine Rinehart
Environmental Health Specialist

This notice deposited in the U.S. Mail first class postage paid on the 10 day of September, 2004 by KH.



**Tom Schauwecker
Boone County Assessor**

Boone County Government Center
801 East Walnut
Columbia, MO 65201-7732

(573) 886-4270 Office
(573) 886-4254 Fax



Parcel 12-901-26-02-004.00 01

Property Location 6500 E KARIN CT

City **COLUMBIA (C1)** Road **COUNTY ROAD DISTRICT (CO)** School **COLUMBIA (C1)**
Library **BOONE COUNTY (L1)** Fire **BOONE COUNTY (F1)**

Owner **LANGE JOHN C & PHYLLIS**
Address **6500 E KARIN CT**
City, State Zip **COLUMBIA, MO 65202-8020**

Subdivision Plat Book/Page **0011 0031**
Section/Township/Range **26 49 12**

Legal Description **EL REY HEIGHTS
LOT 29**
Lot Size **100 x 200**

Deed Book/Page **1522 0564**

9-9-04, weeds

Current Appraised				Current Assessed			
Type	Land	Bldgs	Total	Type	Land	Bldgs	Total
RI	14,200	81,000	95,200	RI	2,698	15,390	18,088
Totals	14,200	81,000	95,200	Totals	2,698	15,390	18,088

Previous Year's Tax
Year **2003** Amount **\$1,163.38**

Residence Description

Year Built **1994**
Use **SINGLE FAMILY (101)**

Basement **FULL (4)** Attic **NONE (1)**

Bedrooms **3** Main Area **1,332**
Full Bath **2** Finished Basement Area **0**
Half Bath **0**
Total Rooms **6** Total Square Feet **1,332**

www.ShowMeBoone.com, Boone County, Missouri. 801 East Walnut Columbia, MO 65201 USA.

SEP 10 2004

City of Columbia/Boone County Environmental Complaint Form

Date 8-31-04 Date/Time Rec'd. _____ by KH Referred to _____

How was complaint received? Phone Recorder Walk-in Inner-dept. x _____

Complainant Laverne Kowalski Please call? Yes No

Address _____ Phone 886-0255

Complaint Location/Info 6500 Karia Ct. on pp, or @ post memo from!

* She said she called & reported this July 23 - the owners name was Lange, Washington Mutual is the mortgage Co. - she thinks it was Owner _____

AESTHETIC BRUSH FOOD JUNK/TRASH ^{foreclosed-} SEWER WEEDS VEHICLE OTHER

INVESTIGATION RESULTS

9-904'weeds

City of Columbia/Boone County Environmental Complaint Form

Date 9-28-04 Date/Time Rec'd. _____ by KH Referred to _____

How was complaint received? Phone Recorder Walk-in Inner-dept. x _____

Complainant Laverne Kowalski Please call? Yes No

Address 6510 E. Karin Ct. Phone 886-0255

Complaint Location/Info house next door - tall weeds 6500?

_____ Owner _____

AESTHETIC BRUSH FOOD JUNK/TRASH SEWER WEEDS VEHICLE OTHER

INVESTIGATION RESULTS

Taken 9/29/04 at ~ 3:34 pm
6500 E. Karin Court



Taken 9/29/04 at ~ 3:34 pm
6500 E. Karin Court



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

October Session of the October Adjourned Term. 20 04


In the County Commission of said county, on the 21st day of October 20 04

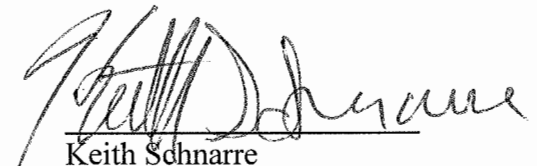
the following, among other proceedings, were had, viz:

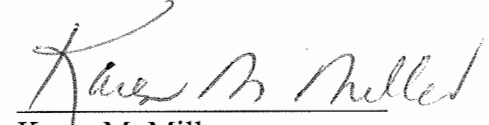
Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courtyard Square on December 1, 2004 from 5:00 to 6:30 p.m. for the World AIDS Day Ceremony. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 21st day of October, 2004.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

10/14/2004 15:40 FAX

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Keith Schnarre, Presiding Commissioner
Kar M. Miller, District I Commissioner
Ski Kin, District II Commissioner



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

Boone County Commission

448-2004

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Government Center as follows:

Description of Use: WORLD AIDS DAY CEREMONY

Date(s) of Use: Dec 1, 2004

Time of Use: From: 5 a.m./p.m. thru 6:30 a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Chambers Atrium - Rm220 - Rm208 - Rm139

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Name of Organization/Person: CAREN SUMMERSFIELD

Organization Representative/Title: D.I.R. OF PREVENTION

Address/Phone Number: 4250 E. BROADWAY COL. MO 65201 875-8657

Date of Application: OCT. 18, 2004

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy J. Lee
County Clerk

BOONE COUNTY, MISSOURI
Keith Schnarre
County Commissioner

DATE: 21 OCT 2004