

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

June Session of the April Adjourned

Term. 20 05

In the County Commission of said county, on the 9<sup>th</sup> day of June 20 05

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

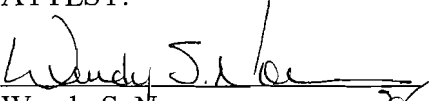
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

DEPARTMENT ACCOUNT AND TITLE	AMOUNT DECREASE	AMOUNT INCREASE
1123-86800: Emergency and Contingency	\$250.00	
1115-60050: Human Resources – Equipment Services Contracts		\$250.00

Said budget revision is to cover Human Resources' portion of the 2004 Photocopier Maintenance in the Johnson Building.

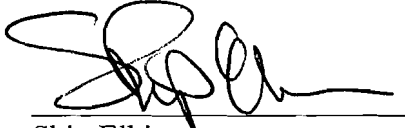
Done this 9<sup>th</sup> day of June, 2005.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

absent  
 Keith Schnarre  
 Presiding Commissioner

  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

242-2005

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: May 31, 2005  
RE: 2004 Photocopier Maintenance in the Johnson Building

Attached is a *Request for Budget Revision* from the Human Resource Department to pay for the overage charges on our Photocopier from 2004. Decrease 1123/86800 – Emergency & Contingency by \$250 and increase 1115/60050 – Equipment Service Contracts by \$250.

Purchasing submitted a Budget Revision moving \$27 from the Purchasing budget from 37230 Meals/Lodging/Training to 60050 Equipment Service Contract and Legal submitted a Budget Revision moving \$60 from the Legal budget from 23850 Minor Equipment to 60050 Equipment Service Contract. Human Resources is the only department that needed to request funds from the Emergency Fund. We have increased our maintenance to a higher volume so that we do not have overage in 2005. We were paying \$624 for 60,000 copies, but will now pay \$1,232.40 for 156,000 copies. The breakdown for photocopier maintenance for the 2004 invoices is as follows:

7/15/04 – 12/30/04 – base charge:	\$288.92
7/15/03 – 7/14/04 – overage charge:	\$921.29
7/15/04 – 12/30/04 – overage charge:	\$426.58
TOTAL	\$1,636.79
Less re-issued ck from 2004 that Ikon never cashed.	(\$624)
OWE	\$1,012.79

1115 Human Resources (49%)	\$496.26
1118 Purchasing (37%)	\$374.73
6100 Facilities (9%)	\$91.16
1126 Legal (5%)	\$50.64
TOTAL	\$1,012.79

cc: Betty Dickneite, HR  
Ken Roberts, Facilities  
John Patton, Legal  
Heather Turner, Purchasing

# REQUEST FOR BUDGET REVISION

## BOONE COUNTY, MISSOURI

RECEIVED

5/24/05

**EFFECTIVE DATE**

MAY 31 2005

**FOR AUDITORS USE**

242-2005

Department				Account					Department Name		Account Name		(Use whole \$ amounts)	
													Transfer From	Transfer To
											Decrease	Increase		
1	1	2	3	8	6	8	0	0	Emergency & Contingency	Emergency	\$250.00			
1	1	1	5	6	0	0	5	0	Human Resources	Equipment Service Contracts		\$250.00		

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): This budget revision reflects the additional funds needed for the photocopier maintenance invoice for the period 7/1/04 - 12/31/04. Purchasing Department has increased the amount of copies that the Johnson Building copier will need this year so that there shouldn't be overage charges for 2005.

*Copy machine maintenance*

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year?  YES  NO  
 If not, please explain (use an attachment if necessary):

*Betty Dickreiter*  
 Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

*Commission agenda*

*[Signature]*  
 Auditor's Office

ABSENT  
 PRESIDING COMMISSIONER

*[Signature]*  
 DISTRICT I COMMISSIONER

*[Signature]*  
 DISTRICT II COMMISSIONER

# REQUEST FOR BUDGET REVISION

## BOONE COUNTY, MISSOURI

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1	1	2	3	8	6	8	0	0	Emergency & Contingency	Emergency	\$250.00			
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- Comments:

*Commission agenda*

*[Signature]*  
Auditor's Office

Revised 04/02

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

## MEMORANDUM

RECEIVED

MAY 31 2005

BOONE COUNTY AUDITOR

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: May 27, 2005  
RE: 2004 Photocopier Maintenance in the Johnson Building

Attached is a *Request for Budget Revision* from the Human Resource Department to pay for the overage charges on our Photocopier from 2004. Decrease 1123/86800 – Emergency & Contingency by \$250 and increase 1115/60050 – Equipment Service Contracts by \$250.

Purchasing submitted a Budget Revision moving \$27 from the Purchasing budget from 37230 Meals/Lodging/Training to 60050 Equipment Service Contract and Legal submitted a Budget Revision moving \$60 from the Legal budget from 23850 Minor Equipment to 60050 Equipment Service Contract. Human Resources is the only department that needed to request funds from the Emergency Fund. We have increased our maintenance to a higher volume so that we do not have overage in 2005. We were paying \$624 for 60,000 copies, but will now pay \$1,232.40 for 156,000 copies. The breakdown for photocopier maintenance for the 2004 invoices is as follows:

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1118 Purchasing (37%)	\$374.73
6100 Facilities (9%)	\$91.16
1126 Legal (5%)	\$50.64
TOTAL	\$1,012.79

cc: Betty Dickneite, HR  
Ken Roberts, Facilities  
John Patton, Legal  
Heather Turner, Purchasing

# PAYMENT REQUISITION

## BOONE COUNTY, MISSOURI

*purc*

# COPY

5/23/05  
DATE

6931  
VENDOR NO.

IKON  
VENDOR NAME

ADDRESS

PHONE #

CITY STATE ZIP

**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

<input checked="" type="checkbox"/> Bid /RFP (enter # below) <input type="checkbox"/> Sole Source (enter # below) <input type="checkbox"/> Emergency Procurement (enter # below) <input type="checkbox"/> Written Quotes (3) attached (<\$750 to \$4,449) <input type="checkbox"/> <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750) <input type="checkbox"/> Professional Services (see Purchasing Policy Section 3-103)	<b>Transaction Not Subject To Bidding For The Following Reason:</b> <input type="checkbox"/> Utility <input type="checkbox"/> Travel <input type="checkbox"/> Dues <input type="checkbox"/> Refund <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other (Explain):
<input type="checkbox"/> Training <input type="checkbox"/> Pub/Subscriptions <input type="checkbox"/> Required Gov Payment <input type="checkbox"/> Agency Fund Distribution	

RECEIVED

MAY 31 2005

BOONE COUNTY AUDITOR

**#15-13MAR02**  
(Enter Applicable Bid / Sole Source / Emergency Number)

Enter as follows:

Fund	Department	Account	Invoice Number and Customer Account Number	Amount
	1 1 1 8	6 0 0 5 0	Purchasing 37%	\$374.73
	1 1 1 5	6 0 0 5 0	Human Resources 49% (49%)	\$496.26
	6 1 0 0	6 0 0 5 0	Facilities 9%	\$91.16
	1 1 2 6	6 0 0 5 0	Legal 5%	\$50.64
	1 1 1 8	6 0 0 5 0	5002701261 Purchasing 37%	840.90
	1 1 1 8		5002701261 Pd on enclosed ch# 54186	<624.00>
	1 1 1 5		5002701261 Human Resources 49%	287.23
	6 1 0 0		5002701261 Facilities 9%	52.77
	1 1 2 6		5002701261 Legal 5%	29.31
	1 1 1 8		5002701262 Purchasing 37%	157.83
	1 1 1 5		5002701262 Human Resources 49%	209.03
	6 1 0 0		5002701262 Facilities 9%	38.39
	1 1 2 6		5002701262 Legal 5%	21.33
			Cust# 2194672 BC Purchasing <b>Total</b>	<b>\$1,012.79</b> ✓

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.

*Melvin B. B...  
Requesting Official - Purchasing*

*h...  
Requesting Official - Facilities*

*Betty Dickreite  
Requesting Official - Human Resources*

*...  
Requesting Official - Legal*

County Commission Approval

Auditor Approval

Calculations for IKON Budget Revisions  
Prepared by Auditor's Office 6/2/2005

	<u>1115 HR</u>	<u>1118 Purch</u>	<u>1126 Legal</u>
Current Class 6 Balance	247.04	527.76	32.99
Less IKON invoice	<u>(496.26)</u>	<u>(374.73)</u>	<u>(50.64)</u>
Remaining Balance	(249.22)	153.03	(17.65)
Plus Budget Revision	<u>250.00</u>	<u>27.00</u>	<u>60.00</u>
Remaining Balance	<u><u>0.78</u></u>	<u><u>180.03</u></u>	<u><u>42.35</u></u>

6/6/2005

2005 Emergency Fund  
1123-86800

<u>DATE</u>	<u>DEPARTMENT</u>	<u>DEPT. NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>BALANCE</u>	<u>DESCRIPTION</u>
1/1/2005	Original budget			675,000	675,000	Original budget
3/4/2005	Child Support IV-D	1263	91100 Furniture & Fixtures	(1,485)	673,515	Purchase modular unit for secretary
3/10/2005	Recorder	1160	92000 Replcmt Office Equipment	(1,500)	672,015	Purchase replacement fax (ON HOLD)
6/6/2005	Human Resources	1115	60050 Equipment Service Contract	(250)	671,765	copy machine maintenance
			Total Revisions	<u>(3,235)</u>		



6/6/2005

FY 2005  
Budget Amendments/Revisions  
**Human Resources (1115)**

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>
1	5/31/2005	1123-86800 1115-60050	Emergency Equipment Service Contract	250	250	Copy machine maintenance

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

June Session of the April Adjourned

Term. 20 05

In the County Commission of said county, on the 9<sup>th</sup> day of June 20 05

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

Now on this day the County Commission of the County of Boone does hereby approve the Tax Collection Agreement with the City of Hartsburg. It is further ordered that the Presiding Commissioner be hereby authorized to sign said agreement.

Done this 9<sup>th</sup> day of June, 2005.

absent  
Keith Schnarre  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

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

## TAX COLLECTION AGREEMENT

This agreement, made and entered into this 1<sup>st</sup> day of June, 2005, by and between the City of Hartsburg, Missouri, a municipal corporation, hereinafter called the "City", and Boone County, Missouri, through the Boone County Commission, hereinafter called the "County", and Tom Schauwecker, Boone County Assessor, hereinafter called the "Assessor", Wendy S. Noren, Boone County Clerk, hereinafter called the "Clerk", and Patricia S. Lensmeyer, Boone County Collector of Revenue, hereinafter called the "Collector";

WHEREAS, the City and County are empowered, under Article VI, Section 16 of the Missouri Constitution, and Sections 50.332 & 70.220, RSMo., to enter into certain cooperative agreements for collection of property taxes; and

WHEREAS, the parties hereto believe it to be mutually advantageous for the County to assess, prepare and collect property taxes for the City for an agreed compensation;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed by and between the parties hereto as follows:

## I

The County by and through the County Assessor agrees to perform the assessment function of determining the fair market value and true assessed value of all real and personal property located within the City boundaries.

## II

The County by and through the County Clerk and the Information Services Department agrees to create, on behalf of the City, tax billing amounts relating to all real and personal property located within the City boundaries including surtax on businesses located within the boundaries of the City. Such billing amounts are to be included and identified separately on tax bills generated on taxable property within the boundaries of the City, and shall include property taxes relating to the City of Hartsburg, Missouri.

III

The County, by and through the County Collector, hereby agrees to bill and collect, on behalf of the City, all monies due and owing the City for taxable property within the boundaries of the City.

IV

The County agrees that the City shall have access, during reasonable times and under the supervision of the Clerk or Collector, whichever is appropriate, to all data relating to the City taxes accumulated under the tax collection and processing system.

V

The County agrees to remit to the City, the receipts due the City at the same time the Collector remits other receipts similarly collected on behalf of other cities within the County; provided, however, that there shall be a remittance to the City at least once per month at which time the Collector shall provide a Statement of Monthly Collections Report.

VI

The City shall fix its ad valorem property tax rates, as provided in section 67.110 RSMo., not later than September first for entry in the tax books. If the City should fail to comply with Section 67.110 RSMo., then no tax rate other than the rate, if any, necessary to pay the interest and principal on any outstanding bonds shall be certified for that year and the Collector will neither bill nor collect City taxes for that year either current or delinquent. However, the Collector will continue to collect and disburse prior year taxes under this agreement. A new agreement will have to be entered into by all parties to resume collecting current taxes.

VII

The parties agree that the Collector shall have the responsibility for collection of all current and delinquent real and personal property taxes, including penalties, interest and fees. Such collection of taxes, penalties, interest and fees shall be conducted in accordance with applicable law(s).

VIII

The parties agree to the following: The Collector shall withhold a sum equal to one percent (1%) of all taxes, penalties and fees collected by the Collector on behalf of the


City as compensation for the bill creation and collections services herein provided by the County and said sum shall be deposited by the Collector in the Boone County general revenue fund. As required by Section 137.720.1 and Section 137.750, RSMo., the Collector further shall withhold one-half of one percent (1/2%) of all ad valorem property taxes collected by the Collector on behalf of the City to fund the costs and expenses incurred in assessing real and personal property. As further required by Section 137.720.2 and Section 137.750, RSMo., and subject to the provisions of subsections 5 and 6 of Section 137.750, RSMo, the Collector further shall withhold each calendar year an additional one-eighth of one percent (1/8%) of all ad valorem property taxes collected by the Collector on behalf of the City, provided that for each calendar year, if the total amount of ad valorem property taxes, so further withheld by the Collector from the political subdivisions in Boone County, Missouri under Section 137.720.2 , RSMo. shall exceed one hundred thousand dollars (\$100,000.00), the Collector shall pay to the City once during each calendar year such proportionate amount so further withheld the previous calendar year, plus interest, if any, on such sums received on behalf of the City and other political subdivisions in excess of one hundred thousand dollars (\$100,000.00). All sums withheld by the Collector, as required by Section 137.720 and Section 137.750, RSMo., shall be deposited by the Collector in the Boone County Assessment Fund. All amounts withheld by the Collector shall be withheld proportionately from each separate property tax. The Collector shall then remit to the City the balance collected after the applicable amounts have been withheld from each separate property tax. The Collector shall provide the City a written itemization showing the balance remitted for each separate property tax.

## IX

The parties hereto mutually agree that the term of this agreement begins upon acceptance by all parties and ends February 28, 2006, provided, however, that any party may terminate this agreement within sixty (60) days by serving upon all other parties to the agreement written notice of its intention to terminate the agreement. The parties hereto mutually agree that this contract will be automatically renewed on March 1, 2006, and will continue to renew on March 1 of each subsequent year unless any party serves written notice of termination no less than ninety (90) days prior to the renewal date.


IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed and executed by their duly authorized officers as of the day and year first above written.

CITY OF HARTSBURG, MISSOURI

By   
Nancy Grant, Mayor

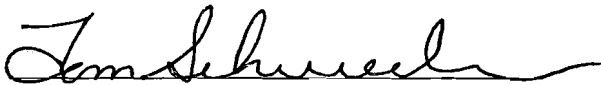
APPROVED AS TO FORM:

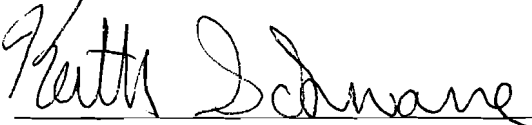
ATTEST:

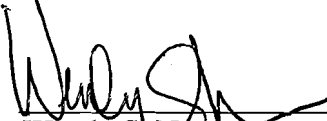
  
City Attorney

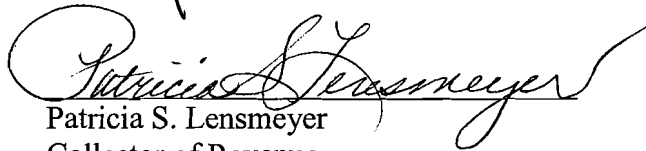
  
Carl Thomas, City Clerk

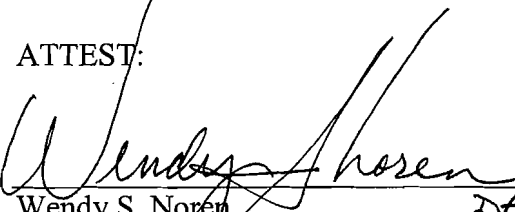
COUNTY OF BOONE

  
Tom Schauwecker  
County Assessor

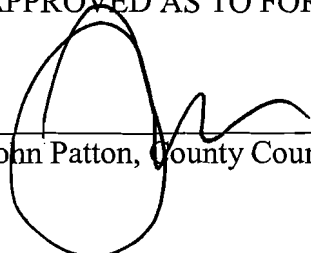
  
Keith Scharre  
Presiding Commissioner

  
Wendy S. Noren  
County Clerk

  
Patricia S. Lensmeyer  
Collector of Revenue

ATTEST:  
  
Wendy S. Noren *DRB*  
Clerk of the County Commission

APPROVED AS TO FORM:

  
John Patton, County Counselor

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

June Session of the April Adjourned

Term. 20 05

In the County Commission of said county, on the

9<sup>th</sup> day of June

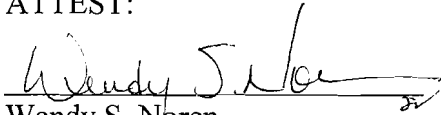
20 05

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

Now on this day the County Commission of the County of Boone does hereby release the Certificate of Deposit bond for sewer improvements for Walnut Brook Subdivision Plat 4 in the amount of \$31,230.00 and authorize the County Treasurer to sign the release.

Done this 9<sup>th</sup> day of June, 2005.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Keith Schnarre  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# CERTIFIED COPY OF ORDER

June Session of the April Adjourned

Term. 20 05

STATE OF MISSOURI }  
County of Boone } ea.

In the County Commission of said county, on the 9<sup>th</sup> day of June 20 05

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 Commission Chambers on July 12, 2005 from 1:00 p.m. to 4:00 p.m. for a meeting related to healthcare issues to tobacco use sponsored by the Missouri Partnership on Smoking or Health. It is further ordered that the Acting Presiding Commissioner be hereby authorized to sign said application.

Done this 9<sup>th</sup> day of June, 2005.

absent  
Keith Schnarre  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

ATTEST:

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



Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Steven Elkin, 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

245-2005

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Centralia facility as follows:

Description of Use: meeting related to healthcare issues related to tobacco use

Date(s) of Use: Tuesday, July 12, 2005

Time of Use: From: ~~12:00 p.m.~~ 1:00 p.m. thru ~~4:00 a.m.~~ 4:00 a.m. Chambers

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

1. Abide by all applicable laws, ordinances and county policies in using designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings caused by participants in the organizational use.
4. To conduct its use of facility in such a manner as to not unreasonably interfere with other functions possibly being held in other parts of the facility.
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 of rooms as specified in this application.

Name of Organization/Person: MISSOURI PARTNERSHIP ON SMOKING OR HEALTH

Organization Representative/Title: LLONA WEISS, REGIONAL MANAGER - CENTRAL & NORTHEAST  
(home)

Address/Phone Number: 1801 JOHNMAYER LANE, COLUMBIA, MO 65203 (home) (573) 445-4973

Date of Application: 6-7-05 Llona C. Weiss (work cell) 573-301-7485

### 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:

BOONE COUNTY, MISSOURI

Wendy J. Elkin  
County Clerk

[Signature]  
County Commissioner

DATE: 9 JUNE 2005