

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

17th

day of January

20 17

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 Contract Amendment Number One to CS160585001 for Document Management Services.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One to Document Management Services.

Done this 17th day of January, 2017.

ATTEST:

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

[Signature]

Daniel K. Atwill  
Presiding Commissioner

[Signature]

Fred J. Parry  
District I Commissioner

[Signature]

Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB, CPPO  
DATE: September 2, 2014  
RE: Amendment Number One –CS160585001 – Document Management Services

Contract *CS160585001 – Document Management Services* was approved by commission for award to American Document Solutions on September 29, 2016, commission order 441-2016. This amendment adds the following services:

035	S/F Scan, Index, Post Online	\$0.43 / each
036	L/G Scan, Index, Post Online	\$3.24 / each
037	Addendum Set-Up Fee Per Faxed/E-mailed page	\$15.45 / set-up \$0.77 / faxed / e-mailed page
038	Folding of 11" x 17" Documents	\$0.05 / sheet

This is a County-Wide contract that is primarily used by Resource Management as the plan holding room for the construction bids.

cc: Kelle Westcott, Resource Management  
Contract File

**CONTRACT AMENDMENT NUMBER ONE  
PURCHASE AGREEMENT FOR  
CS160585001 – DOCUMENT MANAGEMENT SERVICES**

The Purchase Agreement dated September 29, 2016 made by and between Boone County, Missouri and American Document Solutions for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

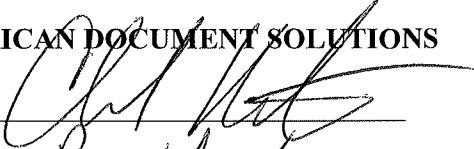
1. Add the following items:

035	S/F Scan, Index, Post Online	\$0.43 / each
036	L/G Scan, Index, Post Online	\$3.24 / each
037	Addendum Set-Up Fee	\$15.45 / set-up
	Per Faxed/E-mailed page	\$0.77 / faxed / e-mailed page
038	Folding of 11" x 17" Documents	\$0.05 / sheet

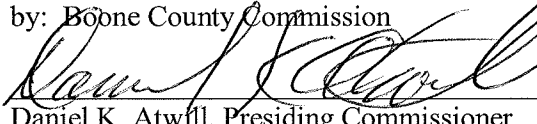
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

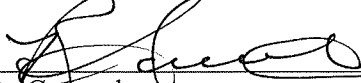
**AMERICAN DOCUMENT SOLUTIONS**

by   
title President

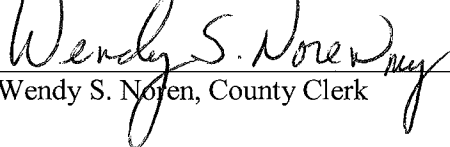
**BOONE COUNTY, MISSOURI**

by: Boone County Commission  
  
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

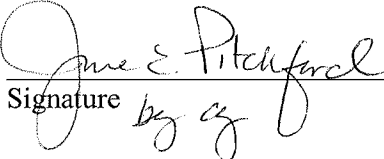
  
County Counselor

ATTEST:

  
Wendy S. Nofen, 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.)

  
Signature by

1/9/16  
Date

County-Wide Term & Supply  
No Encumbrance Required  
Appropriation Account

## Melinda Bobbitt

---

**From:** Kyla Young <kyla@adsmo.net>  
**Sent:** Tuesday, January 03, 2017 2:36 PM  
**To:** Melinda Bobbitt  
**Cc:** Kelle Westcott; Brandon Roberts  
**Subject:** RE: contract

Melinda,

For some reason OA didn't include these line items on their contract, but they are used across the board by all entities. The current prices we are charging all Contract Clients for these services are below. Let me know if you have questions or need any additional information.

Thanks,

*Kyla Young*  
*Office Manager*  
**American Document Solutions**  
1400 Forum Blvd, Suite 1C Columbia, MO 65203  
P: 573.446.7768 F: 573.355.5433 E: [orders@adsmo.net](mailto:orders@adsmo.net)  
[adsmo.net](http://adsmo.net)

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**From:** Melinda Bobbitt [mailto:MBobbitt@boonecountymmo.org]  
**Sent:** Tuesday, January 03, 2017 1:55 PM  
**To:** Kyla Young; Orders  
**Cc:** Kelle Westcott  
**Subject:** contract

Kyla,

You know we are using the state of Missouri contract CS160585001 for document management services. There are some items that we use that I am not seeing on that contract. Could you please provide us with a quote to add the following to our contract:

035 S/F Scan, Index, Post Online \$ 0.43 each

036 L/G Scan, Index, Post Online \$ 3.24 each

037 Addendum Set-Up Fee: \$ 15.45 set-up and per faxed/Emailed page: \$ 0.77 per faxed/Emailed page

038 Folding of 11" x 17" Documents: \$ 0.05 per sheet

Thanks,

Melinda Bobbitt, CPPO, CPPB

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County of Boone

In the County Commission of said county, on the

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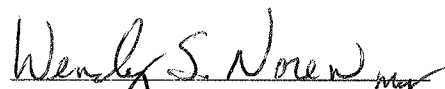
20 17

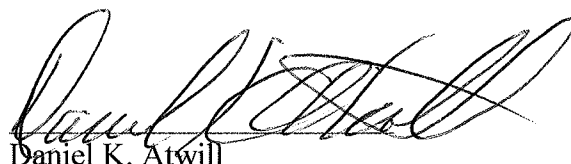
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby accept the attached Project Charter detailing the process for the selection of the ERP Software.

Done this 17th day of January, 2017.

ATTEST:

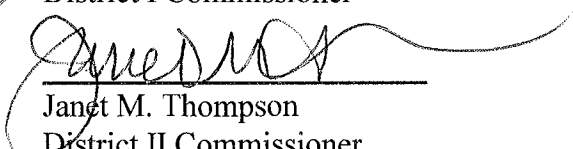
  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# ERP SOFTWARE SELECTION PROJECT | PROJECT CHARTER

## County of Boone, MO

### MISSION STATEMENT

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The ERP Software Selection Project will provide an integrated enterprise system that will support the County staff in the delivery of Government services and activities, take advantage of best practices, significantly improve the efficiency and effectiveness of the County's business processes, and be flexible enough to encompass other functions, modules, and features, as needed, both now and in the future.

### PROJECT OVERVIEW

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The County will conduct a RFP process that will select a vendor to best meet the County's long term objectives.

### PROJECT OBJECTIVES

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1. Incorporate "best business practices" in operations where feasible.
2. Allow staff to improve business processes and to best utilize system capabilities.
3. Improve functionality and reduce or eliminate redundant "shadow systems," data entry, storage, and paper processing
4. Improve quality and accessibility of information for decision support and transparency.
5. Improve operational effectiveness and productivity.
6. Provide a system for staff that has a more user-friendly interface
7. Ensure the organization's technology environment is prepared for the ERP implementation.
8. Ensure the organization is prepared and successfully handles development of the RFP, system selection, implementation, and operation of the new systems.
9. Increase the ease of reporting

### BUSINESS DRIVERS

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1. Collaboration and access to data. Eliminate conflicting information and shadow systems (spreadsheets, multiple systems with the same basic functionality, etc.).
2. Significantly reduce process time through making better software functionality available to perform business process reengineering and implementation of best practices.
3. Visibility of status during business processes (e.g. procurement) for staff and vendors
4. Increase the ease of reporting on the County's data and the manipulation that can be done with it.
5. Systems are not producing the information in a way to help ensure the County makes the best financial decisions.

PROJECT INFLUENCES

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1. Existing processes have been in existence for an extended period of time and have unnecessary delays
2. Inertia/resistance to change
3. Budgetary challenges
4. Legal or regulatory constraints

CRITICAL SUCCESS FACTORS

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1. Commitment and visible support of organizational champions.
2. Active involvement in the project by department heads and senior management.
3. The County commits adequate resources and time to the selection and implementation of the system.
4. Gaining ownership by the departments on the project.
5. Ability to recognize and be open to opportunities for system and process improvement.
6. The selection process is thorough and unbiased.

PROJECT SCOPE

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**In-Scope:** This project will impact the business processes that the County employs to accomplish most ERP and human resources related tasks. Many County employees will be affected as current paper-based processes are moved to the new ERP system including the following areas:

- Accounts Payable
- Budgeting
- Contract Management
- General Ledger
- Misc. Invoicing, Billing & Receipting
- Project and Grant Accounting
- Bank Reconciliation
- Cash Receipting
- Fixed Assets
- Human Resources
- Payroll
- Purchasing/Procurement

From a County organizational perspective, we would consider the following offices and departments to be within the financial scope of the project:

- County Assessor
- Circuit Court Clerk
- County Collector
- Public Administrator
- Resource Management
- Facilities Maintenance & Housekeeping
- County Commission
- Emergency Management
- Treasurer
- Community Services
- County Clerk
- Public Administrator
- Recorder of Deeds
- Sheriff & Corrections
- Public Works
- Joint Communications
- Information Technology
- Auditor

- Prosecuting Attorney
- Purchasing
- County Counselor
- Court Administrator
- Human Resources

**Out-of-Scope:** The following areas are deemed to be out of scope on the ERP selection project, however various interfaces may be defined to/from the new ERP system and these areas will be reviewed in the overall needs assessment:

- Police CAD / RMS / JMS Systems
- GIS
- Document Management
- Land Assessment
- Jury Payments
- Fleet and Enterprise Asset Management
- Tax Billing, Collection & Distribution
- Community Development
- Prosecuting Attorney’s Restitution & Bad Check Collections
- *Others to be determined*

TARGETED MILESTONES

**Needs Assessment Phase**

Conduction Project Initiation Activities	August 2016 – October 2016
Kick off and Departmental Interview	November 2016
ERP Needs Assessment Phase Completed	January 2017

**System Selection Phase**

Develop Software Specifications	January 2017
Develop RFP Document	January - February 2017
Release the RFP	March 2017
Demos & Other Due Diligence	May 2017
Select a Preferred Vendor	Summer 2017

Note: See Project Schedule in SharePoint for the most current & complete schedule information.

PROJECT ORGANIZATIONAL STRUCTURE

The following table identifies the project roles, typical staff type, responsibilities and estimated level of effort for activities conducted during the ERP Selection & Procurement Phase of the project.



Role	Responsibility	County Staff
<b>Project Sponsor(s)</b>	<ul style="list-style-type: none"> <li>• Maintain the project vision</li> <li>• Act as the project champion</li> <li>• Energize the project leadership and teams</li> <li>• Be visibly committed to the project</li> <li>• Provide a strategic perspective when defining the needs for a future ERP and associated processes</li> <li>• Remove project roadblocks</li> <li>• Secure alignment across departments</li> <li>• Coach the project leadership</li> </ul>	Tom Darrough & June Pitchford
<b>Project Steering Committee</b>	<ul style="list-style-type: none"> <li>• Steer the Project Managers</li> <li>• Address issues presented by the Project Manager</li> <li>• Clear roadblocks that jeopardize project success</li> <li>• Create the conditions to make the Project Managers successful in their role</li> <li>• Review and decide on proposed changes to organizational policies and procedures that will be impacted by the project</li> <li>• Review and make decisions on project change orders</li> <li>• Review and approve significant project recommendations (e.g., recommended vendor solution)</li> <li>• Work with the County departments to ensure that all software functional needs have been identified and prioritized (needs, wants)</li> <li>• Develop proposed vendor selection criteria and weightings</li> <li>• Review and approve release of the ERP RFP documents</li> <li>• Review and provide feedback on vendor proposals</li> <li>• Participate in vendor proposal analysis meeting to determine and recommend finalist vendors</li> <li>• Participate in software vendor demonstrations and integrator presentations</li> <li>• Conduct reference checking and site visits, if performed</li> <li>• Solicit input from the Team Leads (if not a team lead) regarding the vendors’ solutions</li> <li>• Conduct scoring of finalist vendor solutions</li> <li>• Recommend preferred vendor solution</li> </ul>	June Pitchford Tom Darrough Aron Gish Julia Lutz Jenna Redel

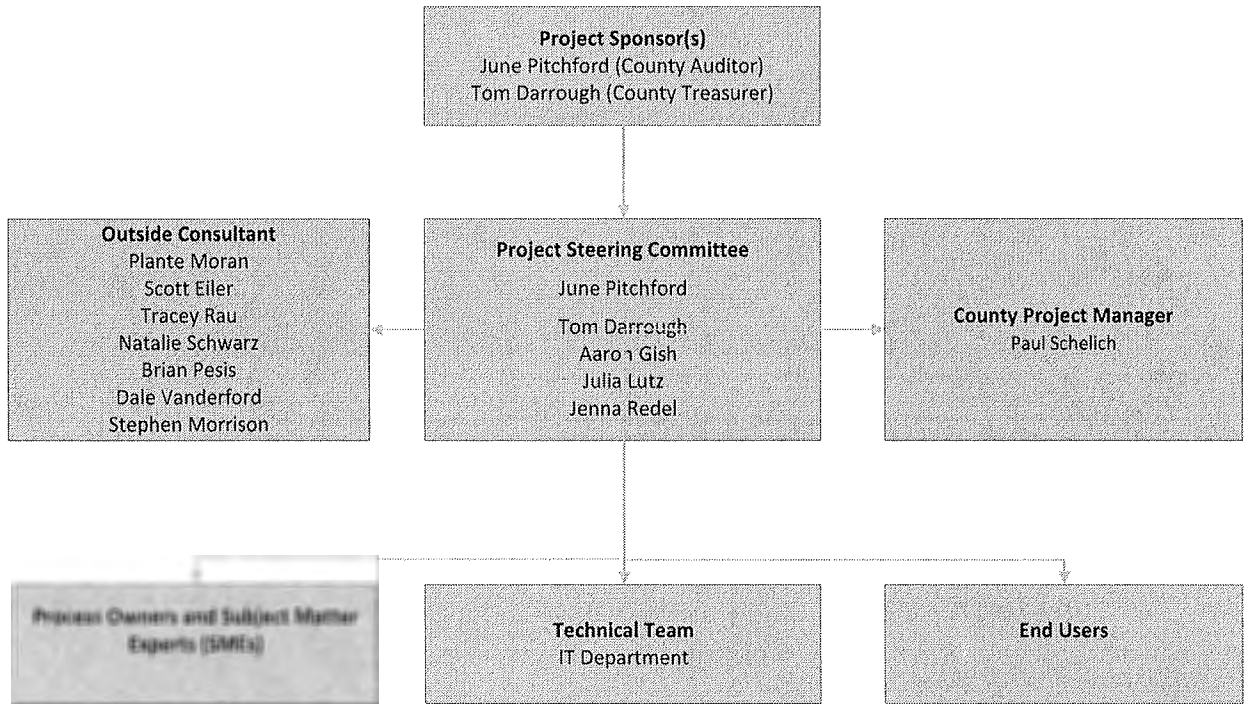
Role	Responsibility	County Staff
<b>County Project Manager</b>	<ul style="list-style-type: none"> <li>• Ensure that prompt and clear communications to County department staff is conducted</li> <li>• Manage project milestones &amp; activities</li> <li>• Manage the project budget</li> <li>• Manage the project schedule and task completion</li> <li>• Identify and log proposed project change orders</li> <li>• Manage and direct project resources</li> <li>• Follow-up on project tasks to ensure on-schedule completion</li> <li>• Communicate project status, issues and risks to the appropriate stakeholders</li> <li>• Document and track to resolution project issues and decisions</li> <li>• Escalate issues in a timely manner to the Steering Committee or Executive Sponsor as appropriate</li> <li>• Oversee planning activities associated with project</li> <li>• Ensure that project deliverables are reviewed by appropriate County staff</li> <li>• Provide progress updates to County management, project Steering Committee and other interested stakeholders</li> <li>• Participate as a member of the Project Steering Committee</li> <li>• Participate in contract negotiations with the selected ERP software vendor</li> <li>• Maintain project team well being</li> <li>• Manage the configuration of the SharePoint site</li> <li>• Work with the team leads in communicating decisions that need to be brought to the Project Steering Committee for review and resolution</li> <li>• Schedule various meetings between the consultant and County staff and other necessary project-related meetings</li> <li>• Maintain the project calendar</li> <li>• Ensure availability of appropriate resources to support project meetings</li> <li>• Act as a liaison between the outside consultant and the County related to various project logistics</li> <li>• Take minutes at meetings, as needed</li> <li>• Ensure project communications are distributed</li> </ul>	Paul Schelich

Role	Responsibility	County Staff
<b>Process Owners and Subject Matter Experts (SMEs)</b>	<ul style="list-style-type: none"> <li>• Provide information on current County processes, systems and shadow systems used</li> <li>• Participate in initial/on-site and cross-functional interview sessions</li> <li>• Articulate needs and desires for a new ERP and associated processes</li> <li>• Develop an understanding of how a future ERP and associated processes might operate</li> <li>• Identify and communicate potential procedural or policy changes that may require decisions related to implementation of a new ERP</li> <li>• Review and provide feedback on the Issues &amp; Opportunities matrix</li> <li>• Review and approve module specifications</li> <li>• Review and provide feedback on appropriate sections of vendor proposal responses</li> <li>• Develop vendor scripts to be used during vendor demonstration activities</li> <li>• Participate in software vendor demonstrations</li> <li>• Provide feedback on demonstration and due diligence activities</li> <li>• Conduct due diligence on software vendors with peer organizations</li> </ul>	
<b>End User Owning Departments</b>	<ul style="list-style-type: none"> <li>• Participate on project teams</li> <li>• Provide input from an end-user perspective related to various processes that are executed in their department</li> </ul>	

Role	Responsibility	County Staff
<b>Technical Team</b>	<ul style="list-style-type: none"> <li>Define technical requirements for a new ERP</li> <li>Review and provide feedback on the technical components of vendor proposals</li> <li>Conduct due diligence on technical aspects of the vendors' solutions</li> <li>Assess the impact of vendor solutions on the County technology infrastructure</li> <li>Ensure vendor solutions conform with County IT policies, technical architecture and standards</li> <li>Ensure that the SharePoint site is operational throughout the course of the project</li> <li>Establish the resource(s) for support during the implementation phase of the project</li> </ul>	<p>Aron Gish</p> <p>Julia Lutz</p>
<b>Outside Consultant</b>	<ul style="list-style-type: none"> <li>Facilitate the needs assessment and selection phase of the project</li> <li>Apprise the project manager of current and potential project risks and discusses means of mitigating these risks</li> <li>Work with the project manager in scheduling, planning and conducting on-site visits</li> <li>Provide leadership and guidance to the County throughout the project</li> <li>Develop project deliverables</li> </ul>	<p>Plante Moran</p> <p>Scott Eiler – Project Director</p> <p>Tracey Rau – Project Manager</p> <p>Natalie Schwarz – Project Consultant</p> <p>Brian Pesis – Project Consultant</p> <p>Stephen Morrison – Project Consultant</p>

The "ERP Software Selection" Project | Project Charter

The figure below depicts the project's organizational structure:



## PROGRAM MANAGEMENT STANDARDS AND PROCEDURES

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It is important to ensure that the entire project team is aware of the project standards and procedures, so that project deliverables are both uniform and easily referenced. SharePoint will be the primary source of project communications and archival of project information throughout the project. Team Leads are expected to coordinate with the County Project Manager to post the results of their team’s meetings when appropriate on SharePoint.

## MEETING MANAGEMENT

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The following ground rules should be followed with respect to project meetings:

- Honor other people’s time. Be prompt in showing up at meetings (i.e., meetings will start at the scheduled time and end at the scheduled time).
- Attendance is strongly encouraged. If not available, have your back-up attend and debrief your designated back-up prior to the meeting.
- Bring your calendar to the meeting. Keep your Outlook calendar current.
- Pagers/phones off/vibrate. No surfing / emailing.
- Respect everyone's opinion.
- Do not interrupt others while they speak. One person speaking at a time, no sidebars.
- Speak-up, silence is consent. We will either actively contribute to decisions or implicitly agree to the outcome. Strive for consensus.
- Get to the point. Stay focused, stay out of the weeds. Use the parking lot if necessary.
- Keep it functional, not personal.
- Major issues, action items and risks identified during the meeting should be communicated to the County Project Manager for logging purposes.

## CHANGE MANAGEMENT PLAN

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For this project, we are referring to the specific actionable activities that need to occur to successfully prepare & transition County staff to adopt and use the new system to achieve business benefits, including:

- *Communication & employee outreach – coordinate audience-specific communications throughout the project to ensure staff are aware & engaged, including organizing outreach activities to facilitate staff understanding, buy-in & acceptance of changes*
- *Resistance management –identify and implement specific actions/ roadmap needed to resolve issues and mitigate impacts & risks*
- *Business process/ policy redesign – prepare staff for the new way of doing business through information sharing, development of work procedures and job aids*

The County will experience significant upheaval and business transformation – both as an organization and at the employee level – during the implementation of a new software solution. During the needs and system selection phases, the change management plan will be to educate the County staff on the different solutions available to ensure that the selected solution will best meet the County’s needs.

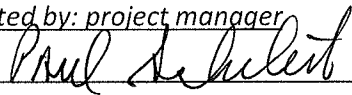
Awareness Building	Defining	Communicating	Implementing	Monitoring
<ul style="list-style-type: none"> <li>• ERP Awareness</li> <li>• Project Awareness                             <ul style="list-style-type: none"> <li>• Governance</li> <li>• Process</li> <li>• Decision Criteria</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Needs Assessment</li> <li>• Specification Development</li> <li>• Process Issues and Opportunities</li> <li>• Solution Design</li> <li>• Process Redesign</li> <li>• Subject Matter Experts</li> </ul>	<ul style="list-style-type: none"> <li>• Interviewing</li> <li>• Progress Updates                             <ul style="list-style-type: none"> <li>• Board</li> <li>• Management</li> <li>• Staff</li> <li>• Public</li> </ul> </li> <li>• Policy/Process Changes</li> <li>• Organizational Change</li> <li>• Technology Changes</li> </ul>	<ul style="list-style-type: none"> <li>• Redesigned Processes                             <ul style="list-style-type: none"> <li>• Policy change</li> <li>• Process change</li> <li>• Organizational Change</li> </ul> </li> <li>• Technology Skill development</li> <li>• Testing</li> <li>• User Training</li> <li>• Metrics</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Metrics</li> <li>• Policy Enforcement</li> <li>• Coach/Mentor</li> <li>• Additional Training</li> <li>• Perpetuating Change</li> </ul>

Strong, visible leadership will champion, support and drive initiatives; continuous open communications, will provide employees with "fear-reducing, resistance management" information & skills needed to understand, support and prepare for the new environment.

ERP SOFTWARE SELECTION PROJECT | PROJECT CHARTER – SIGNATURES

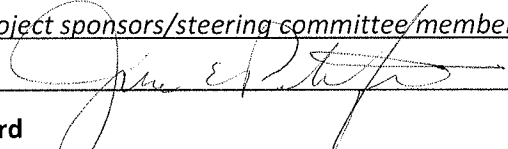
County of Boone, MO

Requested by: project manager

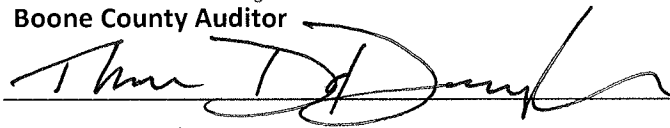
  
\_\_\_\_\_  
Paul Schelich 12-21-16  
Date

**Boone County Information Technology Project Manager**

Approved by: project sponsors/steering committee members

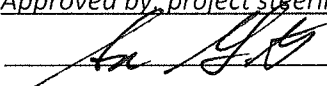
  
\_\_\_\_\_  
June E. Pitchford 12-21-16  
Date

**Boone County Auditor**

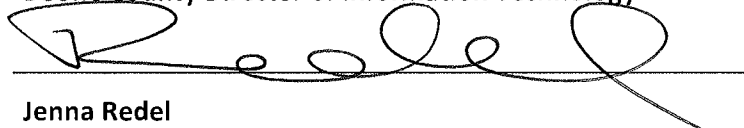
  
\_\_\_\_\_  
Tom Darrough 12/21/16  
Date

**Boone County Treasurer**

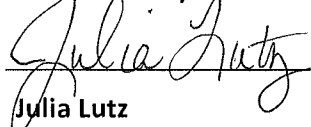
Approved by: project steering committee members

  
\_\_\_\_\_  
Aron Gish 12/21/16  
Date

**Boone County Director of Information Technology**

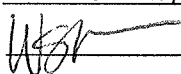
  
\_\_\_\_\_  
Jenna Redel 12/21/16  
Date

**Boone County Director of Human Resources & Risk Management**

  
\_\_\_\_\_  
Julia Lutz 12/21/16  
Date

**Boone County Information Technology Supervisor, Programming & Analysis**

Reviewed: major stakeholder/process owner

  
\_\_\_\_\_  
Wendy S. Noren 1-04-2017  
Date

**Boone County Clerk**



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

17th

day of January

20 17

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

Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Courthouse Plaza and Government Center Chambers by Mid-Missouri Peaceworks for January 21, 2017 from 11:00 a.m. to 3:00 p.m.

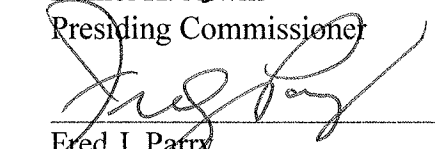
Done this 17th day of January, 2017.

ATTEST:

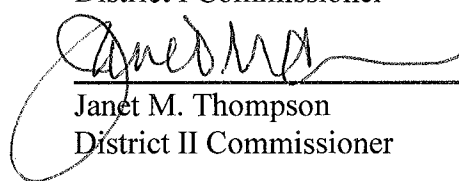
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Janet M. Thompson  
District II Commissioner

Daniel K. Atwill, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Janet M. Thompson, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

## Boone County Commission

### APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

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

Organization: Mid-Missouri Peaceworks

Address: 804-C E. Broadway

City: Columbia State: MO ZIP Code: 65201

Phone: 573-875-0539 Website: www.midmopeaceworks.org

Individual Requesting Use: Mark Haim

Position in Organization: Director

Address: Same as above

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: mail@midmopeaceworks.org

Event: \_\_\_\_\_

Description of Use (ex. Concert, speaker, 5K): Solidarity Gathering (gathering w/speakers & march)

Date(s) of Use: 1-21-17

Start Time of Setup: 11 a.m. AM/PM

Start Time of Event: 12 noon or later AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 2:30 p.m. or earlier AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 3 p.m. AM/PM

Emergency Contact During Event: Mark Haim or Kim Dill Phone: 573-864-6279

Will this event be open to the public?  Yes  No

If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters: \_\_\_\_\_

E-mails, Facebook event, public service announcements

How many attendees (including volunteers) do you anticipate being at your event? 200-400

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application.

This is a small event and, in the unlikely event that we need to evacuate the area, we would simply encourage participants to walk away in an orderly fashion, and would assist any with mobility issues.

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees):

N.A.

Will the majority of attendees be under the age of 18?  Yes  No

If yes, please note the number of adult supervisors in attendance: \_\_\_\_\_ # adults per \_\_\_\_\_ #minors

Will you need access to electricity?  Yes  No

Will you be using amplifiers?  Yes  No

Will you be serving food and/or non-alcoholic drinks?  Yes  No

If yes, will you be **selling** food and/or non-alcoholic drinks?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: \_\_\_\_\_

County Merchant's License Number: \_\_\_\_\_

City Temporary Business License Number: \_\_\_\_\_

Will you be serving alcoholic beverages?  Yes  No

If yes, will you be **selling** alcoholic beverages?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

State Liquor License Number: \_\_\_\_\_

County Liquor License Number: \_\_\_\_\_

City Liquor License Number: \_\_\_\_\_

Will you be selling non-food items?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: \_\_\_\_\_

County Merchant's License Number: \_\_\_\_\_

City Temporary Business License Number: \_\_\_\_\_

Will outside vendors be selling food, beverages or non-food items at this event?  Yes  No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sales	Contact Information	License Number(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you be requesting a road and/or sidewalk closure?  Yes  No

If yes, what road(s) and/or sidewalk(s)? Associated with the gathering there will be a march.

The march route is not yet determined. When it is we will apply for a street closing and supply the approval.

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames?  Yes  No

If yes, please provide the Columbia Fire Department Special Events Permit Number: \_\_\_\_\_

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?  Yes  No

If yes, please provide the following:

Security Company: \_\_\_\_\_

Contact Person Name and Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be using portable toilets for your event?  Yes  No

\*Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

If your event is such that requires insurance per the Boone County Courthouse Plaza Rules and Regulations, please provide a copy of acquired insurance plan.

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 Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. 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.
4. 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.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. 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.

Organization Representative/Title: Mark Haim, Director

Address: 804-C E. Broadway, Columbia, MO 65201

Phone Number: 573-875-0539 Date of Application: \_\_\_\_\_

Email Address: mail@midmopeaceworks.org

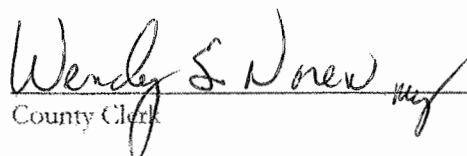
Signature: 

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to [commission@boonecountymo.org](mailto:commission@boonecountymo.org).

**PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA**

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:

  
County Clerk

BOONE COUNTY, MISSOURI  
  
County Commissioner

DATE: 1-17-17

Daniel K. Atwill, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Janet M. Thompson, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use the Roger B. Wilson Boone County Government Center conference rooms or Centralia Satellite Office as follows:

Organization: Mid-Missouri Peaceworks

Address: 804-C E. Broadway

City: Columbia State: MO ZIP Code: 65201

Phone: 573-875-0539 Website: www.midmopeaceworks.org

Individual Requesting Use: Mark Haim Position in Organization: Director

Facility requested:  Chambers  Room 301  Room 311  Room 332  Centralia Clinic

Event: Solidarity Gathering

Description of Use (ex. Speaker, meeting, reception): Gathering pt. for short rally followed by march through downtown

Date(s) of Use: 1-21-17

Start Time of Setup: 11 a.m. AM/PM Start Time of Event: 12 noon or later AM/PM

End Time of Event: 2:30 or earlier AM/PM End Time of Cleanup: 3 p.m. AM/PM

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

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

Organization Representative/Title: Mark Haim/Director

Phone Number: 573-875-0539 Date of Application: 12-9-16

Email Address: mail@midmopeaceworks.org

## PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

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 S. Noreen  
County Clerk

BOONE COUNTY, MISSOURI  
[Signature]  
County Commissioner

DATE: 1-17-17