

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

26th

day of

September 20 17

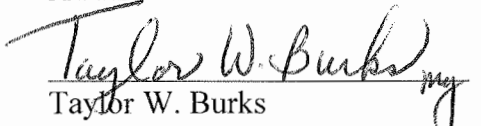
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve Sole Source Contract 140-123117SS – Schedule Express Subscription Service with Informer Systems of San Mateo, CA.

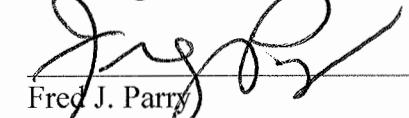
Details of the Sole Sourcing to Informer Systems is described in the attached Memorandum. It is further ordered the Presiding Commissioner is hereby authorized to sign said Sole Source Fact Sheet with Informer Systems.


Done this 26th day of September, 2017

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Liz Palazzolo**  
Senior Buyer



613 E. Ash, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: September 6, 2017  
RE: Sole Source Approval –140-123117SS – Schedule Express Subscription for Boone County Joint Communications

Attached for signature and approval is Sole Source Request Form 140-123117SS for Schedule Express Subscription Service with Informer Systems of San Mateo, California.

Schedule Express provides Boone County Joint Communications with a scheduling tool that addresses the complex and specific needs of staffing a Public Safety 9-1-1 communications operation. Specific and unique features of Schedule Express, which is a web-based subscription, include customized composite schedule filters, visibility of time-off requests to prevent staff shortages, a feature that tacks and ties overtime to specific approved time-off requests, and real-time validation. The subscription is offered to Boone County at a 10% discount.

The cost of a 12-month subscription to run September 2017 through August 2018 is \$9,720.00 and will be paid from department 2701 –Joint Communication Operations Intergovernmental Revenue, account 71100 – Outside Services.

The intent to purchase as a sole source was advertised in the Columbia Missourian and Columbia Tribune on August 30, 2017.

/lp

cc: Pat Schreiner, Joint Communications  
Sole Source File

Commission Order: 423-2017

# Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing



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

## SOLE SOURCE/NO SUBSTITUTE FACT SHEET

Originating Office	Boone County Joint Communications
Person Requesting	Chad Martin, Director
Date Requested	August 10 2017
Contact Phone Number	573-554-1005

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL: [Signature] 9-7-17  
Signature Date

SOLE SOURCE NUMBER: 140-12311755  
(Assigned by Purchasing)

COMMISSION APPROVAL: [Signature] 9-26-17  
Signature Date

Expiration Date: 20 through 20 One Time Purchase (check)

Vendor Name	Informer Systems/Schedule Express
Vendor Address	1900 S. Norfolk Street, Suite 350, San Mateo CA 94403
Vendor Phone and Fax	(408) 918-3045
Product Description	Annual Renewal of Schedule Express online scheduling solution
Estimated Cost	\$9,000 to \$10,000
Department/Account Number(s) Invoices Will Be Paid	Dept 2701: Joint Communications/ Account 71100: Outside Services

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- Please check the reason(s) for this sole request:
  - Only Known Source-Similar equipment or material not available from another vendor
  - Equipment or materials must be compatible with existing Equipment
  - Immediate purchase necessary to correct situation threatening life/property
  - Lease Purchase - Exercise purchase option on lease
  - Medical device or supply specified by physician
  - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)
  - Other - List (attach additional sheets if necessary)

Product is proprietary to the vendor

2. Briefly describe the commodity/material you are requesting and its function:  
*Scheduling application for 24/7 staffing with features specifically designed for needs of 911 Centers*
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.  
*Proprietary product; in use prior to transition to Boone County.*
4. What research has been done to verify this vendor as the only known source?  
*Research and price comparisons were done prior to initial purchase in September, 2012 via City of Columbia.*
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?  
 Yes (please attach a list of known sources)  
 No
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.  
*In use prior to transition from City of Columbia; allows continued access to past and future schedules.*
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?  
*Not initial purchase; included in 2017 budget; 10% discount and training included with full year renewal. Upgrades are included and automatic since it is a cloud-based application.*
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).  
*Originally purchased via Sole Source/City of Columbia. Subscription is renewed annually.*
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers.  
*Sole Source (City of Columbia), September, 2012.*
10. What are the consequences of not securing this specific commodity/material?  
*Operator schedules would be lost and historical data would be lost. Timesheet and payroll preparation would require substantially more staff time.*
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).  
*If County ERP process that is currently underway yields an alternate solution, it will be at least a year before implementation phase.*
12. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?  
*Renewed annually*

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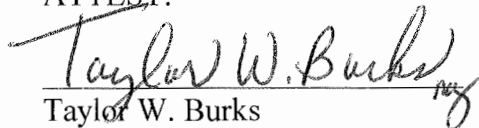
the following, among other proceedings, were had, viz:


Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the 13<sup>th</sup> Judicial Circuit Court to increase revenue and expenditures for the Juvenile Justice Program Assistance grant for the period 7/1/17 to 12/31/17.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	3451	Judicial Grants	State Reimbursement		6,000
1243	23400	Judicial Grants	Food		1,750
1243	71100	Judicial Grants	Outside Services		2,250
1243	71600	Judicial Grants	Equipment Lease		2,000
					12,000

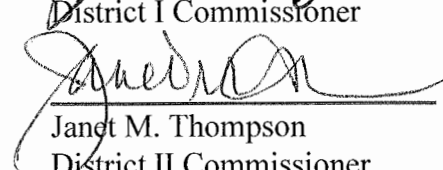
Done this 26th day of September, 2017.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



1243 Judicial Grants & Contracts  
 Juvenile Justice Program Assistance  
 Calculations for Budget Amendment  
 July 1, 2017 - December 31, 2017

	23400- Food	71100- Outside Services	71600- Equipment Lease	Total
July - December 2017	\$ 1,750.00	\$ 2,250.00	\$ 2,000.00	\$6,000.00
2017 Budget Amendment Expenditure Amounts:				\$6,000.00
2017 Budget Amendment Revenue Amounts:				\$6,000.00

Grant Award:	
<b>July - December 2017</b>	\$6,000.00
Jan. - June 2018	\$6,000.00
Total Grant Award:	\$12,000.00

1243 Judicial Grants & Contracts  
 Juvenile Justice Program Assistance  
 Calculations for Budget Amendment  
 January 1, 2018- June 30, 2018

	23400- Food	71100- Outside Services	71600- Equipment Lease	Total
January-June 2018	\$ 1,750.00	\$ 2,250.00	\$ 2,000.00	\$6,000.00
2018 Budget Amendment Expenditure Amounts:				\$6,000.00
2018 Budget Amendment Revenue Amounts:				\$6,000.00

Grant Award:	
July - December 2017	\$6,000.00
<b>Jan. - June 2018</b>	<u>\$6,000.00</u>
Total Grant Award:	<u><u>\$12,000.00</u></u>





**State of Missouri**  
Office of State Courts Administrator  
Administrative Services Division

<b>Issue Date</b>	July 25, 2017	<b>Award Amount</b>  \$12,000.00
<b>Contract Period</b>	July 1, 2017 to June 30, 2018	

## Juvenile Justice Program Assistance

The Family Court Committee of the Supreme Court of Missouri, in cooperation with the Circuit Court Budget Committee, has approved and provided funding for the implementation of juvenile justice programming assistance for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure;pre-adjudication placement.

<b>Contract Number</b>	<input checked="" type="checkbox"/> Original Contract
OSCA 18-003-07	<input type="checkbox"/> Contract Amendment

<b>Court/Recipient Information:</b>	<b>Project Director:</b>	<b>OSCA Program Contact</b>
The Honorable Kevin Crane Presiding Judge Thirteenth Judicial Circuit 705 East Walnut Street Columbia, Missouri 65201	Angie Jaco Supervisor - Boone County Juvenile Office Thirteenth Judicial Circuit 705 East Walnut Street Columbia, Missouri 65201	Jessica Kempker 573-522-3357
		<b>OSCA Fiscal Contact</b>
		Shelly Peters 573-522-2751

Special Conditions of this award are attached.  There are no special conditions of this award. Original RFP requirements only.

Funding provided to assist with the Evening Reporting Center (ERC) and Crisis Intervention Services program.

Requested Amount: \$24,474.20      Awarded Amount: \$12,000.00

### Please Sign, Date and Return by Mail to:

Office of State Courts Administrator  
Attn: Contracts Unit  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480

In witness thereof, the parties below hereby execute this agreement.

<b>Appointing Authority Signature</b>	<b>OSCA Signature</b>
<i>Mary Epping</i>	<i>Earl Kraus</i>
<b>Printed Name</b> Mary Epping	<b>Printed Name</b> Earl Kraus
<b>Date</b> 7/31/17	<b>Title</b> Deputy State Courts Administrator
<b>Presiding Judge Signature</b>	<b>Date</b>
<i>Kevin M.J. Crane</i>	7/24/17
<b>Printed Name</b> Kevin M.J. Crane	<b>Date</b> 7/24/17



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

**KATHY S. LLOYD**  
STATE COURTS  
ADMINISTRATOR

2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, Missouri  
65110

PHONE (573) 751-4377  
FAX (573) 522-6152

July 25, 2017

The Honorable Kevin Crane  
Presiding Judge  
Thirteenth Judicial Circuit  
705 East Walnut Street  
Columbia, MO 65201

Dear Judge Crane:

On behalf of the Family Court Committee, I am pleased to announce the award of funding for the Juvenile Justice Program Assistance. The Thirteenth Judicial Circuit has been awarded \$12,000.00 for the Evening Reporting Center and Crisis Intervention Services program for FY18 under contract OSCA 18-003-07.

Funds are available to your court per the terms of the attached contract award. OSCA, Contracts Unit, requests the contract award be signed and returned to us for filing with the award documentation. Quarterly reports concerning the number of juveniles served and recidivism outcomes should be submitted with a final report being submitted at the end of the funding period. Additional information will be sent out soon.

When entering into contracts for this program, courts should determine if the individual is an employee of the state of Missouri, a member of the General Assembly a statewide elected official or county employee. If this is the case, the court must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. Your county purchasing policies and rules will apply to the contracting with individuals that fall into this category.

The county should consider language concerning liability as it relates to the contractor. For example OSCA uses the following in its contracts. "The contractor shall agree that neither the state of Missouri nor the county shall be responsible for any liability incurred by the contractor arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return and/or installation of equipment provided by the contractor, except as otherwise provided in the contract."

Additional language that OSCA uses in its contracts concerning liability is as follows. "The contractor shall understand and agree that the state of Missouri and the county cannot save and hold harmless and/or indemnify the contractor against any liability incurred or arising as a result of any

activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the state of Missouri, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to his/her performance under the contract.”

In light of these provisions, your budget narrative is being revised to state the court will contract for personnel services and electronic monitoring services.

The following OSCA staff members have been designated to assist you and your court staff with any additional information you may need related to this program. They may be reached as indicated below:

Jessica Kempker, Program Administration  
[jessica.kempker@courts.mo.gov](mailto:jessica.kempker@courts.mo.gov) – 573-522-3357  
Shelly Peters, Fiscal Matters (invoicing/reimbursements)  
[shelly.peters@courts.mo.gov](mailto:shelly.peters@courts.mo.gov) – 573-522-2751  
Russell Rottmann, Contractual Matters  
[osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov) – 573-522-6766

Congratulations on your award.

Sincerely,



Earl Kraus  
Deputy State Courts Administrator

EK/rr

Enclosures:  
Juvenile Justice Program Assistance Contract Award

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County of Boone

In the County Commission of said county, on the

26th

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

Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

Name	Board	Period
Donald Catlett	Boone County Family Resources	October 1, 2017 through September 30, 2020
Shann Sievers	Industrial Development Authority	October 1, 2017 through September 30, 2023

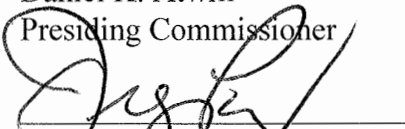
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ATTEST:

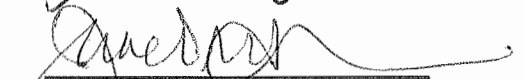
  
Taylor W. Burks  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner

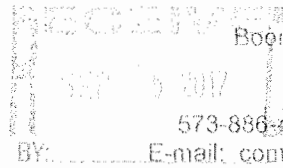


Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner

Dan Atwill, Presiding Commissioner  
Fred J. Parry, District I Commissioner  
Janet Thompson, District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 333  
Columbia, MO 65201  
573-886-4305 • FAX 573-886-4311  
E-mail: [commission@boonecountymo.org](mailto:commission@boonecountymo.org)

# Boone County Commission

*Boone County, MO  
9/17/17  
@ 2:17*

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Boone County Family Resources Term: 9/17 <sup>Ends</sup>

Current Township: Columbia Today's Date: 8-9-17

Name: Donald Catlett

Home Address: 82 Forest Hill Ct.

City: Columbia Zip Code: 65203

Business Address: Same

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: 573-817-3090 Work Phone: 573-777-9977

Fax: 573-777-9976 E-mail: catlaw@tranquility.net


Qualifications: I'm an attorney w/ the MO. State Public

Defenders. I have a degree in education w/ a temporary  
certificate in Special Education. I worked a  
number of years at Woodhaven Learning Center  
I've been on the Board for nearly 3 yrs.

Past Community Service: Family Resources Board member

References: Janet Thompson - Boone Co. Commission  
Bob Baily - MU Law School  
Mike Kelly - 942-8770

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

  
Applicant Signature

Return Application To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201  
Fax: 573-886-4311  
An Affirmative Action/Equal Opportunity Institution

Dan Atwill, Presiding Commissioner  
Fred J. Parry, District I Commissioner  
Janet Thompson, District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 333  
Columbia, MO 65201  
573-886-4305 - FAX 573-886-4311  
E-mail: commission@boonecountymo.org

# Boone County Commission

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

**Board or Commission:** Industrial Development Authority

**Name:** Shann Sievers

**Home Address:** 3869 Felicity Lane

**City:** Columbia **Zip Code:** 65203

**Business Address:** 1906 Corona Road

**City:** Columbia **Zip Code:** 65203

**At which address would you prefer to be contacted?**     

**E-mail:** Sievers20@gmail.com

**Phone (Home):** \_\_\_\_\_ **Phone (Work):** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Qualifications:**

I am a current member of the Industrial Development Authority. I am applying to stay on the Board.

**Past Community Service:**

Member - Boone County Industrial Authority Board President - Missouri Kids First

**References:**

\_\_\_\_\_

**I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.**

\_\_\_\_\_  
**Applicant Signature**

**Return Application  
To:**

**Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201  
Fax: 573-886-4311**

**An Affirmative Action/Equal Opportunity Institution**

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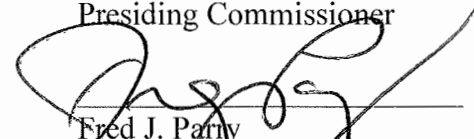
Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Government Center Chambers and Courthouse Plaza by MU Voz Latina for October 14 from 2:00 p.m. to 7:00 p.m.

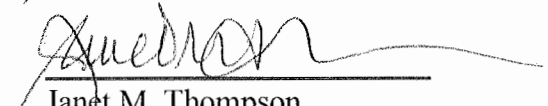
Done this 26th day of September, 2017.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner





# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: MU Voz Latina  
Address: 5303 Memorial Union, University of Missouri  
City: Columbia State: MO ZIP Code: 65201  
Phone: (573) 356-7373 Website: http://vozlatina-missouri.edu  
Individual Requesting Use: Dr. Elizabeth Hoyos-Miernyk Position in Organization: Vicepresident  
Facility requested:  Chambers  Room 301  Room 311  Room 332  Centralia Clinic  
Event: Celebrating our Culture / Celebrando nuestras culturas  
Description of Use (ex. Speaker, meeting, reception): speakers, flags parade, dancing  
Date(s) of Use: October 14, 2017  
Start Time of Setup: 2:00 pm AM/PM AM Start Time of Event: 3:00 AM/PM PM  
End Time of Event: 5:00 AM/PM PM End Time of Cleanup: 5:30 - 6:30 AM/PM 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: Elizabeth Hoyos-Miernyk - Vice president  
Phone Number: (573) 356-7373 Date of Application: 9/14/2017  
Email Address: hoyosm@missouri.edu

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 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:

Taylor W. Burkmyr  
County Clerk

BOONE COUNTY, MISSOURI

Roger B. Wilson  
County Commissioner

DATE: 9-26-17



## 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: MU VOZ LATINA

Address: S303 Memorial Union

City: Columbia State: MO ZIP Code: 65211

Phone: (573) 356-7373 Website: http://vozlatina.missouri.edu

Individual Requesting Use: Elizabeth Hoyos

Position in Organization: Vice president

Address: 117 Schweitzer Hall

City: Columbia State: MO ZIP Code: 65211

Phone: (573) 356-7373 Email: hoyosm@missouri.edu

Event: Celebrating our Culture/Celebrando nuestras culturas

Description of Use (ex. Concert, speaker, 5K): We will have speakers, flags parade, dancing

Date(s) of Use: October 14, 2017

Start Time of Setup: 2:00 PM AM/PM

Start Time of Event: 3:00 PM AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 5:00 PM AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 6:00 to 7:00 PM AM/PM

Emergency Contact During Event: Elizabeth Hoyos Phone: (573) 356-7373

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:

Flyers, announcing on the radio (KOPN) and word of mouth

How many attendees (including volunteers) do you anticipate being at your event? 40

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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)? \_\_\_\_\_  
\_\_\_\_\_

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: Elizabeth Hoyos - Vice President

Address: 117 Schweitzer Hall

Phone Number: (573) 356-7373 Date of Application: 09-14-2017

Email Address: hoyosm@missouri.edu

Signature: Dr. Elizabeth Hoyos-Miernyk Digitally signed by Dr. Elizabeth Hoyos-Miernyk  
Date: 2017.09.14 15:22:33 -05'00'

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:

Taylor W. Burkmy  
County Clerk

BOONE COUNTY, MISSOURI  
[Signature]  
County Commissioner

DATE: 9-26-17