

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

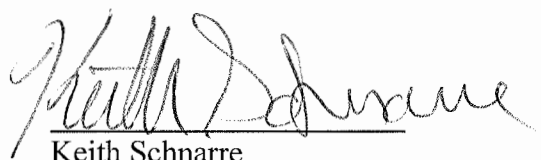
January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 20<sup>th</sup> day of January 20 04

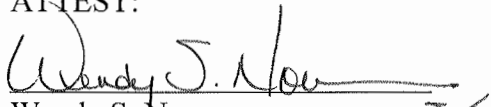
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Assessment Maintenance Plan for Boone County, Missouri for January 1, 2004 to December 31, 2005.

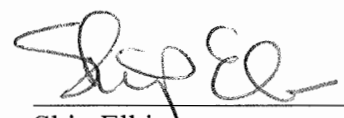
Done this 20<sup>th</sup> day of January, 2004.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

**ASSESSMENT MAINTENANCE PLAN**

**BOONE COUNTY, MISSOURI**

**JANUARY 1, 2004 THROUGH DECEMBER 31, 2005**

## **INTRODUCTORY NARRATIVE**

The Boone County Assessor and State Tax Commission shall strive to assess all property in a fair and uniform manner; shall strive to discover, list and assess all taxable property within the county; shall faithfully and impartially execute this assessment maintenance plan; shall develop assessments based on current market value as of the date of appraisal; shall promptly and efficiently respond to questions, complaints, and needs of taxpayers and assessment officers; and shall uphold the constitution and statutes of the State of Missouri.

Our goal is to provide outstanding service in the most cost efficient manner possible, while fulfilling the legal responsibilities of the Office of Assessor.

**BOONE COUNTY, MISSOURI**

**Parcel Count**

December 29, 2003

Commercial	2,345
Residential	46,131
Farm	5,518
Utility	152
Exempt	1,700
<b>Total</b>	<b>55,846</b>

### Sources of Valuation for Personal Property

Automobiles .....	NADA
Trucks .....	NADA
Motorcycles .....	NADA
Boats .....	NADA
Trailers .....	NADA
Mobile Homes .....	NADA
Recreational Vehicles .....	NADA
Busses .....	Personal Property Valuation Guide
Tractor/Trailers .....	Personal Property Valuation Guide
Airplanes .....	Aircraft Blue Book - Price Digest
Farm Equipment .....	Official Guide to Tractors and Farm Equipment North American Equipment Dealers Association
Livestock .....	State Guide
Machinery and Equipment .....	Historical Cost
Leased Equipment .....	Historical Cost
Office Furniture .....	Historical Cost

### **Forms to be Utilized**

Copies of the following forms are provided in this report:

1. Sales Questionnaire
2. Assessment Change Notice
3. Personal Property Assessment List

NOTE: Other forms available in the office upon request.

### **Training Materials**

All training manuals and detailed data collection manuals are available for inspection in the office upon request.

1. Type of Property Purchased (please circle all that apply):

Vacant Land	
<input checked="" type="checkbox"/> Residential Lot	Agriculture Acreage
Residential Acreage	Commercial Land
Other	

Improved Land	
<input checked="" type="checkbox"/> House	Multi-Family Residential
Condominium	Commercial Building
Mobile/Modular Home	Other Buildings

Please complete if purchase was a residential structure:	
Total # of Rooms <u>6</u>	Does the property have a basement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Total # of Bedrooms <u>3</u>	If yes, what rooms are finished in the basement? (please circle)
Total # of Full Baths <u>2</u>	Bedroom(s) Bath(s) Family Room Rec. Room
Total # of Half Baths <u>0</u>	Study Den Other
Total # of Fireplaces <u>1</u>	Approximate finished area in basement. _____
<input checked="" type="checkbox"/> Gas or Wood Burning Fireplace(s)	My basement does not have any finished living area ( )

2. Official 911 Address of Property (if known): 4411 Timber Lane, Columbia Mo

3. Please check all that apply:

- Property was listed for sale by local real estate agency.
- Property was For Sale by Owner.
- Property was purchased at an auction.
- Transaction was between related individuals or corporations.
- Contract for Deed
- Trade or Part of Larger Transaction

4. Was any "Personal Property" included in the purchase other than household appliances or fixtures?  YES  NO

If yes, please explain: \_\_\_\_\_

Approximate value of the above Personal Property: \$ \_\_\_\_\_

5. Was there any unusual financing involved with this transaction that may have affected the sale price?  YES  NO

If yes, please explain: \_\_\_\_\_

6. If this purchase involves a new house or building (never occupied previously), please check all that apply:

- I was the general contractor or I completed some or all of the construction myself.
- Price indicated below includes construction cost of house or building only.
- Price includes land price plus construction cost of house or building.
- Price reflects purchase of land and building, not construction cost.

7. Please verify your purchase price: \$ \_\_\_\_\_

8. Please Sign: [Signature]

NOTICE OF CHANGE IN ASSESSMENT FOR TAX YEAR 2001



BOONE COUNTY ASSESSORS OFFICE  
BOONE COUNTY GOVERNMENT CENTER  
801 EAST WALNUT ST. RM 143  
COLUMBIA, MO 65201-7733



ELDER WILLIAM H JR &  
DONNA L  
1106 CLUB MEADOWS DRIVE  
COLUMBIA MO 65203

Parcel Number: 16-909-00-04-004.00

Real Property Location: 1106 CLUB MEADOWS DR  
SEC 26 TWP 48 RGE 13

Legal Description: COUNTRY CLUB VILLAGE PLAT 1  
LOT 4

Dear Taxpayer:

This is to notify you that the appraised value of the real property referenced above has been changed for the tax year 2001. This change will be reflected on the 2001 real estate tax bill which will be mailed in November 2001.

The old (2000) appraised value (by assessment class) of this property was:

	Appraised Value
Residential	143,000

	TOTAL	143,000	
	Appraised Value	Assessed Value	
The new (2001) appraised and assessed value (by assessment class) is:			

Residential	150,800	28,652
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TOTAL	150,800	28,652
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THE DEADLINE FOR APPEALING ASSESSMENT DECISIONS IS MONDAY, JUNE 25, 2001.

Please call the Boone County Assessor's Office at 886-4270 if you have questions or concerns regarding this change in assessment.

The Boone County Assessor's Office is open 8:00 am to 5:00 pm Monday through Friday.



This form is used to list all taxable personal property owned by you on **JANUARY 1st** of this year. It is also used to verify the location of the listed property. This form is mailed annually to all residents of the county who are on record in the assessor's office as owners of taxable personal property. This form must be returned to the assessor's office **NO LATER THAN MARCH 1** in order to avoid penalties.

**1. VERIFY NAME AND MAILING ADDRESS**

If your name or mailing address has changed, please complete the **NAME/MAILING ADDRESS CORRECTIONS** area. Please include the date moved.

**2. VERIFY PROPERTY LOCATION**

The property location should be your official 911 address. Post Office Boxes and Rural Routes are not acceptable as property locations. Official 911 addresses are necessary in order to determine the correct school, fire, library, road, and city levies. The taxing entities associated with the current property location are also listed on this form.

If the property location is incorrect, please complete the **PROPERTY LOCATION CORRECTIONS** area.

**3. VERIFY LIST OF TAXABLE PERSONAL PROPERTY**

Personal property that you were assessed for last year has been listed. Please draw a line through any items that you did not own or hold on **JANUARY 1** of this year. Please add to the list any taxable personal property you may have purchased or acquired on or before January 1 of this year that is not listed. Please use the type code from the **TYPE CODE TABLE** when adding additional property items. If adding vehicles include the **YEAR, MAKE, and MODEL**.

Please include additional information on the following items:

- |   |   |
|---|---|
| <b>LARGE TRUCKS</b> (1.5-7 ton) .. tonnage, axles, length, type.                              | <b>OUTBOARD MOTORS</b> .. horsepower.                     |
| <b>BUSES</b> ..... tonnage, axles, passenger capacity.  | <b>MOTORCYCLES</b> ..... size in cc's.                    |
| <b>R. V. TRAILERS</b> ..... type (eg. tent/upright), length.                                  | <b>TRACTOR TRAILERS</b> ... type, axles, gallons, length. |
| <b>OTHER TRAILERS</b> ..... type (eg. livestock, homemade, boat, etc.), length.               |   |
| <b>BOATS</b> .....(alum, wood, fiberglass), length, horsepower, (inboard/outboard).           |   |
| <b>AIRCRAFT</b> ..... number of hours flown per year ( if more than 25 years old ).           |   |
| <b>MOBILE HOMES</b> .....please provide the information requested on the front of this form.. |   |

**ATTACH LIST IF SPACE IS INSUFFICIENT**

**4. BUSINESSES**

Please provide the net book value or 10% of historical cost - which ever is greater (as of January 1st of this year) of all business furniture, fixtures, and equipment. Business inventories are exempt and should not be listed. Vehicles should be listed separately.

**5. NO CHANGES FROM LAST YEAR?**

If there have been no changes in your name or mailing address, property location, or listed property, please mark the **NO CHANGE** box with an .

**6. SIGN AND DATE THE FORM**

Please sign and date at the bottom of the form. If you are in active military service, please indicate your county of residence according to military records.

**7. RETURN THE FORM**

Please use the return envelope provided. Complete the return address and place stamp where indicated. The returned form must be postmarked **NO LATER THAN MARCH 1** of this year to avoid penalties.

**8. FILE ONLINE**

Taxpayers may also complete their personal property declaration online at [WWW.SHOWMEBOONE.COM](http://WWW.SHOWMEBOONE.COM). You will need to reference your Owner ID located beneath the bar code on the other side of this form.

**IMPORTANT DEADLINE INFORMATION**

In accordance with state law, taxpayers are required to file lists of personal property, including automobiles, **NO LATER THAN MARCH 1** of each year. If the taxpayer is late in filing the list, the owner of the property shall be assessed a penalty, added to the tax bill, based on the assessed value of the property that was not reported, as follows:

ASSESSOR VALUATION	PENALTY	ASSESSOR VALUATION	PENALTY	ASSESSOR VALUATION	PENALTY
0-\$1,000	\$10.00	\$3,001-\$4,000	\$40.00	\$7,001-\$8,000	\$80.00
\$1,001-\$2,000	\$20.00	\$4,001-\$5,000	\$50.00	\$8,001-\$9,000	\$90.00
\$2,001-\$3,000	\$30.00	\$5,001-\$6,000	\$60.00	\$9,001 and above	\$100.00
		\$6,001-\$7,000	\$70.00		

## Functions and Responsibilities

### A. Real Estate Functions

1. Parcel identification of Building Permits
2. Data Collection
  - a. County Building Permits
  - b. City Building Permits
  - c. Condo Conversions
  - d. Other Splits/Combos
  - e. Commercial Permits, Splits/Combos
  - f. Partial (incomplete) from previous year
3. Grade/CDU Review
  - a. Residential properties
  - b. Outlier Sales (Residential & Farm)
  - c. Farm properties
4. Data Review
  - a. Residential
  - b. Agricultural
  - c. Commercial
  - d. Commercial Outlier Sales
5. Data Entry
  - a. Collected data
  - b. Reviewed data
6. Tracking Splits/Combos in Assessment Administration File (AA)
7. Collection and Entry of Sales Data
8. Collection of Construction Cost Data
9. Index & Depreciation Study
10. Development of Market Approach
  - a. Market Modelling
  - b. Generation of Comp Sheets
11. Final Review of New Values
  - a. New Construction and Splits/Combos
  - b. Reappraised Property
  - c. Data Entry of Final Review Decisions
12. Sales Ratio Study
13. Notification of Taxpayers
14. Informal Hearings
15. Board of Equalization Hearings
16. State Tax Commission Hearings
17. Public Questions
  - a. Walk-ins
  - b. Phone

## Functions and Responsibilities

### B. Personal Property Functions

1. Personal Property Declarations
  - a. Mail
  - b. Open
  - c. Scan
  - d. Process
2. Supplemental Bills
  - a. Phone
  - b. Walk-ins
3. Waivers
4. Public Questions
  - a. Walk-ins
  - b. Phone

### C. Mapping Functions

1. Public Questions
2. Processing Deeds
3. Updating GIS
4. Accounting for Cash Receipts

### D. Assessor Functions

1. Planning
2. Monitoring
3. Reports
4. Forms
5. Procedures

### E. Clerical Functions

1. Bids, Ordering Supplies, Paying Bills
2. Tax Exemption Letters
3. Letter Writing and Photocopying
4. Filing
5. Putting Labels on Property Record Cards
6. Answering Phone (General Info)

Real Estate

Function	Staff	Cycle Units			Units Per Day	Man-Days Per Cycle			2004	2004	2004
		2004	2005	2006		2004	2005	2006	Units FWD	Days FWD	Days Req'd
Parcel Identification of Building Permits	field	2800	2850	2900	80	35	36	36	2400	30	5
Data Collection of Building Permits	field	2100	2150	2200	10	210	215	220	500	50	160
Data Collection of Splits/Combos	field	900	900	900	20	45	45	45	300	15	30
Data Collection of Contiguous Combos	field	0	0	0	20	0	0	0	0	0	0
Data Collection of Incomplete Prior Year	field	400	410	420	10	40	41	42	0	0	40
Grade/CDU Review of Urban Residential	analyst	7500	7500	7500	100	75	75	75	0	0	75
Data Review of Urban Parcels	field	7500	7500	7500	50	150	150	150	2000	40	110
Data Review of Rural Parcels	field	5000	5000	5000	25	200	200	200	1500	60	140
Data Review/Conversion of Commercial Parcels	field	300	300	300	15	20	20	20	150	10	10
Data Review of Outlier Sales	analyst	100	100	100	15	7	7	7	50	3	3
Data Entry of Data Collected	office	3400	3460	3520	200	17	17	18	1300	7	11
Data Entry of Data Reviewed	office	2600	2600	2600	250	10	10	10	550	2	8
Data Entry of Converted Commercial Data	office	100	100	100	100	1	1	1	0	0	1
Data Entry of Value Review Decisions	office	680	6692	704	150	5	45	5	0	0	5
Collection and Entry of Sales Data	analyst	1750	1750	1750	100	18	18	18	875	9	9
Collection of Construction Cost Data	analyst	5 days	5 days	5 days	1	5	5	5	0	0	5
Index and Depreciation Study	analyst	10 days	10 days	10 days	1	10	10	10	0	0	10
Market Modelling	analyst	0	15 days	0	1	0	15	0	0	0	0
Generation of ICS Sheets	analyst	3400	50000	3520	5000	1	10	1	0	0	1
Generation of Comp Sheets	analyst	2420	25000	2550	5000	0	5	1	0	0	0
Value Review of New Construction	field	2500	2560	2620	100	25	26	26	0	0	25
Value Review of Splits/Combos	field	900	900	900	100	9	9	9	0	0	9
Value Review of Reappraised Parcels	field	0	30000	0	100	0	300	0	0	0	0
Sales Ratio Study	analyst	2	2	2	1	2	2	2	0	0	2
Notification of Taxpayers	office	3400	33460	3520	5000	1	7	1	0	0	1
Informal Hearings	field	340	3346	352	10	34	335	35	0	0	34
Board of Equalization Hearings	field	3	33	4	1	3	33	4	0	0	3
State Tax Commission Hearings	field	1	8	1	0.2	4	42	4	0	0	4
Walk-in Public Questions	office	4 hrs/d	4 hrs/d	4 hrs/d	8	120	120	120	60	60	60
Public Questions by Phone	office	6 hrs/d	6 hrs/d	6 hrs/d	8	180	180	180	90	90	90
Total						1,227	1,977	1,243		376	851

Real Estate

Function	2004 Tax Cycle						2005 Tax Cycle						2006 Tax Cycle																			
	2004						2005						2006																			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Parcel Identification of Building Permits							6	6	6	6	6	6							6	6	6	6	6	6								
Data Collection of Building Permits	40	40	40	40			27	27	27	27	27	27	27	27					24	24	24	24	24	24	24	24	24			24		
Data Collection of Splits/Combos	8	8	8	8			6	6	6	6	6	6	6	6					5	5	5	5	5	5	5	5	5			5		
Data Collection of Contiguous Combos	0	0	0	0			0	0	0	0	0	0	0	0																		
Data Collection of Incomplete Prior Year	20	20						8	8	8	8	8								8	8	8	8	8								
Grade/CDU Review of Urban Residential	13	13	13	13	13	13	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6		
Data Review of Urban Parcels	18	18	18	18	18	18	13	13	13	13	13	13							30	30	30	30	30	30	25	25	25	25	25	25		
Data Review of Rural Parcels	23	23	23	23	23	23	17	17	17	17	17	17							40	40	40	40	40	40	33	33	33	33	33	33		
Data Review/Conversion of Commercial Parcels	2	2	2	2	2		3	3	3	3	3	3																				
Data Review of Outlier Sales								2	2	2	2								2	2	2	2										
Data Entry of Data Collected	3	3	3	3			2	2	2	2	2	2	2	2					2	2	2	2	2	2	2	2						
Data Entry of Data Reviewed	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Data Entry of Converted Commercial Data							0	0	0	0	0	0																				
Data Entry of Value Review Decisions				2	2								15	15	15										2	2						
Collection and Entry of Sales Data	3	3	3				3	3	3	3	3	3							2	2	2	2	2	2	2	2						
Collection of Construction Cost Data				5									5														5					
Index and Depreciation Study				10									10														10					
Market Modelling													15																			
Generation of ICS Sheets				1									5	5													1					
Generation of Comp Sheets				0									3	3													1					
Value Review of New Construction				13	13									13	13													13	13			
Value Review of Splits/Combos				5	5									5	5													5	5			
Value Review of Reappraised Parcels										60	60	60	60	60																		
Sales Ratio Study			1						1							1						1					1					
Notification of Taxpayers					1											7												1				
Informal Hearings					11	11	11									67	67	67	67	67										18	18	
Board of Equalization Hearings					2	2												17	17												2	
State Tax Commission Hearings							1	1	1	1	1									8	8	8	8	8								
Walk-in Public Questions	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		
Public Questions by Phone	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15		
<b>Total</b>	<b>156</b>	<b>156</b>	<b>137</b>	<b>168</b>	<b>103</b>	<b>94</b>	<b>122</b>	<b>130</b>	<b>121</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>165</b>	<b>167</b>	<b>140</b>	<b>115</b>	<b>100</b>	<b>117</b>	<b>157</b>	<b>160</b>	<b>162</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>125</b>	<b>125</b>	<b>140</b>	<b>130</b>	<b>127</b>	<b>123</b>		

Mapping

Function	Staff	Cycle Units			Units	Man-Days			2004	2004	2004
		2004	2005	2006	Per	Per Cycle			Units	Days	Days
					Day	2004	2005	2006	FWD	FWD	Req'd
Processing Deeds	mapping	6000	6050	6100	25	240	242	244	3000	120	120
Public Assistance	mapping	6 hrs/d	6 hrs/d	6 hrs/d	1	180	180	180	90	90	90
Updating GIS	mapping	900	900	900	7	129	129	129	450	64.3	64.3
Processing Contiguous Combos	mapping	0	0	0	50	0	0	0	0	0	0
Accounting for Cash Receipts	mapping	12	12	12	2	6	6	6	3	3	3
<b>Total</b>						<b>555</b>	<b>557</b>	<b>559</b>		<b>277</b>	<b>277</b>

Mapping

Function	2004 Tax Cycle												2005 Tax Cycle												2006 Tax Cycle											
	2004												2005												2006											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
Processing Deeds	20.0	20.0	20.0	20.0	20.0	20.0	20.2	20.2	20.2	20.2	20.17	20.2	20.2	20.2	20.2	20.2	20.2	20.2	20.3	20.3	20.3	20.3	20.33	20.3	20.3	20.3	20.3	20.3	20.3	20.3						
Public Assistance	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15						
Updating GIS	10.7	10.71	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.71	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.71	10.7	10.7	10.7	10.7	10.7	10.7	10.7						
Processing Contiguous Combos																																				
Accounting for Cash Receipts	0.5	0.50	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.50	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5							
Total	46.2	46.2	46.2	46.2	46.2	46.2	46.4	46.4	46.4	46.4	46.4	46.4	46.4	46.4	46.4	46.4	46.4	46.4	46.5	46.5	46.5	46.5	46.5	46.5	46.5	46.5	46.5	46.5	46.5	46.5						

Personal Property

Function	Staff	Cycle Units			Units Per Day	Man-Days Per Cycle			2004	2004	2004
		2004	2005	2006		Units	Days	Days			
						2004	2005	2006	FWD	FWD	Req'd
Mail Declarations	pp	60000	62000	64000	10000	6	6.2	6.4	0	0	6
Open Declarations	pp	48000	50000	52000	2500	19.2	20	20.8	0	0	19.2
Scan Declarations	pp	48000	50000	52000	4000	12	12.5	13	0	0	12
Process Declarations	pp	48000	50000	52000	225	213	222	231	0	0	213
Supplemental Bills - Walk-In	pp	5 hrs/d	5 hrs/d	5 hrs/d	8	150	150	150	0	0	150
Supplemental Bills - Phone	pp	5 hrs/d	5 hrs/d	5 hrs/d	8	150	150	150	0	0	150
Waivers	pp	5 hrs/d	5 hrs/d	5 hrs/d	8	150	150	150	0	0	150
Public Assistance - Walk-In	pp	5 hrs/d	5 hrs/d	5 hrs/d	8	150	150	150	0	0	150
Public Assistance - Phone	pp	5 hrs/d	5 hrs/d	5 hrs/d	8	150	150	150	0	0	150
Total						1001	1011	1021		0	1001



Personal Property

Function	2004												2005												2006								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Mail Declarations	6											6.2											6.4										
Open Declarations	9.6												10												10.4								
Scan Declarations	7.2		3.6	1.2										7.5		3.75	1.25										7.8		3.9	1.3			
Process Declarations	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	17.8	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	19.3	19.3	19.3	19.3	19.3	19.3			
Supplemental Bills - Walk-In	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5			
Supplemental Bills - Phone	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5			
Waivers	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5			
Public Assistance - Walk-In	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5			
Public Assistance - Phone	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5			
Total	103	93.5	81.5	80.3	80.3	80.3	80.3	80.3	80.3	80.3	80.3	80.3	105	94.8	82.3	81	81	81	81	81	81	81	81	81	106	96.1	83.1	81.8	81.8	81.8			

Administrative

Function	Staff	Cycle Units			Units	Man-Days			2004	2004	2004
		2004	2005	2006	Per	Per Cycle			Units	Days	Days
					Day	2004	2005	2006	FWD	FWD	Req'd
Administrative	assessor	8 hr/d	8 hr/d	8 hr/d	8	240	240	240	120	120	120
Clerical	office	4hr/d	4hr/d	4hr/d	8	120	120	120	60	60	60
Total						360	360	360		180	180

Administrative

Function	2004 Tax Cycle						2005 Tax Cycle												2006 Tax Cycle											
	2004												2005						2006											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Administrative	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Clerical	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Total	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30

Office Totals

Department	2004 Tax Cycle												2005 Tax Cycle												2006 Tax Cycle											
	2004												2005												2006											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
Real Estate	156	156	137	168	103	94	122	130	121	180	180	180	165	167	140	115	100	117	157	160	162	161	161	161	125	125	140	130	127	123						
Mapping	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	47	47	47	47	47	47	47	47	47	47	47	47						
Personal Property	103	93	81	80	80	80	80	80	80	80	80	80	105	95	82	81	81	81	81	81	81	81	81	81	106	96	83	82	82	82						
Administrative	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30						
Total Man-Days	335	325	294	325	259	250	279	286	278	337	337	337	346	338	298	272	257	274	314	317	320	319	319	319	308	298	300	288	285	281						
FTEs Required	17	16	15	16	13	13	14	14	14	17	17	17	17	17	15	14	13	14	16	16	16	16	16	16	15	15	15	14	14	14						

Averages	2004	2005	2006
Total Man-Days	303	308	293
FTEs Required	15.2	15.4	14.7

County Budget

Account	County Description	County Category	State Description	State Category	2003 Budget + Revisions	2004 Approved Budget
3461	State Reimburs-Assessment	Intergovernmental Revenue	State Reimbursement	Sources of Revenue	297,875	270,795
3550	Commissions	Charges for Services	Tax Collection Withholding	Sources of Revenue	513,850	539,000
3710	Interest	Interest	Other	Sources of Revenue	0	0
3711	Int-Overnight	Interest	Other	Sources of Revenue	500	500
3712	Int-Long Term Invest	Interest	Other	Sources of Revenue	7,000	7,000
3830	Sales	Miscellaneous Revenue	Other	Sources of Revenue	12,000	12,000
10100	Salaries & Wages	Personal Services	Salary	Salary	535,611	569,249
10110	Overtime	Personal Services	Benefits	Salary	20,000	20,000
10120	Holiday	Personal Services	Benefits	Salary	0	0
10200	FICA	Personal Services	Benefits	Salary	42,306	45,077
10300	Health Insurance	Personal Services	Benefits	Salary	51,150	60,375
10325	Disability Insurance	Personal Services	Benefits	Salary	2,420	2,670
10350	Life Insurance	Personal Services	Benefits	Salary	495	585
10375	Dental Insurance	Personal Services	Benefits	Salary	4,125	4,725
10400	Workers Comp	Personal Services	Benefits	Salary	14,162	13,567
10500	401(A) Match Plan	Personal Services	Benefits	Salary	8,775	8,775
10510	CERF-Employer Paid Contrib.	Personal Services	Benefits	Salary	896	896
22000	Postage	Materials & Supplies	Postage	Office Supplies/Expenses	35,000	35,000
22500	Subscriptions/Publications	Materials & Supplies	Appraisal Guides	Office Supplies/Expenses	3,020	3,020
23000	Office Supplies	Materials & Supplies	Office Supplies	Office Supplies/Expenses	3,100	3,100
23001	Printing	Materials & Supplies	Printing Costs	Office Supplies/Expenses	9,000	9,000
23015	Computer Supplies	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	150	0
23016	Magnetic Media	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	1,860	0
23017	Computer Paper	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	4,000	5,000
23018	Printer Supplies	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	10,000	3,600
23020	Microfilm/Film	Materials & Supplies	Film/Film Processing	Office Supplies/Expenses	0	0
23022	Mapping Supplies	Materials & Supplies	Mapping Supplies	Office Supplies/Expenses	12,000	3,500
23050	Other Supplies	Materials & Supplies	Other	Office Supplies/Expenses	500	500
23850	Minor Equipment & Tools	Materials & Supplies	Other	Office Supplies/Expenses	250	250
37000	Dues	Dues Travel & Training	Schools/Meetings	Mileage and Training	833	2,000
37200	Seminars/Conferen/Meeting	Dues Travel & Training	Schools/Meetings	Mileage and Training	4,285	4,285
37210	Training/Schools	Dues Travel & Training	Schools/Meetings	Mileage and Training	10,190	8,190
37220	Travel	Dues Travel & Training	Schools/Meetings	Mileage and Training	410	410
37230	Meals & Lodging-Training	Dues Travel & Training	Schools/Meetings	Mileage and Training	525	525
48000	Telephones	Utilities	Telephone	Office Supplies/Expenses	4,740	5,800
48050	Cellular Telephones	Utilities	Telephone	Office Supplies/Expenses	412	1,200
48100	Natural Gas	Utilities	none	No Category	0	0
48200	Electricity	Utilities	none	No Category	0	0
48300	Water	Utilities	none	No Category	0	0
48400	Solid Waste	Utilities	none	No Category	0	0
59000	Motorfuel/Gasoline	Vehicle Expense	Mileage	Mileage and Training	1,772	1,772
59025	Motor Vehicle Title Exp	Vehicle Expense	Mileage	Mileage and Training	0	0
59100	Vehicle Repairs	Vehicle Expense	none	No Category	3,650	3,650
59200	Local Mileage	Vehicle Expense	Mileage	Mileage and Training	1,750	1,750
59300	Parking	Vehicle Expense	Mileage	Mileage and Training	0	0
60050	Equip Service Contract	Equip & Bldg Maintenance	Hardware Maintenance	Equipment and Computer	8,400	6,115
60200	Equip Repairs/Maintenance	Equip & Bldg Maintenance	Equipment Maintenance	Equipment and Computer	3,320	3,320
70050	Software Service Contract	Contractual Services	Software Maintenance	Equipment and Computer	10,344	16,893
71000	Insurance and Bonds	Contractual Services	none	No Category	14,000	14,000
71100	Outside Services	Contractual Services	Aerial Photography	Other Costs	15,000	0
71101	Professional Services	Contractual Services	Appraisal Contracts	Other Costs	40,000	40,000
71105	Legal Services	Contractual Services	Other Expenses	Other Costs	8,000	8,000
71500	Building Rent	Contractual Services	none	No Category	34,406	34,406
71600	Equip Leases & Meter Chrg	Contractual Services	Other Expenses	Other Costs	0	60
84100	Interest Expense	Other	none	No Category	0	0
84300	Advertising	Other	Other	Office Supplies/Expenses	0	0
84400	Public Notices	Other	Other	Office Supplies/Expenses	3,193	3,193
86800	Emergency	Other	Other Expenses	Other Costs	5,000	5,000
86850	Contingency	Other	Other Expenses	Other Costs	0	1,230
91100	Furniture and Fixtures	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
91300	Machinery & Equipment	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
91301	Computer Hardware	Fixed Asset Additions	Hardware Purchases	Equipment and Computer	0	0
91302	Computer Software	Fixed Asset Additions	Software Purchases	Equipment and Computer	8,400	0
91400	Auto/Trucks	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
92000	Replcmnt Office Equip	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	4,050	0
92100	Replcmnt Furn & Fixtures	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
92301	Replcmnt Computer Hdwr	Fixed Asset Additions	Hardware Purchases	Equipment and Computer	6,200	10,295
92302	Replcmnt Computer Software	Fixed Asset Additions	Software Purchases	Equipment and Computer	0	0
92400	Replcmnt Auto/Trucks	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
				Total Expenses	947,700	960,983
				Total Revenues	831,225	829,295

State Budget Totals

2003 Budget							
Description	Equipment and Computer	Mileage and Training	No Category	Office Supplies/ Expenses	Other Costs	Salary	Sources of Revenue
Aerial Photography					15,000		
Appraisal Contracts					40,000		
Appraisal Guides				3,020			
Benefits						144,329	
Computer Supplies				16,010			
Equipment Maintenance	3,320						
Equipment Purchases	4,050						
Film/Film Processing				0			
Hardware Maintenance	8,400						
Hardware Purchases	6,200						
Mapping Supplies				12,000			
Mileage		3,522					
none			52,056				
Office Supplies				3,100			
Other				3,943			19,500
Other Expenses					13,000		
Postage				35,000			
Printing Costs				9,000			
Salary						535,611	
Schools/Meetings		16,243					
Software Maintenance	10,344						
Software Purchases	8,400						
State Reimbursement							297,875
Tax Collection Withholding							513,850
Telephone				5,152			
<b>Total Sum</b>	<b>40,714</b>	<b>19,765</b>	<b>52,056</b>	<b>87,225</b>	<b>68,000</b>	<b>679,940</b>	<b>831,225</b>
2004 Budget							
Description	Equipment and Computer	Mileage and Training	No Category	Office Supplies/ Expenses	Other Costs	Salary	Sources of Revenue
Aerial Photography					0		
Appraisal Contracts					40,000		
Appraisal Guides				3,020			
Benefits						156,670	
Computer Supplies				8,600			
Equipment Maintenance	3,320						
Equipment Purchases	0						
Film/Film Processing				0			
Hardware Maintenance	6,115						
Hardware Purchases	10,295						
Mapping Supplies				3,500			
Mileage		3,522					
none			52,056				
Office Supplies				3,100			
Other				3,943			19,500
Other Expenses					14,290		
Postage				35,000			
Printing Costs				9,000			
Salary						569,249	
Schools/Meetings		15,410					
Software Maintenance	16,893						
Software Purchases	0						
State Reimbursement							270,795
Tax Collection Withholding							539,000
Telephone				7,000			
<b>Total Sum</b>	<b>36,623</b>	<b>18,932</b>	<b>52,056</b>	<b>73,163</b>	<b>54,290</b>	<b>725,919</b>	<b>829,295</b>



Buc Plan

Category	Approved 2003	Approved 2004	Tentative 2005	1st Qtr 2004	2nd Qtr 2004	3rd Qtr 2004	4th Qtr 2004	1st Qtr 2005	2nd Qtr 2005	3rd Qtr 2005	4th Qtr 2005
<b>Expenditure Summary</b>											
Salary	679,044	725,023	774,000	181,256	181,256	181,256	181,256	193,500	193,500	193,500	193,500
Office Supplies	87,225	73,163	66,000	18,291	18,291	18,291	18,291	16,500	16,500	16,500	16,500
Equipment and Computers	40,714	36,623	47,000	9,156	9,156	9,156	9,156	11,750	11,750	11,750	11,750
Mileage and Training	19,765	18,932	17,000	4,733	4,733	4,733	4,733	4,250	4,250	4,250	4,250
Other Costs	68,000	54,230	20,000	13,558	13,558	13,558	13,558	5,000	5,000	5,000	5,000
<b>Total Cost</b>	<b>894,748</b>	<b>907,971</b>	<b>924,000</b>	<b>226,993</b>	<b>226,993</b>	<b>226,993</b>	<b>226,993</b>	<b>231,000</b>	<b>231,000</b>	<b>231,000</b>	<b>231,000</b>
<b>Sources of Revenue</b>											
<b>County General Revenue</b>											
Tax Collection Withholding	513,850	539,000	550,000	134,750	134,750	134,750	134,750	137,500	137,500	137,500	137,500
State Reimbursement	297,875	270,795	270,795	67,699	67,699	67,699	67,699	67,699	67,699	67,699	67,699
Other	19,500	19,500	19,500	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875
<b>Total Revenue</b>	<b>831,225</b>	<b>829,295</b>	<b>840,295</b>	<b>207,324</b>	<b>207,324</b>	<b>207,324</b>	<b>207,324</b>	<b>210,074</b>	<b>210,074</b>	<b>210,074</b>	<b>210,074</b>
<b>Net</b>	<b>-63,523</b>	<b>-78,676</b>	<b>-83,705</b>	<b>-19,669</b>	<b>-19,669</b>	<b>-19,669</b>	<b>-19,669</b>	<b>-20,926</b>	<b>-20,926</b>	<b>-20,926</b>	<b>-20,926</b>



**SIGN-OFF PAGE**

Enclosed herewith is the 2004-05 Assessment Maintenance Plan for Boone County, Missouri, submitted in accordance with Sections 137.115.i (1) and 137.720 RSMo 1986, Supp 1990.

The parties to this plan, the County Assessor, the County Commission, and the State Tax Commission, agree to its specific terms as well as these general obligations:

The Assessor will assess all taxable property in the county uniformly and at the statutorily required percentage of market value for the respective property. The actions of the assessor and staff will comply with the requirements found in Article X, Section 3 of the state constitution, Chapters 53, 137, 138 and any other pertinent chapter of the Revised Statutes of Missouri.

The County will provide office facilities and the budgetary support, as set out in this agreement, to allow the Assessor and staff to carry out the terms of this agreement and the duties of the Assessor's Office.

The State Tax Commission will provide technical assistance, including regular visits by the field representative, educational training, guidelines and other resources to aid the Assessor in the execution of this plan. Further, in consideration for the Assessor supplying assessment services in compliance with the terms and obligations of this plan, the state will provide cost-share reimbursement funds to the extent specified in 137.750, RSMo.

Accordingly, it is hereby affirmed that an Assessment Fund has been established, and that the general revenue funds required of this plan will be deposited in the Assessment Fund.

The undersigned approve of this plan as submitted.

---

Tom Schauwecker  
Assessor

---

Keith Schnarre  
Presiding Commissioner

---

Karen M. Miller  
District I Commissioner

---

Skip Elkin  
District II Commissioner

**SIGN-OFF PAGE**

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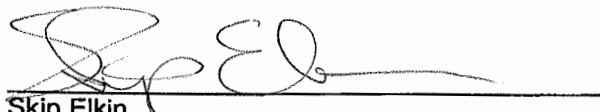
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Tom Schauwecker  
Assessor

  
Keith Schnarre  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

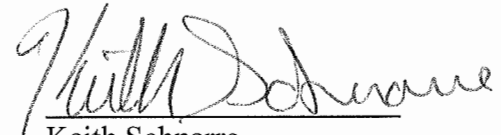
January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 20<sup>th</sup> day of January 20 04

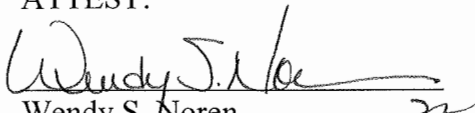
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Commission Chambers of the Roger B. Wilson Boone County Government Center on Monday February 9, 2004 from 2:30 to 4:30 p.m. for a Press Conference for Nancy Farmer. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 20<sup>th</sup> day of January, 2004.

  
Keith Schnarre  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

absent  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

Keith Schnarre, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Skip 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

17-2004

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

Description of Use: Press conference for Nancy Farmer (candidate for US Senate)  
Date(s) of Use: Monday, February 9, 2004  
Time of Use: From: 2:30 a.m./p.m. thru 4:30 a.m./p.m.

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 and ordinances in using Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization/Person: Nancy Farmer for US Senate  
Organization Representative/Title: Kelly Creech, Scheduler  
Address/Phone Number: 3232 Laclede Station Rd, St Louis 63143  
(314) 645-8103  
Date of Application: 1/13/04

### 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 S. Lo  
County Clerk

Keith Schnarre  
County Commissioner

DATE: 20 JANUARY 2004

Requesting to use Chambers

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

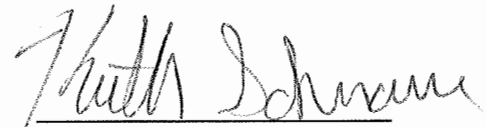
January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 20<sup>th</sup> day of January 20 04

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

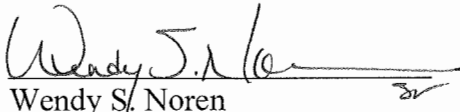
Now on this day the County Commission of the County of Boone does hereby authorize the use of the Commission Chambers of the Roger B. Wilson Boone County Government Center and the Courthouse Grounds on May 6, 2004 from 2:00 to 8:00 p.m. for the Partners In Education Kick-off Celebration. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 20<sup>th</sup> day of January, 2004.



Keith Schnarre  
 Presiding Commissioner

ATTEST:



Wendy S. Noren  
 Clerk of the County Commission

absent  
 Karen M. Miller  
 District I Commissioner



Skip Elkin  
 District II Commissioner

Stamp, Presiding Commissioner  
M. Miller, District I Commissioner  
naa Vogt, District II Commissioner



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

# Boone County Commission

## APPLICATION FOR PERMIT FOR ORGANIZATION USE OF BOONE COUNTY COURTHOUSE GROUNDS

18-2004

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:  
Description of Use: Partners In Education Kick-off Celebration

Date(s) of Use: May 6, 2004

Time of Use: From: 3:00 p.m. a.m./p.m. thru 8:00 p.m. a.m./p.m.

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 place of use and abide by all applicable laws and ordinances in using the Courthouse grounds.
2. To remove all trash or other debris which may be deposited on the Courthouse grounds by participants in the organizational use.
3. To repair or 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.
4. To conduct its use of Courthouse grounds in such a manner as to not unreasonably interfere with normal Courthouse 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 participation in or attending the organizational use on the Courthouse grounds as specified in this application.

Name of Organization: Columbia Public Schools

Organization Representative Title: Jolene Schulz, Director School/Community Programs

Phone Number: 573-214-3960

Date of Application: January 13, 2004

## PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

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:

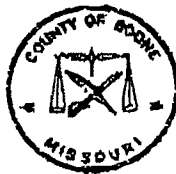
BOONE COUNTY, MISSOURI

Wendy J. Vogt  
Clerk

Keith Schumaker  
Commissioner

DATE: 20 JANUARY 2004

Don Stamper, Presiding Commissioner  
Karen M. Miller, District I Commissioner  
Chip Elkin, District II Commissioner



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

# Boone County Commission

## ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER REQUEST TO USE CONFERENCE ROOM

Today's Date January 13, 2004 Date of Event May 6, 2004 Hours Needed 2:00 - 8:00 p.m.

Organization Columbia Public Schools, School/Community Programs Department

Contact Jolene Schulz, Director School/Community Telephone # 573-214-3960 X1

Substitute Terri Breedlove, Secretary School/Community Telephone # 573-214-3960 X4

### TYPE OF EVENT

Kick-off for Partners In Education Week. Room needed to store mascot costumes.

Room is also needed for students to dress for flag parade.

Lobby to be used in case of rain.

Room requested:

Chambers \_\_\_\_\_ Room 208

\_\_\_\_\_ Room 139 \_\_\_\_\_ Room 220

Lobby to be used in case of rain

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

January Session of the January Adjourned Term. 20 04

In the County Commission of said county, on the 20<sup>th</sup> day of January 20 04

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

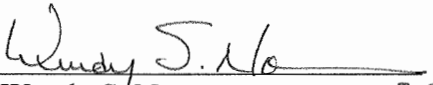
Now on this day the County Commission of the County of Boone does hereby amend Commission Order 15-2004 to read as follows:

Now on this day, the County Commission of the County of Boone does hereby authorize a closed session on Tuesday, January 20, 2004 immediately following the regularly scheduled Commission Meeting at 10:30 a.m. The meeting will be held in the Commission Chambers of the Roger B. Wilson Boone County Government Center at 801 E Walnut, Columbia, Missouri, as authorized by 610.021(2) RSMo. to discuss leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore. The County Commission of the County of Boone also authorizes a closed session on Wednesday, January 21, 2004 at 3:00 p.m. in Room 220 of the Boone County Government Center as authorized by 610.021 (2) RSMo.

Done this 20<sup>th</sup> day of January, 2004.

  
 Keith Schnarre  
 Presiding Commissioner

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

absent  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner