

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

February Session of the February Adjourned Term. 20 01

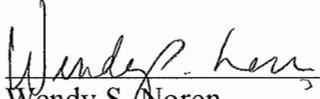
In the County Commission of said county, on the 15th day of February 20 01

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

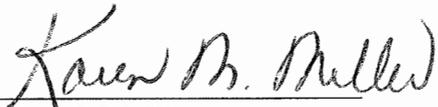
Now on this day the County Commission of the County of Boone does hereby accept \$79,984 from the Missouri Sheriff's Meth-Amphetamine Relief Team for the Fy2001 Methamphetamine Hot Spots program to be implemented by the Boone County Sheriff's Department and authorize the Presiding Commissioner to sign the award of contract.

Done this 15th day of February, 2001.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Don Stamper
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

**SPECIAL CONDITIONS**

1. **Outcome Based Performance Funding.** All subcontracts will be evaluated on an outcome performance basis. If the contract initiative is producing results, MOSMART will continue to fund it. If the initiative is not producing results, MOSMART may suspend or revoke the contract.
2. **Subterfuge.** Every expenditure made, for which a reimbursement is requested, **must** be methamphetamine related. Personnel, equipment and all other expenditures funded under this contract, **must** be used to combat methamphetamine. Personnel funded under this contract, **must** devote 100% of their time to methamphetamine related activities. Examples of subterfuge: Using MOSMART funded personnel or overtime to serve papers, act as court bailiffs, conduct routine patrol or conduct investigations that are not methamphetamine related. If a subcontractor is caught doing this; their entire initiative and funding will be in jeopardy.
3. **Adherence to Budget Document.** Your approved MOSMART Budget Detail Worksheet is your BIBLE to go by. Expenditures made by your agency or task force that are not approved in your budget document will not be reimbursed. If you are in doubt about a particular expenditure, contact MOSMART to clarify the expenditure before you make it. You may request a budget revision document form with prior approval from MOSMART if the need arises.
4. **Reporting Requirements.** Recipients of MOSMART funding are required to submit monthly activity reports, monthly time sheets, quarterly financial reports, semi-annual progress reports, equipment purchase lists and EPIC 143 forms. All report forms and due dates of reports necessary to comply with MOSMART's reporting requirements will be provided to the subcontractor by MOSMART.
 - a. **Monthly Activity Reports.** Monthly activity reports will be short statistical form provided by MOSMART. Monthly activity reports will be due 10 days after the end of each month.
 - b. **Monthly Time Sheets.** All contracts approved for personnel or overtime must maintain time sheets. Uniform time sheets will be supplied by MOSMART and will need to be turned in monthly. The time sheets must reflect the type of activity conducted by the personnel. If a case number or defendants name is available; it should be included in the eligible activity area section of the time sheet.
 - c. **Quarterly Financial Reports.** Financial Status Reports are required quarterly, no later than 21 days following the end of each calendar quarter. A report must be submitted every quarter the award is active, even if there has been no financial activity during the reporting period.
Important note: Timely quarterly financial reports will result in timely quarterly financial reimbursements by MOSMART. Within the quarterly reports, subcontractors are required to maintain adequate documentation to provide an audit trail that substantiates the amounts reported in each financial report form as submitted. A **Quarterly Vehicle Expenditure Report** will be required for either leased vehicles or request for mileage reimbursements. Mileage reimbursements must include odometer readings and proper documentation all relating to methamphetamine and will be checked with the local governing body to ensure it is not being paid twice. Final Quarterly Financial Report is due 30 days after the end date of the award.



d. Semi-annual Progress Reports. Semi-annual progress reports will describe activities during the reporting period and the status or accomplishment of the objectives as set forth in the approved contract application. Semi-annual progress reports must be submitted within 15 days after the end of the reporting periods for the life of the contract.

e. Equipment Purchase List Reports. All equipment purchases must follow standard and acceptable bid practices as set forth under Missouri law. Any single item over \$4,500.00 must have bids let or be purchased under a state contract. Leased vehicles do not apply. An additional Federal rule applies to any singular equipment item with a purchase value of \$5,000.00 or more. The United States Department of Justice reserves (the right of recall) on these items after the contract period has ended. MOSMART has no intentions of recalling equipment, however; you should be aware that the Department of Justice does reserve this right if so inclined. An inventory of all equipment purchased with MOSMART funds must be maintained and submitted to MOSMART. MOSMART will provide all subcontractors with a uniform equipment purchase list report. This form will need to be utilized and updated as equipment purchases are made.

f. EPIC FORM 143 Report. All subcontractors will be required to fill out EPIC Form 143 NATIONAL CLANDESTINE LABORATORY SEIZURE REPORT, for every methamphetamine lab seized and every methamphetamine lab refuse recovery. These reports will need to be sent directly to EPIC immediately upon completion. The subcontractor will need to provide MOSMART with a copy of all EPIC reports submitted for the month along with their monthly activity report. EPIC forms will be provided to the subcontractors by MOSMART and may then be duplicated as necessary. Although EPIC forms may seem cumbersome, they are necessary to ensure compliance with the contract and ensure continued funding. EPIC forms are of utmost importance to future funding initiatives from all anti-methamphetamine initiatives, both Federal and State.

5. **Personnel Must Be Clandestine Lab Certified.** All personnel funded through MOSMART contracts will have to be D.E.A. Basic Clandestine-Lab certified to mitigate health, safety, and environmental risks. By attending and receiving this certification, the officer will be trained and able to comply with all the federal rules and regulations imposed for the safe seizure and dismantling of clandestine methamphetamine laboratories. As described in the following paragraphs describes the Federal language imposed upon the MOSMART program;

The subcontractor agrees to comply with Federal, State, and local environmental, health, and safety laws applicable to the investigation and closure of methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operations of these laboratories. The subcontractor understands and agrees that any initiative involving either the identification, seizure, or closure of clandestine methamphetamine laboratories, can result in adverse health, safety, and environmental impacts to; (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment; and (4) the immediate and surrounding environment of the sites where any remaining chemicals, equipment, and wastes from a seized laboratory's operations are placed or come to rest.



Therefore, the recipient further agrees that in order to avoid or mitigate the possible adverse health, safety, and environmental impacts of its contract, it will (1) include the nine, below listed protective measures within its initiative, (2) provide for their adequate funding, as necessary, beyond that provided by this contract agreement; and (3) implement these protective measures throughout the life of this contract agreement. In so doing, the contractor understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractors, or other qualified third parties.

1. Provide medical screening of personnel assigned or to be assigned by the recipient to the seizure or closure of clandestine methamphetamine laboratories;
2. Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the contractor to either the seizure or the closure of clandestine methamphetamine laboratories;
3. As determined by their specific duties, equip personnel assigned to the contract with OSHA required protective wear and other required safety equipment;
4. Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;
5. Employ qualified disposal contractors to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;
6. Dispose of chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;
7. Monitor the transport, disposal, and recycling components of subparagraphs 5. and 6. immediately above in order to ensure proper compliance;
8. Have in place and implement an inter-agency agreement or other form of commitment with a responsible state environmental agency that provides for that agency's (a) timely evaluation of the environmental conditions at and around the site of a closed laboratory and (b) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing state and federal requirements; and
9. Include among the personnel involved in seizing clandestine methamphetamine laboratories, or have immediate access to, qualified personnel who can respond to the potential health needs of any of the offender(s) children or any other children present or living at the seized laboratory site. Response actions should include, at a minimum and as necessary, taking children into protective custody, immediately testing them for methamphetamine toxicity, and arranging for any necessary follow-up medical tests, examinations, or health care.



6. **All Subcontractors Must Have Email Capabilities.** All subcontractors must have Internet and email capabilities to allow for an easy flow of information between themselves and the MOSMART staff. The two primary email addresses for MOSMART are Karen Gramlisch at gramlisch@netzero.net and John Jordan at sjjs01@showme.net. All subcontractors must have Microsoft Word and Microsoft Excel programs. This will allow the subcontractors to edit on the MOSMART report forms.
7. **Suspension or Termination of Funding.** MOSMART may suspend funding in whole or in part, terminate funding or impose sanctions for violations of any of its special conditions. Before imposing sanctions, MOSMART will provide a reasonable notice to a subcontractor of its intent to impose sanctions and will attempt informally to resolve the problem.
8. **Recipients Acknowledgement.** The subcontractor acknowledges that it has received and reviewed the special conditions and requirements for the efficient and safe administering of this contract.

Subcontractor Acceptance of Special Conditions

Authorized Official Signature

Project Director Signature

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

BUDGET DETAIL WORKSHEET

Purpose: The Budget Detail Worksheet is a form to assist you in the preparation of the budget and budget narrative. All categories must be filled out with the required information. The cost column of each item has been rounded off to the nearest dollar. Any category of expense not applicable to your budget may be deleted.

A. Personnel		
<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1-Meth Investigator	\$29,120.00 X 100% X 2 yrs.	\$ 58,240.00
Cost of living increase	\$29,120.00 X 2.5% X 1 yr.	\$ 728.00
Overtime for Investigator	\$21.00/hr. X 100 hrs. X 2 yrs.	\$ 4,200.00
<p>One investigator will be assigned to our department to investigate methamphetamine. Overtime will be needed during some investigations. A 2.5% cost of living increase will be scheduled after the first year.</p>		TOTAL \$ 63,168.00

B. Fringe Benefits		
<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employee FICA	\$63,168.00 X 7.65%	\$ 4,832.00
Workers Compensation	\$63,168.00 X 1%	\$ 632.00
Unemployment Compensation	\$63,168.00 X 1%	\$ 632.00
Retirement	\$63,168.00 X 6.00%	\$ 3,790.00
Health Insurance	\$247.50/mth. X 24 mths.	\$ 5,940.00
		TOTAL \$ 15,826.00

Total Personnel & Fringe Benefits \$ 78,994.00

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 2

C. Travel

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Clandestine Lab Training	Kansas City, MO	Lodging	\$85/night X 4 nights X 1 officer	\$ 340.00
		Meals	\$30/day X 5 days X 1 officer	\$ 150.00
The investigator will attend the DEA Clan Lab School.				
				TOTAL \$ 490.00

D. Equipment

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 3

E. Supplies		
<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

F. Construction		
<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 4

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Medical Screening for Officers Exposed to Seizure or Closure of Clandestine Methamphetamine Labs		\$ 500.00
		TOTAL \$ 500.00

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 5

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Enter the grand total of all expenses.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ 63,168.00
B. Fringe Benefits	\$ 15,826.00
C. Travel	\$ 490.00
D. Equipment	\$ -
E. Supplies	\$ -
F. Construction	\$ -
G. Contracts	\$ -
H. Other Cost	\$ <u>500.00</u>
TOTAL PROJECT COSTS	\$ 79,984.00

64-2001

Karen
636-948-9846



CAPE GIRARDEAU COUNTY SHERIFF'S OFFICE

216 N. MISSOURI STREET, JACKSON, MO. 63755 TELEPHONE 573-243-3551 FAX 573-204-2909

SHERIFF
JOHN JORDAN

FIELD OPERATIONS
CAPT. BUD PROFFER

BUSINESS OPERATIONS
CAPT. RUTH ANN DICKERSON

JAIL ADMINISTRATOR
CAPT. MICHAEL MORGAN

January 30, 2001

Re: MOSMART SUB-CONTRACT AWARD

Dear Contract Applicant:

Congratulations. Your agency has been approved to receive sub-contract funding through (MOSMART) the Missouri Sheriff's Methamphetamine Relief Team. The process by which your agency was selected was very competitive. Sheriff's and Task Forces from across Missouri applied for funding. Requests for funding exceeded the total funds available by 1.2 million dollars. You are to be commended for your due diligence in preparing your successful contract application.

Because MOSMART did not receive its funding notice from the Department of Justice until October 31, 2000, the clock for the entire MOSMART project lost a considerable amount of funding time. Therefore, funding for MOSMART and all of its sub-contracted projects will cease on December 31, 2002.

This means that most sub-contractors will have their first quarterly financial report due in April 2001. This also allows a sub-contractor to include expenditures retroactively back to January 01, 2001 as long as the expenditure is approved in your sub-contract award budget document.

Enclosed you will find a revised copy of your budget that has been approved by MOSMART along with your contract award document and your special conditions document. Please have your authorized official sign and return your contract document, no later than February 15, 2001. If the contract is not received by then, you may forfeit your award. The contract award has numerous special conditions that apply to receiving funds through MOSMART. As with all federal money, there are strings attached. The contract award document and the special conditions acceptance form must be signed by the authorized official and the sub-contractors project director. By signing the contract you are giving your guarantee to comply with all of the special conditions imposed on the sub-contract. Please read the special conditions entirely, then sign and return them to MOSMART, along with the contract award document.

Once MOSMART has received your signed contract award document and your special conditions acceptance form, you will be notified to proceed with your project immediately.

Many of you will need to expeditiously send new personnel to clan lab certification school. There are two asses coming up in the near future at the Missouri State Highway Patrol Academy. The first is March 5th to March 9th and the second is April 9th to April 13th. The classes are filling up fast. To enroll you need to contact Jeanette Ford at (573) 751-3626 ASAP.

On behalf of MOSMART, I wish you much success in the battle against methamphetamine. Please feel free to contact me if you have questions or need assistance.

Sincerely,



John D. Jordan
Sheriff, Cape Girardeau County Missouri
MOSMART Project Director

JDJ/dss

Enclosure

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8. Have in place and implement an inter-agency agreement or other form of commitment with a responsible state environmental agency that provides for that agency's (a) timely evaluation of the environmental conditions at and around the site of a closed laboratory and (b) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing state and federal requirements; and
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Subcontractor Acceptance of Special Conditions

A handwritten signature in black ink that reads "Don Stamps".

Authorized Official Signature

A handwritten signature in black ink that reads "Sheriff J. P. Barker".

Project Director Signature

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

BUDGET DETAIL WORKSHEET

Purpose: The Budget Detail Worksheet is a form to assist you in the preparation of the budget and budget narrative. All categories must be filled out with the required information. The cost column of each item has been rounded off to the nearest dollar. Any category of expense not applicable to your budget may be deleted.

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Overtime for Investigator	\$21.00/hr. X 100 hrs. X 2 yrs.	\$ 4,200.00
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Total Personnel & Fringe Benefits \$ 78,994.00

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 2

C. Travel				
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		Meals	\$30/day X 5 days X 1 officer	\$ 150.00
The investigator will attend the DEA Clan Lab School.				
				TOTAL \$ 490.00

D. Equipment		
<u>Item</u>	<u>Computation</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 3

E. Supplies		
<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

F. Construction		
<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 4

G. Contracts		Provide the lease description of product or service. Security deposit on lease vehicles is not an allowable item.
<u>Item</u>	<u>Computation</u>	<u>Cost</u>
NONE		
		TOTAL \$ -

H. Other Costs		
<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Medical Screening for Officers Exposed to Seizure or Closure of Clandestine Methamphetamine Labs		\$ 500.00
		TOTAL \$ 500.00

MOSMART GRANT

AGENCY: Boone County Sheriff's Department

Budget Detail Worksheet

Page 5

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Enter the grand total of all expenses.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ 63,168.00
B. Fringe Benefits	\$ 15,826.00
C. Travel	\$ 490.00
D. Equipment	\$ -
E. Supplies	\$ -
F. Construction	\$ -
G. Contracts	\$ -
H. Other Cost	<u>\$ 500.00</u>
TOTAL PROJECT COSTS	\$ 79,984.00

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the February Adjourned Term. 20 01

In the County Commission of said county, on the 15th day of February 20 01
 the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize a budget revision as follows:

AMOUNT	(increasing) ACCOUNT	(decreasing) ACCOUNT
\$46,160	1255-71100 Outside Services	1255-10100 Salaries & Wages
\$20,660	1255-71100 Outside Services	1123-86800 Emergency Funds

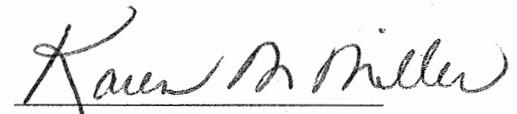
Said revision is to cover the cost of out of County housing for November and December 2000.

Done this 15th day of February, 2001.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Don Stamper
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

2000 Emergency Fund
1123-86800

DATE	DEPARTMENT	DEPT. NO.	ACCOUNT	AMOUNT	BALANCE	DESCRIPTION
1-1-2000	Budget			500,000	500,000	Original budget
3-24-2000	Prosecuting Attorney	1261	10100, 10200	5,705	494,295	Cover Prosecuting Attorney's legislated salary increase
4-5-2000	Information Technology	1170	71101, class 9	66,526	427,769	Imaging
4-21-2000	Pin Oak Sanitary Sewer NID	5100	71100	24,670	403,099	Cover Pin Oak NID shortfall
6-6-2000	Corrections	1255	85620	19,600	383,499	
7-7-2000	Human Resources	1115	84300	17,400	366,099	Cover advertising costs to end of year
7-7-2000	Sheriff	1251	92400	8,125	357,974	Cover difference between insurance proceeds on totalled vehicle and cost of new vehicle
9-5-2000	Corrections	1255	71100	7,800	350,174	Out-of-county prisoner housing July 2000
9-12-2000	Human Resources	1115	85700	380	349,794	Recruitment expenses for Public Works Director candidates
10-25-2000	Juvenile Office	1241	84600	20,000	329,794	Guardian ad Litem expenditures
10-27-2000	Commission Office	1121	71105	16,000	313,794	Legal services
11-14-2000	Corrections	1255	71100	36,640	277,154	Out-of-county prisoner housing August 2000
11-17-2000	Judicial Grants & Contracts	1243	various class 1 & 9	3,296	273,858	Local match for 2000-2001 JAIBG grant (2000 portion only)
12-5-2000	Corrections	1255	71100	35,280	238,578	Out-of-county prisoner housing Sept 2000
12-5-2000	Non-Departmental	1190	71101	55,000	183,578	County-wide job classification study
12-12-2000	Corrections	1255	71100	31,200	152,378	Out-of-county prisoner housing Oct 2000
12-19-2000	Insurance & Safety	1191	71019	3,300	149,078	Errors & Omissions insurance for Prosecuting Attorney
12-31-2000	County Commission	1121	10100, 10200	68,293	80,785	Salary adjustment for commissioners Miller and Vogt
12-31-2000	Insurance & Safety	1191	71016	7,235	73,550	Repair 2 Sheriff's vehicles due to accidents
12-31-2000	Corrections	1255	71100	20,660	52,890	Out-of-county prisoner housing Nov & Dec 2000
Total Revisions				<u>447,110</u>		

12-15-00
DATE
7237
VENDOR NO.

PAYMENT REQUISITION
BOONE COUNTY, MISSOURI

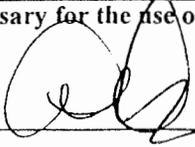
Bid Documentation
(Check One)

Vendor Name: Chariton County
Address: _____
City, State, Zip: _____
Requesting Dept: Sheriff's

Sole Source: _____
Oral Bids (attached): _____
Written Bids (attached): _____
Bid or Co. Order Number: _____
Not Required: _____

Fund	Department	Account	Item Description (or managerial code)	Amount
	1255	71100	Mul Mowing	10,170.00
	1255	23501		41.59
	1255	85620		64.00
				10,275.59
COPY				

I certify that the goods, services or charges above specified are necessary for the use of this department, and are solely for the benefit of the county.


Requesting Official

County Commission Approval

Auditor Approval

Checked payment requisition to Warrant

Treasurer

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

February Session of the February Adjourned Term. 20 01

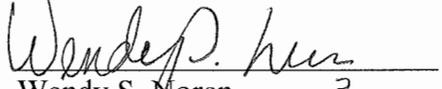
In the County Commission of said county, on the 15th day of February 20 01

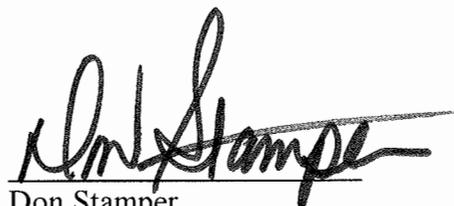
the following, among other proceedings, were had, viz:

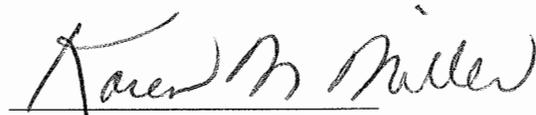
Now on this day the County Commission of the County of Boone does hereby appoint Tiff Lauffer of the Cedar Township to a four-year term on the Daniel Boone Regional Library Board of Trustees. Said appointment will be retroactive to February 1, 2001 and will expire on February 1, 2005.

Done this 15th day of February, 2001.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Don Stamper
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Melanie,
for Comm. agenda
2/15

66
2/1/01 -
2/1/05

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Boone County Library District Board of Trustees Term: 4 yrs. ?

Current Township: Cedar Today's Date: 12/15/00

Name: Tiff Lauffer

Home Address: 175 E. State Rd. M, Hartsburg, MO Zip: 65039

Business Address: 201 Conley Rd. N, Columbia, MO Zip: 65201

Home Phone: 573-657-4079

Work Phone: 573-499-6767

Fax: 573-449-8341

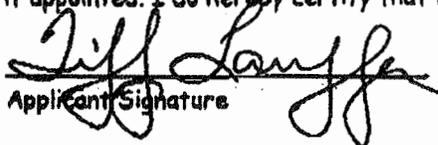
E-mail: TiffLauffer@hotmail.com

Qualifications: As Vice President of First National Bank for 27 years, I was responsible for the administration of finances and personnel. I had interaction with numerous public entities and persons, which strengthened my ability to deal with all aspects of business and people.

Past Community Service: Several Masonic Organizations and Shriners (1958 - Present), Life Member Diamond Council of Columbia (Youth Baseball Program), Board Member Friends of the So.Bo.Co. Public Library (1996 - Present).

References: Mr. Larry Niedegerke, Esq., First National Bank and Trust Company, 442-4672 and Dr. Charles C. Campbell, 657-2500, Mayor of Ashland, MO.

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 245
Columbia, MO 65201
Fax: 573-886-4311

An Affirmative Action/Equal Opportunity Institution

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

February Session of the February Adjourned Term. 20 01

In the County Commission of said county, on the 15th day of February 20 01

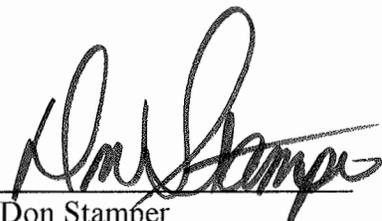
the following, among other proceedings, were had, viz:

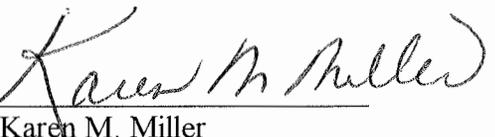
Now on this day the County Commission of the County of Boone does hereby authorize the Columbia Downtown Association to use the Commission Chambers to hold a meeting on March 8, 2001 from 4:00pm-5:15pm.

Done this 15th day of February, 2001.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Don Stamper
Presiding Commissioner


Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

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



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-846-4305 • FAX 573-846-4311

Boone County Commission

Boone County Government Special Event Reservation Form

Today's Date 2/13/01 Date of Event 2/8/01 Time of Event 4:00 - 5:15

Organization Downtown Columbia Association

Contact Carrie Bartner

Address: 11 S. 10th

Telephone # 442-6816

Substitute Army Nord

Telephone # "

Type of Event

DISCUSSION	<u>X</u>	FORUM	_____
RECEPTION	_____	BUFFET	_____
DEMONSTRATION	_____	EXHIBIT	_____
OTHER	_____	Teleconference (charge)	_____

(please specify) _____

Caterer _____ Telephone # _____

Contact _____

Description of activity large meeting @ 20-25 people

Schedule (please mark one)

<u>Activity</u>	<u>Location</u>	<u>Available</u>
<u>meeting</u>	Commission Chambers	7 days including Holidays
	Atrium	Mon - Fri 7:30am - 5:00pm
	Room 139	Mon - Fri 7:30am - 5:00pm
	Room 208	Mon - Fri 7:30am - 5:00pm
	Room 220	Mon - Fri 7:30am - 5:00pm

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

} ea.

February Session of the February Adjourned Term. 20 01

County of Boone

In the County Commission of said county, on the

15th day of February 20 01

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

Now on this day the County Commission of the County of Boone does hereby rescind Commission Order 26-2001 and authorize the Regional Aids Interfaith Network to use the Courthouse Grounds to hold their Annual Salute to Life Walk on April 28, 2001 from 12pm until 7pm.

Done this 15th day of February, 2001.

ATTEST:

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

Don Stamper
Don Stamper
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

rescind 26-2001

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
K. 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

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

Description of Use: Annual Salute to life walk, starting ending point, with speakers, for R.A.I.N.

Date(s) of Use: April 28, 2001

Time of Use: From: 12:00 (NOON) a.m./p.m. thru 7:00 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: Regional Aids Interfaith Network

Organization Representative/Title: Teresa Groshin Exec. Director Melody Booth Exec Assist.

Phone Number: 573-875-8687

Date of Application: 1-11-01

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:

Wendy P. Kern
Clerk

BOONE COUNTY MISSOURI

Don Stamper
Commissioner

DATE: 2/15/01

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

February Session of the February Adjourned Term. 20 01

STATE OF MISSOURI }
County of Boone } ea.

In the County Commission of said county, on the 15th day of February 20 01

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

Now on this day the County Commission of the County of Boone does hereby approve accept the Public Works Sole Source requests (for year 2001) as presented by the Interim Purchasing Director.

Done this 15th day of February, 2001.

ATTEST:

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

Don Stamps
Don Stamps
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Boone County Purchasing

Marlene Ridgway
Interim Director



601 E. Walnut-2nd Floor
Columbia, MO 65201
(573) 886-4392

Memorandum

To: Commissioner Stamper, Public Works Liaison
 Commissioner Vogt, Purchasing Liaison

From: Marlene Ridgway

RE: Public Works Sole Source Request for the year 2001

Date: December 5, 2000

ORIG

I have reviewed the sole source requested from the Public Works Department dated October 31, 2000 and it is attached. The following are my comments and suggestions regarding their request and potential County Commission approval.

Tri-State Construction Equipment Company – During the fiscal year 2000, the department expended \$60,373.31 under sole source approval and equipment rental bid 07-31MAR99. Realizing that the funds are for repairs and maintenance of large equipment, the request for approval seems reasonable. The department does need to be cautioned that any equipment rental or purchase that exceeds the bidding threshold must be made through the appropriate competitive process. **Recommendation - Approval**

Crown Power and Equipment - During the fiscal year 2000, the department expended \$9,094.01 under the sole source approval. Realizing that the funds are for repairs and maintenance of large equipment, the request for approval seems reasonable. The department does need to be cautioned that any equipment rental or purchase that exceeds the bidding threshold must be made through the appropriate competitive process. **Recommendation – Approval**

Fabick and Company – During the fiscal year 2000, the department expended \$63.45. I do not believe the inventory listed and the spending history support the need for a sole source approval with this vendor. Nothing precludes the department from requesting sole source approval with this vendor at a later date if the need dictates such. **Recommendation – Deny**

Cooke Sales and Service – During the fiscal year 2000, the department expended \$2,635.84 under the sole source approval. Several of the individual invoices that were expended would have required informal competitive quotes if not allowed under the sole

source authority. I would recommend approval for sole source purchases for parts/ services on the equipment described in their request. **Recommendation – Approval**

GM Supply Company, Inc. – During the fiscal year 2000, the department expended \$6,732.25 under the sole source approval. In addition to parts and service, this vendor sells the department small tools and leases equipment. It is reasonable to approve sole source for repairs and service for the equipment listed, however the department is cautioned that equipment leases and small tool purchases cannot be made under the auspices of “sole source” approval. **Recommendation – Approval**

The G. W. Van Keppel Company - During the fiscal year 2000, the department expended \$531.00 in equipment repairs. There were expenditures of \$33,771.62 in equipment rentals that was obtained through the competitive sealed bid process. Only one piece of equipment is listed with this vendor. With the recent changes in the bidding thresholds and the lack of activity with this vendor, I do not think that sole source approval is necessary. Nothing would preclude the department from requesting sole source approval if a need is identified at a later date. **Recommendation – Deny**

Hughes Machinery Company – We have not used this vendor since 1996. With the lack of activity with this vendor, I do not think that sole source approval is necessary. Nothing would preclude the department from requesting sole source approval if a need is identified at a later date. **Recommendation – Deny**

Lane Machinery – I cannot find any record of this vendor in the online accounts payable information. With the lack of activity with this vendor, I do not think that sole source approval is necessary. Nothing would preclude the department from requesting sole source approval if a need is identified at a later date. **Recommendation – Deny**

Al Scheppers Motor Company - During the fiscal year 2000, the department expended \$22,251.32 under the sole source approval. Realizing these are repairs and maintenance of large equipment, the request for approval seems reasonable. **Recommendation – Approval**

Allied Construction Equipment Company - – During the fiscal year 2000, the department expended \$36,853.84 under sole source approval and equipment rental bid 07-31MAR99. Several of the individual invoices that were expended would have required informal competitive quotes if not allowed under the sole source authority. I would recommend approval for sole source purchases for parts/ services on the equipment described in their request. However the department is cautioned that equipment leases cannot be made under the auspices of “sole source” approval. **Recommendation – Approval**

Roland Machinery Company - During the fiscal year 2000, the department expended \$3,444.27 under the sole source approval. Several of the individual invoices that were expended would have required informal competitive quotes if not allowed under the sole source authority. Realizing these are repairs and maintenance of large equipment, the request for approval seems reasonable. **Recommendation – Approval**

Knapheide Truck Equipment Company - During the fiscal year 2000, the department expended \$10,350.41 under the sole source approval. Several of the individual invoices that were expended would have required informal competitive quotes if not allowed under the sole source authority. Realizing these are repairs and maintenance of large equipment, the request for approval seems reasonable. **Recommendation – Approval**

Vermeer Sales and Service - During the fiscal year 2000, the department expended \$63.45. I do not believe the inventory listed and the spending history support the need for a sole source approval with this vendor. Nothing precludes the department from requesting sole source approval with this vendor at a later date if the need dictates such. **Recommendation – Deny**

Henderson Implement - During the fiscal year 2000, the department expended \$5,623.81 under the sole source approval. Several of the individual invoices that were expended would have required informal competitive quotes if not allowed under the sole source authority. Based on this information, it is reasonable to approve sole source for repairs and service on the equipment listed. **Recommendation – Approval**

Fleet Computing – This service costs the County \$500.00 per year and it is not necessary to authorize sole source approval with this vendor. If the department desires to upgrade the equipment, they should seek sole source approval at the time the need is identified. **Recommendation – Deny**

Bodean's Service - During the fiscal year 2000, the department expended \$883.57. With the recent changes in the bidding thresholds and the lack of activity with this vendor, I do not think that sole source approval is necessary. Nothing would preclude the department from requesting sole source approval if a need is identified at a later date. **Recommendation – Deny**

Boone County Public Works

Ray S. Amick II (Sam), CPPB, CSHS
Shop Superintendent
Maintenance Operations Division



5551 Highway 63 South
Columbia, Missouri 65201-9711
(573) 449-1465
(573) 449-8515
FAX (573) 875-1602
E-MAIL: samick@boonecountymo.org

DATE: October 31, 2000

TO: Marlene Ridgway
Interim-Director, Purchasing

FROM: Sam Amick

THRU: Greg Edington 

RE: Sole Source Requests for 2001

The following are justifications for requesting approval of sole source for various parts, and/or repairs and services.

Each listed vendor has been designated by a specific manufacturer to sell parts and/or perform repairs and services by territory for specialized equipment that is listed below.

- 1) Parts and major components are only available through commodity specific dealerships as set forth by the manufacturer. These are OEM (Original Equipment Manufacturer) parts (backed by a warranty) and not remanufactured or aftermarket parts (with little or no warranty).
- 2) Repairs or services cannot be accomplished by our maintenance and repair facility because of manufacturer warranty requirements and/or specialized dealer service and repair training.

TRI-STATE CONST. EQUIP. CO.

Tri-State is the sole source of parts and repairs for John Deere Construction Equipment, DURCO Pothole Patcher, and Trail King Trailer in Central Missouri. The closest dealership is West St. Louis and Kansas City, MO. Normal maintenance and repair parts are purchased under other shop parts bid contracts.

Serial numbers of equipment this pertains to:

<u>Equipment Description</u>	<u>Vehicle#</u>	<u>Model#</u>	<u>Serial/VIN#</u>
Scraper Elevating	2781	JD762B	TO762BX771972
Track Loader	2783	JD655	3800800
Dozer	2782	JD750C	TO750CX821106

Durapatcher	3749	DURCO	1379
Motor Grader	4719	JD670B	DW670BX548917
Motor Grader	4722	JD670B	DW670BX536256
Motor Grader	4725	JD670B	DW670BX538318
Motor Grader	4726	JD670B	DW670BX541033
Motor Grader	4723	JD670	DW670BX548918
Motor Grader	4763	JD670B	DW670BX539096
Motor Grader	4764	JD670B	DW670BX536276
Motor Grader	4765	JD670B	DW670BX548919
Lowboy Trailer	2778	TK70HDG	1TKJ04523WM053971

CROWN POWER & EQUIPMENT

Crown Power and Equipment is the sole source of parts and repairs for Case International Tractor, Case Heavy Equipment, Landpride Inc. and Alamo Mower Inc. for Central MO. The closest dealer is Chillicothe, Kansas City, and West St. Louis, MO.

Serial number of equipment this pertains to:

<u>Equipment Description</u>	<u>Vehicle#</u>	<u>Model#</u>	<u>Serial#/VIN#</u>
Tractor/Mower	3748	Case 5120	JJF1014561
Backhoe/Loader	2739	Case 580SK	JJG0173508
Backhoe/Loader	2775	Case 580SK	JJG0173527
Skid-Steer Loader	3772	Case 1845C	JAF0163153
Forklift 6,000lb.	2791	Case 586E	JJG0250098
Rotary Mower	3750	Landpride2572	169142
Triumph Mower		On Tractor with Serial #BD93196	
Triumph Mower		On Tractor with Serial #BD93195	

FABICK AND COMPANY

Fabick is the sole source of parts and repairs for Caterpillar Heavy Equipment for Central Missouri. Repairs to hydraulic systems, drive trains and undercarriages require many special tools and various parts not available to outside repair facilities. The closest dealer is Concordia, Kansas City and St. Louis, MO.

Serial numbers of equipment this pertains to:

<u>Equipment Description</u>	<u>Vehicle #</u>	<u>Model #</u>	<u>Serial/VIN #</u>
Loader, Rubber Tired	2784	Cat 920	62K12505

COOKE SALES AND SERVICE

Cooke Sales and Service is the sole source for parts and repairs for Tiger Mowers in Central Missouri. Other than bearings, all other repair parts and components must be procured through this dealership.

Serial numbers of equipment this pertains to:

<u>Equipment Description</u>	<u>Vehicle #</u>	<u>Model #</u>	<u>Serial/VIN #</u>
Boom Mower			On Tractor with Ser # 035561B
Boom Mower			On Tractor with Ser # 045001B

GM SUPPLY COMPANY, INC.

GM Supply is the sole source of parts and repairs for Dynapac, Target, Stone, Sweepster, Partner, Diamond and Wacker in Central Missouri. The closest dealer is in St. Louis and Kansas City, MO. These are specialized pieces of equipment used in repair and maintenance of roadways and typically repair parts are not stocked and only purchased on an as needed basis overnight.

<u>Equipment Description</u>	<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
Sweeper Walk-Behind	3791	Sweepster	906344
Sweeper Pull-Behind	2798	Sweepster	943540
Concrete Saw	3775	Target/Partner	1254998
Compactor	3789	Stone	1951091
Compactor	3790	Stone	1951093
Roller, Motorized	2786	Stone	021001
Roller, Motorized	2787	Dynapac	60110995
Tamper	3792	Stone	1951068
Tamper	3793	Stone	1951069
Roller, Walk-Behind	3788	Wacker	658201281

THE G. W. VAN KEPPEL COMPANY

The G. W. Van Keppel Company is the sole source of parts for the Gilcrest Pro-Paver in the State of Missouri. These are specialized paver parts that can not be procured locally at parts warehouses other than normal service and lube items. They are typically purchased overnight.

<u>Equipment Description</u>	<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
Pro-Paver, Gilcrest	2789	813	2120

HUGHES MACHINERY COMPANY

Hughes Machinery Company is the sole source for Missouri of all heating parts we utilize in the liquid asphalt storage facility. The boiler was specially made for our application and requires parts not typically found in this area and at times may need to be made at time of need.

LANE MACHINERY

Lane Machinery is the sole source for Missouri of all agitators and parts we utilize in the liquid asphalt storage facility. The agitators are specially made for our application and requires parts not typically found in this area.

AL SCHEPPERS MOTOR CO.

Al Scheppers is the sole source of parts and repairs for International trucks in Central Missouri. Many International major end item parts are not released by the manufacturer to be sold at fleet parts warehouses and/or must be procured through a dealer to be backed by a warranty. These are other than normal maintenance and repair parts typically purchased under other annual bid contracts.

<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
1713	INT2574	1HSGGAER1TH302935
1714	INT2574	1HSGGG3R1LH240247
1715	INT4900	1HTSDAAN6RH594592
1716	INT4900	1HTSDZ7N2MH350467
1717	INT4900	1HTSDAAN2SH655720
1718	INT4900	1HTSDAAN4RH594591
1724	INT2554	1HTGCAARXSH675354
1728	INT1900	1HTLDTVN2HH531840
1729	INT4900	1HTSDAAN4VH441610
1731	INT4600	1HTSAZRK4NH424680
1732	INT4900	1HTSDZ7N4MH350468
1734	INT2554	1HTGCAAR6SH675352
1735	INT2554	1HTGCAAR8SH675353
1738	INT2554	1HTGCZ3RXLH211994
1766	INT4900	1HTSDAAN6VH441611
1772	INT4900	1HTSDNUN6NH424679

ALLIED CONSTRUCTION EQUIPMENT COMPANY

Allied Construction Equipment Company located in St. Louis is the sole source of parts and repairs for the Etnyre Truck Mounted Oil Distributor, Etnyre Self-Propelled Chip Spreader, Etnyre P-200 Petroleum Pump, Wisconsin, Easy Lawn Straw Blower and Hydro-Seeder for Missouri.

Serial numbers for equipment this pertains to:

<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
1738	INT 2554	1HTGCZ3RXLH211994(Distributor Only)
3794	P-200	P3510
3795	P-200	P3509
2785	Etnyre Sprdr	K5442
2795	Hydro Seeder	20802
2796	Straw Blower	20801

ROLAND MACHINERY COMPANY

Roland Machinery is the sole source of parts and repairs for Komatsu and Galion-Dresser in Missouri. These are specialized equipment and major parts and end item components can only be procured from this dealer. Normal maintenance and repair parts are purchased under other annual bid contracts as needed.

Serial numbers of equipment this pertains to:

<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
4727	GA850	202349
4762	GA850	202350
2792	WA120	A20428

KNAPHEIDE TRUCK EQUIPMENT COMPANY

Knapheide Truck Equipment is the sole source of parts and repairs for Component Technology, Rexroth, Larson, Henderson, Swenson, Henke, Heil, Duralift, Renegade, Knapheide, Auto Crane, Tommy Gate, Rediline, and Knaack in Central Missouri. These are specialized equipment we utilize for snow and ice removal, roadway repair, tree removal/topping, sign post auger/driver and service truck bodies.

Note: Pertains to all vehicles and equipment, brine spray units, spreaders and snowplows. These units are automated with computer hardware and software and have been setup as a system and procured from the same vendor for maintenance and repair accessibility and ease of maintenance management and logistics.

VERMEER SALES AND SERVICE

Vermeer Sales and Service is the sole source of parts for the Vermeer Wood Chipper in Missouri. This is a specialized piece of equipment and has various parts that can only be procured from this dealer as specified by the manufacturer. Normal maintenance and repair items are purchased under other annual bid contracts.

<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
3755	1250	4661

HENDERSON IMPLEMENT

Henderson Implement is the sole source of parts and repairs for Ford Tractors and Implements in our area. These tractors require many specialized and major end item OEM components/parts that can only be procured from this dealer to be backed by a warranty.

<u>Vehicle #</u>	<u>Model #</u>	<u>Serial #/VIN #</u>
3758	FD7740	035561B
3759	FD7740	045001B
3743	FD3930	BD93196
3774	FD3930	BD93195
3745	FD7840	BD97227
3742	Harrow/Disc	0201960211
3741	Landscraper	12B018

FLEET COMPUTING

Fleet Computing is the sole source of computerized parts and service for Fleet Controller Software that is being utilized to maintain all historical/work order data for our fleet of vehicles and equipment. The programs are written for our specific application and require annual maintenance and updates above the allowable dollar threshold.

BODEAN'S SERVICE

Bodean's Service is the sole source of parts and repairs for the maintenance and repair shop air compressor system in Central Missouri. This is a large dual-stage-reciprocating unit that must be serviced routinely and load test certified annually for the equipped safety relief valves and air storage tank

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

February Session of the February Adjourned Term. 20 01

STATE OF MISSOURI

} ea.

County of Boone

In the County Commission of said county, on the

15th

day of February

20 01

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

Now on this day the County Commission of the County of Boone does hereby approve accept the suggestions and authorize that action be taken on the placement of an employee suggestion box in all County buildings and the placement of a bike rack at the Courthouse. The Facilities Maintenance Department is authorized to engage on these issues.

Done this 15th day of February, 2001.

ATTEST:

Wendy S. Noren

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

Don Stampler

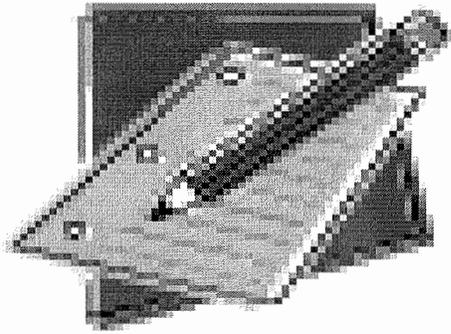
Don Stampler
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Skip Elkin

Skip Elkin
District II Commissioner



*any
reply*

DS As 7d
RECEIVED
JAN 25 2001
Boone County Commission
KUM KUM
SE S

*Would
you
be
able
to
accomodate
this
request?
KUM*

To: Commission
From: Employee Suggestion Committee
Date: January 24, 2001

The suggestion committee received a suggestion to install a bike rack at the courthouse. We believe this is a good idea, and Bob Perry agrees (see attached).

As a volunteer committee, we are not in a position to decide where funding would come from or who would oversee the purchase and installation. We ask you to help by offering this direction.

We are anxious to see the bike rack put in before spring for use by the general public and county staff.

We await your reply to our chairperson, Bill Florea (P&Z).

Thank you for your help.

2

*Facilities Maint
Court administration
County Commissioner*

*Return to Human Resources
by June 30, 2000*



EMPLOYEE SUGGESTION FORM

The Staff Suggestion Program is designed to reward and recognize staff who suggest ideas which either improve efficiency, save costs, increase morale or improve service to the public.

The Staff Suggestion/Employee Recognition Committee will review suggestions on a quarterly basis and share comments with the appropriate Elected Official or Department Head for her/his comments.

Your suggestion will impact the following area(s):

- Efficiency
- Morale
- Other:
- Costs
- Public Service

Please Explain: _____

Suggestion: THE COURTHOUSE NEEDS A
BIKE RACK.

If more space is needed, please attach an additional sheet(s).

**** PLEASE TURN OVER ****



OFFICE OF COURT ADMINISTRATOR
Thirteenth Judicial Circuit Court
Boone County Courthouse
705 E. Walnut St.
Columbia, Missouri 65201

Robert L. Perry
Court Administrator

Tel: (573) 886-4060
Fax: (573) 886-4070

MEMORANDUM

TO: Bill Florea
Chairman of the Employee Suggestion/Recognition Committee

FROM: Robert L. Perry *RLP*

DATE: November 16, 2000

REF: **Bicycle Rack for the Courthouse**

We certainly would approve of a bicycle rack for the courthouse as noted in the attachment. We had a bicycle rack for several years and found it to be of value. We would appreciate knowing the final decision.

RLP:map

Attachment

cc: Jack Wonneman

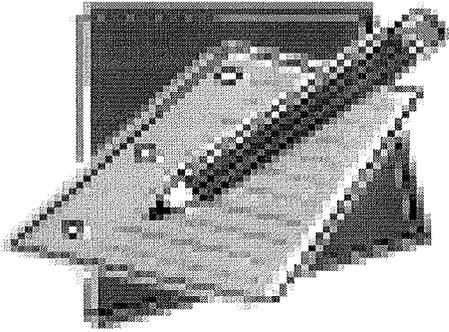
Perry

To: Robert L. Perry
From: F. A. Wonneman
Ref.: Attached Suggestion – Bicycle Rack for Courthouse
Date: November 8, 2000

One was installed in the west side of the front sidewalk area about 7 or 8 years ago. It was the same as the one that was installed and is still in use on the Juvenile Entrance patio area. For some reason Facilities Maintenance removed it a year or two ago. I think maybe to install a bench, I can't recall.

I think it would be an excellent addition in that usually when someone arrives in front on a bicycle they pull up on the front porch to lean it against the wall to get it as close to the front door as possible to prevent theft.

Some times they chain them to the rails on the east or west side of the ramps going away from the porch to secure them.



RECEIVED
JAN 25 2001
Boone County Commission
DS
KUM
SE S

*My understanding
have done this
before and
it wasn't well
received by
officials.*

To: Commission

From: Employee Suggestion Committee

Date: January 24, 2001

RE: Second Request
Suggestion regarding providing a suggestion box for all buildings

We've not heard from you regarding the enclosed employee's suggestion.

It is the policy of our committee to provide timely feedback to all employees making suggestions.

Please take the time now to review this suggestion and forward your approval or denial to Bill Florea, Chairman, c/o Planning and Zoning, or email at bflorea@boonecountymo.org.

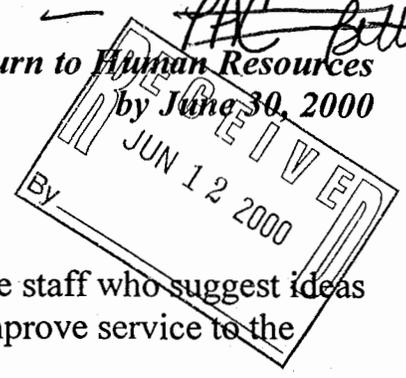
Thank you for your time and assistance.



To Comm

PAC Betty
Return to Human Resources
by June 30, 2000

EMPLOYEE SUGGESTION FORM



The Staff Suggestion Program is designed to reward and recognize staff who suggest ideas which either improve efficiency, save costs, increase morale or improve service to the public.

The Staff Suggestion/Employee Recognition Committee will review suggestions on a quarterly basis and share comments with the appropriate Elected Official or Department Head for her/his comments.

Your suggestion will impact the following area(s):

- Efficiency
- Costs
- Morale
- Public Service
- Other: _____

Please Explain: _____

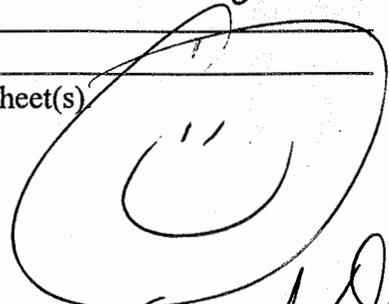
Suggestion: *If there is no suggestion box then we should get one. Not only could employees drop in suggestions, but so could the public.*

Having a suggestion box where the supervisor is not involved helps you open up without fear of repercussions.

The suggestion box should be put in all buildings collected by one of the committee members. Suggestions could then be e-mailed to the appropriate person saving on costs, much more efficient, right people are made aware, we become a Public Servant and that just might make us a little bit happier.

If more space is needed, please attach an additional sheet(s)

**** PLEASE TURN OVER ****



have a Good Day!

*Return to Human Resources
by June 30, 2000*

Your Name (Optional):

Cathy D Richards

Title:

Admin Coordinator

Office/Department:

Comm. office

Telephone #:

886-4312

PLEASE MAIL TO ONE OF THE FOLLOWING COMMITTEE MEMBERS:

- Angela Ayers (Chairperson) – Sheriff's Department
- Jeff Davis – Assessor's Office
- Cathy Richards – Commissioners' Office
- Bill Florea – Planning & Building Inspection Department
- Bonnie Adkins – Prosecuting Attorney's Office
- Beverly Braun – Sheriff's Department
- Pat Lensmeyer – Collector's Office
- Betty Dickneite – Human Resources Department