

460 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 2nd day of November 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the Purchasing Departments request to purchase a Director's chair. There is savings in the Travel/Training Account. The Purchasing staff did not travel this year due to COVID.

The purchase will be paid from the following Department/Account.

Decrease - Department 1118 Account 37220 -Travel, Training, Related - \$1,253

Increase - Department 1118 Account 92100 - Replacement Furniture and Fixtures - \$1,253

Done this 2<sup>nd</sup> day of November 2021.

ATTEST:



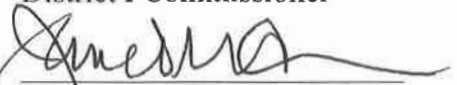
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO  
DATE: November 1, 2021  
RE: Purchasing Policy Revision

Purchasing requests the attached Budget Revision due to the Director's chair needing to be replaced. The chair is 20 years old. The cylinder that raises and lowers the chair is broken and no longer repairable. There is savings in travel/training. Purchasing staff did not travel this year due to COVID.

Decrease	1118/37220 –Travel, Training, Related	\$1,253
Increase	1118/92100 – Replacement Furniture and Fixtures	\$1,253



100 E. Texas Ave. ~ Columbia, MO 65202  
 www.insidethelines.net ~ 573-234-0778

Customer: Boone County  
 Sales Rep: Brad Eiken

**Proposal**  
 21-1213  
 10/21/2021

**Propose To:**  
 Boone County : Boone County Purchasing  
 613 E. Ash Street RM 110  
 Columbia, MO 65201

**Installation Location:**  
 Boone County Purchasing  
 613 E. Ash Street RM 110  
 Columbia, MO 65201

**Attention:** Melinda Bobbitt  
 573-886-4391 (phone)  
 mbobbitt@boonecountymo.org

**BC Purchasing Task Chair - Melinda Bobbitt**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1	Seating catalog	1	\$2,030.00	\$1,177.32	\$1,177.32
6903-11C-90A	Carmel High-Back Chair 6903-11C-90A-18BB-16HP-GR 5 Brisa Fresco-Azurite 544-2566 Knee Tilt Control Mechanism Upholstered Arms				
Line: 2	Installation  Assembly, Delivery & Install	1	\$0.00	\$75.00	\$75.00

Misc Items.....\$1,252.32

Subtotal.....\$1,252.32

Total Amount.....\$1,252.32

Thank you for your business!

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Year	2021	Original Appropriation	3,016.00
Dept	1115 HR & RISK MGMT OPERATIONS	Revisions	
Acct	37220 TRAVEL: TRAINING RELATED	Original + Revisions	3,016.00
Fund	100 GENERAL FUND	Expenditures	
		Encumbrances	
Class/Account	A ACCOUNT	Actual To Date	
Account Type	E EXPENSE	Remaining Balance	3,016.00
Normal Balance	D DEBIT	Shadow Balance	3,016.00

Expenditures by Period

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

F2=Key Scr    F3=Exit    F5=Ledger Transactions    F7=Transactions    F9=Budget

**BOONE COUNTY, MISSOURI  
REQUEST FOR BUDGET REVISION  
RECEIVED**

To: County Clerk's Office  
Comm Order # 460-2021  
Please return purchase req with  
back-up to Auditor's Office.

**EFFECTIVE DATE**

OCT 25 2021

**FOR AUDITORS USE**

**BOONE COUNTY AUDITOR**

(Use whole \$ amounts)  
Transfer From    Transfer To  
Decrease        Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1118	37220	Purchasing	Travel, Training, Related	1,253	
1118	<u>92100</u>	Purchasing	<u>Replacement of</u> Furniture and Fixtures		1,253
				1,253	1,253

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Chair cylinder that raises the chair up and down has collapsed for the third time. Not repairable. Moving budgeted funds from travel to furniture to pay for new chair.

REPLACEMENT OFFICE CHAIR

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

Melvin G. ...  
Requesting Official

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

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

AGENDA

[Signature]  
Auditor's Office

[Signature]  
PRESIDING COMMISSIONER

[Signature]  
DISTRICT I COMMISSIONER

[Signature]  
DISTRICT II COMMISSIONER

461-2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

Term. 20

In the County Commission of said county, on the November Session of the October Adjourned day of 20 21


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

2nd November 21

Now on this day, the County Commission of the County of Boone does hereby adopt \$1.00 per hour as the rate of pay for the shift differential contemplated in Boone County Personnel Policy 3.10, effective January 1, 2022.


Done this 2<sup>nd</sup> day of November 2021.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

462 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 21

County of Boone } ea.


In the County Commission of said county, on the 2nd day of November 20 21

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

Now on this day, the County Commission of the County of Boone does hereby rescind Boone County Personnel Policy 3.8, Call Back Pay Policy, and replaces it with the attached policy, 3.8 On-Call and Call Back Pay Policy, which was approved by the Boone County Personnel Advisory Committee on October 25, 2021.

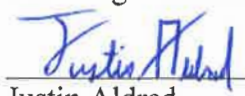
Done this 2<sup>nd</sup> day of November 2021.

ATTEST:

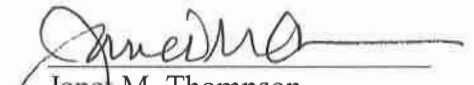
  
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Jane M. Thompson  
District II Commissioner

## 3.8 On-Call and Call Back Pay Policy

To be eligible for rotating or continuous on-call duty pay, a position must be hourly (non-exempt under the FLSA), not subject to the Collective Bargaining Agreement, regularly scheduled for on-call duty by their administrative authority, and designated and budgeted as a rotating or continuous on-call duty position.

The Human Resources and Risk Management Department maintains the registry of positions designated as rotating or continuous on-call duty positions. Administrative Authorities can request positions be reviewed for addition to the registry annually during the budget process.

**Rotating On-Call duty** shall normally be at least one (1) week in duration and rotated among designated qualified non-exempt employees. An employee shall be removed from on-call duty if deemed incapable due to illness, or other approved emergency as determined by the duly authorized supervisor. An employee must have been in regular pay status during the normal working day in order to be eligible for on-call pay, except on weekends or normally scheduled days off. For each day an employee is not in regular pay status during their scheduled on-call period, their on-call pay (\$25 per week of call) will be decreased proportionally. If an employee requests sick leave for a part or whole day during their scheduled on-call period, it shall be up to the supervisor to determine whether or not the employee should be allowed to remain on call for that day, taking into account all circumstances pertinent to the matter. If the supervisor determines the employee should remain on-call, they will receive on-call pay for that portion of their on-call period.

**Continuous On-Call duty** will occur for the duration a non-exempt employee is active in a designated assignment that is subject to physically being called back to a work site to quickly respond to an emergency situation for which they have received specialized training. Employees in continuous on-call duty designated positions must have been in regular pay status during the normal working day in order to be eligible for on-call pay, except on weekends or normally scheduled days off. For each day an employee in a continuous on-call duty assignment is not in regular pay status, their on-call pay (\$15 per week) will be decreased proportionally. If an employee requests leave for a part or whole day during their scheduled on-call period, it shall be up to the supervisor to determine whether or not the employee should be allowed to remain on call for that day, taking into account all circumstances pertinent to the matter. If the supervisor determines the employee should remain on-call, they will receive on-call pay for that portion of their on-call period.

Employees who are in a designated Continuous On-call position who also cover a designated rotation in a Rotating On-Call assignment will receive the rotating on-call duty rate (\$25) for the period they are subject to both on-call duties.

Personnel assigned to any paid on-call status must be easily reached, capable, sober, and ready to work at any time during their on-call period. This condition is a mandatory part of the assignment. If an employee fails to respond to a pager/telephone/text contact, does not timely report to the work site, or is not ready and capable of work when contacted, they will be subject to discipline up to and including termination.



Hourly employees who are in a scheduled on-call period and who are called to work after their regular shift hours shall receive a minimum of 2 hours of compensation. A maximum of two 2-hour minimum call-in allowances shall be provided per day, all additional call-ins will be compensated for actual hours worked. Call-in allowance time shall start when the employee responds to the call and starts performing work. Travel time to the worksite from home is included in call-in allowance time if onsite work is required. Employees shall be subject to minimum response times established by their department. Minimum call-in compensation shall not be allowed during normal shift hours, breaks, or meal periods.

Hourly employees **who are not in a paid continuous or rotating on-call period** and who are called back into work outside of their scheduled shift will be compensated a minimum of 3 hours. Only one 3-hour minimum call-in allowance shall be provided per day (12:01am to 11:59pm on the same calendar date). All additional call-ins that occur after the initial 3 hour minimum call-in allowance will be compensated for actual hours worked. After hours work for employees who are not on-call and who are not required to report to a worksite will be compensated for actual hours worked. Minimum call-in compensation shall not be allowed during normal shift hours, breaks, or meal periods.

463 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

November Session of the October Adjourned

Term. 20 21

In the County Commission of said county, on the 2nd day of November 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve The Department of Agriculture of Contract No.22-13, County Re-monumentation Program.

Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 2<sup>nd</sup> day of November 2021.



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner

ATTEST:



Brianna L. Lennon  
Clerk of the County Commission



DEPARTMENT of AGRICULTURE  
STATE OF MISSOURI  
JEFFERSON CITY

MICHAEL L. PARSON  
GOVERNOR

*Serving, promoting and protecting the agricultural producers, processors  
and consumers of Missouri's food, fuel and fiber products.*

CHRIS CHINN  
DIRECTOR

**CONTRACT FOR SERVICES  
BY AND BETWEEN**

**BOONE COUNTY**

**AND**

**THE MISSOURI DEPARTMENT OF AGRICULTURE**

**CONTRACT NO. 22-13**

**THIS AGREEMENT entered into this 20<sup>th</sup> day of September, 2021 by and between BOONE COUNTY, Missouri (hereinafter called the "County"), and the DEPARTMENT OF AGRICULTURE, (Director of the Department of Agriculture, Director of Division of Weights, Measures & Consumer Protection, and State Land Surveyor) hereinafter called the "Department."**

**WHEREAS, the County desires to engage the Department to render certain services hereafter described in connection with delineation of section and quarter section corners of the United States Public Land Survey and known as the County Surveyor Cooperative Remonumentation Program.**

**NOW, THEREFORE, the parties hereto do mutually agree as follows:**

- 1. EMPLOYMENT OF COUNTY SURVEYOR. The County hereby agrees to engage the County Surveyor to perform the services hereinafter set forth.**
- 2. SCOPE OF SERVICES. The County Surveyor will remonument corners of the United States Public Land Survey, that meet at least one of the following requirements:**
  - A. Original Evidence - An original corner established by the original government surveyor under contract from the General Land Office, for which sufficient original evidence exists to definitely locate the position of said corner.**
  - B. Chain of Evidence - A perpetuated corner for which records by county, or other surveyors, positively show subsequent witness marks when positive evidence of the original witness marks still exist, and the chain of perpetuation is not broken.**

- C. **Reestablished Corner** - A county surveyor may make application for the restoration of a reestablished corner if there is record documentation verifying the corner was reestablished by a former county surveyor in accordance with the procedures outlined in the Missouri statutes in force at the time of the reestablishment. Record documentation must exist verifying the corner was properly reestablished at least twenty (20) years ago, and the corner is not in conflict with another marker. Sufficient measurements shall be shown on the corner document to indicate the corner was properly reestablished.
  - D. **Established Corner** - A county surveyor may make application for the remonumentation of a PLSS corner, not monumented during the original government survey, but the position of the corner is shown on the government township plat. So long as the corner was properly established by a former county surveyor in accordance with the procedures outlined in the Missouri statutes in force at the time of the establishment. Record documentation must exist verifying the corner was properly established at least twenty (20) years ago, and the corner is not in conflict with another marker. Sufficient measurements shall be shown on the corner document to indicate the corner was properly established.
  - E. **Long Standing Corner** - A poorly monumented and/or documented corner whose basis for remonumentation is its long use and acceptance by local residents, and land surveyors, as the government corner, along with its general agreement with the GLO survey in the area. Long usage is at least twenty (20) years of undisputed use. Sufficient measurements shall be shown on the corner document to depict the corner position related to the proportionate position.
  - F. **Addition of State Plane Coordinates to a Previously Monumented Corner** - A previously monumented corner through the County Surveyor Cooperative Remonumentation Program without published Missouri State Plane coordinates may qualify for this program. The corner must either be a monumented corner having original evidence or a chain of evidence confirming the monument is at the original corner position.
3. **DEPARTMENT TO FURNISH MONUMENTS.** The Department will furnish the County Surveyor with all necessary material (monuments, witness signs, posts and tree tags) required for remonumentation.

4. **PROCEDURE.**

The county surveyor must meet the following deadlines in performing the work under this contract:

- A. **Submit to the Department of Agriculture's Land Survey Program a partially completed application for remonumentation (Certified Land Corner Document) on each corner on or before November 1, 2021.** The Department of Agriculture's Land Survey Program will approve or disapprove the preliminary documents within 30 days.

The partially completed Certified Land Corner Document must contain the following information:

**Description of original and subsequent surveys referencing this corner.  
References shall include:**

- 1. Date of survey; at a minimum the month and year the survey was preformed.**
- 2. Surveyor of record; the name and title of the surveyor actually performing the field work. The name listed in the index is not always the name of the surveyor performing the field work. List the surveyors title, Deputy Surveyor, County Surveyor, Deputy County Surveyor, Practical Surveyor (used to describe a private surveyor prior to licensure), and/or PLS number.**
- 3. Location of survey record; the Volume and Page of the Original Survey. The County Surveyor Record Book and Page, or any Book and Page where the survey information can be located in the Courthouse. If the survey is not recorded or filed in the Courthouse, the location of the survey in the Land Survey Index database should be used along with the type of record.**
- 4. A complete description of the monument(s) that have marked the corner as they appear in the record. All witness accessories shall be noted including the accessories recovered. All of the information the surveyor used to determine the corner position shall be described.**
- 5. All measurements the surveyor of record made to other corners from the subject corner shall be listed including the distances measured by the original surveyor.**

**B. Description of corner evidence found:**

- 1. Sufficient description of original survey evidence recovered; if no evidence of the original survey is recovered it must be so noted.**
- 2. Sufficient description of subsequent survey evidence recovered; if no evidence of any subsequent survey is recovered it must be so noted.**
- 3. Sufficient information to justify this is the best the position for the corner. Show evidence this position is relied upon by local residents (i.e.: longstanding fences and other land use). That this position has been used by other surveyors and no other monumentation exist that confuses the position of the corner.**
- 4. Sufficient measurements to show agreement with the GLO and subsequent surveys of the area. Every attempt shall be made to recover adjacent PLSS corners in the area and compare the recently measured distance with the original measurement. Every attempt shall be made to recover PLSS and property corners established by County Surveyors, and other surveyors of record and compare the recently measured distance with the subsequent measurement.**

5. **Sufficient information to show that the corner was properly (in accordance with Missouri's Statutes) established or reestablished by the previous surveyor and measurements to show the corner's agreement with the GLO survey of the area.**
  
- C. **Sketch of corner showing all information provided on page 1, including all site evidence recovered, distances to other recovered PLSS and property corners and lines of occupation.**
  
- D. **The remonumentation can begin when the partially completed Certified Land Corner Document has been submitted and approved and monuments have been delivered to the surveyor. Remonumentation shall be in accordance with the Department of Agriculture's 5/8" rebar with aluminum cap installation details.**
  
- E. **Surveyor shall provide State Plane Coordinates on all final Certified Land Corner Documents. Submit completed documents on or before March 1, 2022. The Department of Agriculture's Land Survey Program will approve or disapprove the forms within 15 days;**
  
- F. **Make any corrections to monumentation or documents and resubmit along with an invoice to the county on or before May 2, 2022. Failure to meet the above deadlines shall, at the option of the Department, be cause for termination of this contract after the County is duly notified in writing.**
  
- G. **Upon approval by the State Land Surveyor of the remonumentation and Certified Land Corner Restoration documents, reimbursement by the Department shall be made as outlined in paragraph 9 below.**
  
5. **TERMINATION OF CONTRACT CAUSE. If through any reasonable cause, the Department cannot fulfill its obligation under this contract, or if the County cannot for any reasonable cause fulfill its obligation, this contract can be terminated. In the event either party finds it necessary to request a cancellation such fact will be revealed without delay so that as much time as possible can be devoted to a settlement. Every effort will be made to prevent loss to the County or the Department.**
  
6. **CHANGES. The County or Department may, from time to time, require changes in the scope of services and the time of performance hereunder. Such changes, including any increase or decrease in the amount of compensation, which are mutually agreed upon by and between the County and the Department, shall be incorporated in written amendments to this contract.**
  
7. **GOVERNING LAW. This contract shall be interpreted under and governed by the laws of the State of Missouri.**
  
8. **REIMBURSEMENT BY THE COUNTY. The County agrees to reimburse the County Surveyor for his services rendered by the terms of this contract.**

9. **REIMBURSEMENT BY THE DEPARTMENT.** The Department will reimburse the county \$300.00 for each corner remonumented not having a valid objection and remonumented in accordance with this agreement. The County will submit to the Department of Agriculture's Land Survey Program an invoice for these services along with a copy of the County Surveyor's invoice to the county. **THIS AGREEMENT SHALL BE SUBJECT TO THE OVERALL MAXIMUM OF \$1,500.00 FOR FIVE (5) CORNERS.**
10. **STATEWIDE EPROCUREMENT SYSTEM.** In order to be reimbursed by the Department, the County must be registered in MissouriBUYS. MissouriBUYS is the new statewide electronic procurement system and the only method used for reimbursement on this contract. Please visit <https://MissouriBUYS.mo.gov> to register.
11. **CONTRACT PERIOD.** This contract shall expire on: **June 1, 2022.**  
**IN WITNESS WHEREOF,** the parties hereto have caused this agreement to be executed as of the aforementioned date.

**ACCEPTED:**

  
\_\_\_\_\_  
Presiding County Commissioner

9.24.21  
\_\_\_\_\_  
(Date)

**RECOMMENDED FOR APPROVAL:**

  
\_\_\_\_\_  
Ron L. Heimbaugh, PLS  
State Land Surveyor

10-05-2021  
\_\_\_\_\_  
(Date)

**APPROVED:**

  
\_\_\_\_\_  
Jimmy Williams, Director  
Division of Weights, Measures & Consumer Protection

10-7-21  
\_\_\_\_\_  
(Date)

4604 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 21

County of Boone

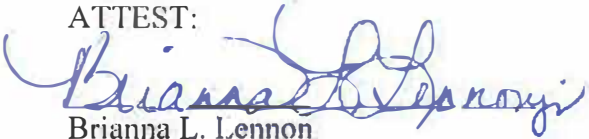
In the County Commission of said county, on the 2nd day of November 20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Chambers by Central Missouri Radio Association on the following dates: November 16, 2021; December 21, 2021; January 18, 2022; February 15, 2022; March 15, 2022 and April 19, 2022 from 6:15pm until 8:30pm. This approval is contingent upon adherence to the current health order.

Done this 2<sup>nd</sup> day of November 2021.

ATTEST:

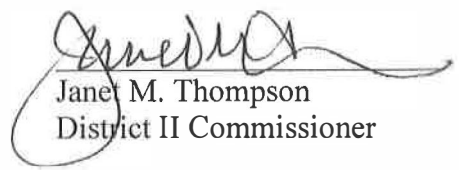
  
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner





# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

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

Organization: Central Missouri Radio Association

Address: PO, Box 283

City: Columbia State: MO ZIP Code: 65205

Phone: (573) 864-4551 Website: køsi.net

Individual Requesting Use: Jon Cole Position in Organization: Treasurer & Volunteer

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

Event: Ham radio licensing exam session

Description of Use (ex. Speaker, meeting, reception): administering license exams

Date(s) of Use: Third Tuesdays: Nov. 16<sup>th</sup>, Dec 21<sup>st</sup>, Jan. 18<sup>th</sup>, Feb. 15<sup>th</sup>, Mar 15<sup>th</sup>, Apr 19<sup>th</sup>

Start Time of Setup: 6:15 PM AMPM Start Time of Event: 6:30 PM

End Time of Event: 8:15 PM AMPM End Time of Cleanup: 8:30

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

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use of rooms as specified in this application.

Organization Representative/Title: Jonathan Cole, Treasurer

Phone Number: (573) 864-4551 Date of Application: October 29, 2021

Email Address: colepls@yahoo.com

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

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

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Brianna Penning  
County Clerk

BOONE COUNTY, MISSOURI

Roger B. Wilson  
County Commissioner

DATE: 11.2.2021