

# CERTIFIED COPY OF ORDER

36 -2002

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the November Adjourned

Term. 20 02

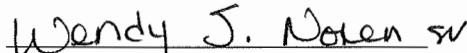
In the County Commission of said county, on the 24<sup>th</sup> day of January 20 02  
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 71-26DEC01 for the purchase of two John Deere 672CH motorgraders to Tri-State Construction. The County Commission of the County of Boone does hereby authorize the disposal of two John Deere 670B motorgraders (fixed asset tag numbers 7995 and 7997). It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement and the disposal request forms.

Done this 24<sup>th</sup> day of January, 2002.

  
Don Stamper  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

Marlene Ridgway  
Buyer



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Marlene Ridgway *MR*  
RE: 71-26DEC01 – Motorgraders  
DATE: January 18, 2002

The Boone County Public Works department and I have reviewed the above referenced bid responses and have determined that Tri-State Construction Equipment Company submitted the lowest and best bid meeting our minimum bid specifications. Total contract price for two John Deere 672CH motorgraders including trade-in is \$276,500.00. Amount budgeted for these items are \$294,000.00.

We are requesting at this time the approval of disposal through tradein of two John Deere 670B motorgraders fixed asset tag numbers 7995 and 7997. The disposal forms are attached to this memo.

The bid tabulation is attached for your review.

**BID TABULATION**  
**71-26DEC01 - MOTORGRADERS**

<b>Tri-State Construction</b>	<b>Fabick and Co.</b>
-------------------------------	-----------------------

John Deere 672CH

CAT 143H

	Description	QTY	Unit Price	Extended Price	Unit Price	Extended Price
4.7.1.	2001 Model Motor Grader	2	\$168,000.00	\$336,000.00	\$200,000.00	\$400,000.00
4.8.	<b>Cash Discount \$/net days</b>		No		None	
4.9.	Trade in					
4.9.1.	John Deere 670B Motor Grader SNDW670BX538313			\$29,500.00		\$24,000.00
4.9.2.	John Deere 670b Motor Grader SNDW670BX539096			\$30,000.00		\$26,000.00
4.10.	<b>Grand Total</b>			\$276,500.00		\$350,000.00
4.12.	<b>Cooperative</b>			Yes		No
4.13.	Delivery ARO			30-60		10-12 Weeks
<b>Attachment A</b>						
	Total Scheduled Maintenance Costs	2	\$6,182.63	\$12,365.26	\$6,184.50	\$12,369.00

**No Bids Received From:**  
Sydenstricker Implement Co., Rocheport, MO  
 \_\_\_\_\_  
 \_\_\_\_\_

# BOONE COUNTY

## REQUEST FOR DISPOSAL OF COUNTY PROPERTY

11739

DATE 12/10/01 FIXED ASSET TAG NUMBER 07567 7995

DESCRIPTION Motorgrader John Deere 670B

veh # 4725 Ser # DW670 BK538318

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / WORN OUT & EXCESSIVE HOURS

DEPARTMENT Public Works

SIGNATURE Sam Amick

### AUDITOR

ORIGINAL PURCHASE DATE 12/30/93  
ORIGINAL COST \$101,800 1605  
ORIGINAL FUNDING SOURCE 2741-RdB

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 36-2002

DATE APPROVED 1-24-02

SIGNATURE Sam Amick

# BOONE COUNTY

## REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/16/01 FIXED ASSET TAG NUMBER 07566  
DESCRIPTION Motorgrader, John Deere 670B 7997  
Vol # 4763 Serial No 670BK 539 096  
REQUESTED MEANS OF DISPOSAL: TRADE-IN  
OTHER INFORMATION:  
CONDITION OF ASSET FAIR  
REASON FOR DISPOSITION REPLACEMENT / Worn out & Excessive Hours  
DEPARTMENT Public Works SIGNATURE Sam Smith

-----  
**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_  
-----

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS  
 OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 36-2002  
DATE APPROVED 1-24-02  
SIGNATURE [Signature]

1/22/02

DATE

607

VENDOR NO.

**PURCHASE REQUISITION  
BOONE COUNTY, MISSOURI**

36-2002

Bid Documentation  
(Check One)

Vendor Name: Tri State Construction  
Equipment Company

Sole Source: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Oral Bids (attached): \_\_\_\_\_

Written Bids (attached): \_\_\_\_\_

City, State, Zip: 2040 - Public Works

Bid or Co. Order Number: 71-26DEC01

Bill To Dept. No. 2040 - Public Works

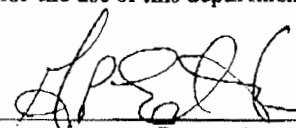
Not Required: \_\_\_\_\_

Ship To Dept. No. \_\_\_\_\_

Department				Account				Item Description (or managerial code)	Qty	Unit Price	Amount
2	0	4	0	9	2	3	0 0	2 Motorgraders less trade in	1	276,500	\$276,500
<b>CLERK'S OFFICE</b>											
*DO NOT UNSTAPLE THESE PAGES											
*THE ONLY ACTION NEEDED IS TO WRITE THE COMM ORDER # ON THE FORM AND RETURN TO ANNIE.											
<b>All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.</b>											

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.

  
\_\_\_\_\_  
County Commission Approval

  
\_\_\_\_\_  
Requesting Official

\_\_\_\_\_  
Auditor Approval

**PURCHASE AGREEMENT FOR  
MOTOR GRADERS**

**THIS AGREEMENT** dated the 24<sup>th</sup> day of January 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Tri-State Construction Equipment Co., herein "Contractor."

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for Motor Graders, bid number 71-26DEC01 including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, Addendum One, and the unexecuted Response Form, as well as the Contractor's bid response dated December 21, 2001 executed by Jim W. Smith, on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, Addendum One, and the unexecuted Response Form shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County a quantity of two (2) Year 2002 John Deere 672CH Motor Graders less the trade in of two (2) John Deere Motor Graders with serial numbers DW670BX538313 and DW670BX539096 in conformity with the bid specifications and at the total cost of Two Hundred Seventy-Six Thousand Five Hundred Dollars (\$276,500.00).
3. **Delivery** - Contractor agrees to deliver the motor graders per the bid specifications and within sixty (60) days after receipt of order.
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.
5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

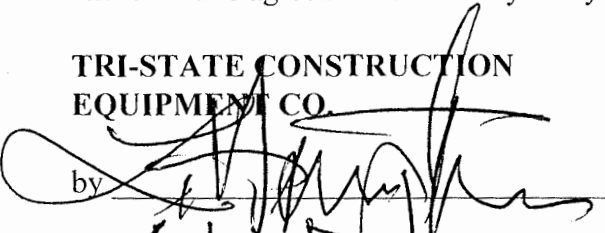
7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

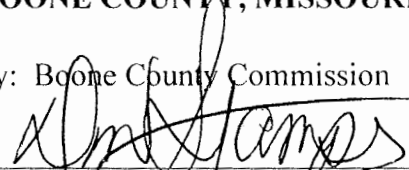
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

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

**TRI-STATE CONSTRUCTION  
EQUIPMENT CO.**

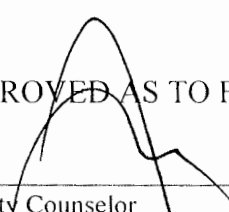
**BOONE COUNTY, MISSOURI**

by   
title Sales Representative

by: Boone County Commission  
  
Don Stampler, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

  
County Counselor

Wendy S. Noren *sw*  
Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

2040-92300 - \$276,500.00

Diane C. Pritchard  
Signature

4/22/02  
Date

Appropriation Account



**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 24<sup>th</sup> day of January 20 02

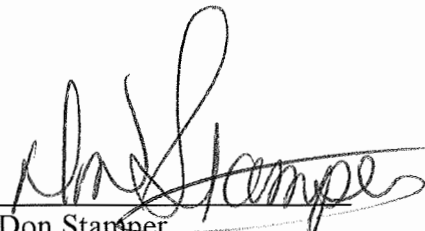
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 72-26DEC01 for the purchase of two service utility trucks to Midway Ford Truck Center. The County Commission of the County of Boone does hereby authorize the disposal of the following:

- 1993 Ford F350 with a 9' Utility Body (Fixed Asset Tag #07581)
- 1988 Ford F250 with a 9' Utility Body (Fixed Asset Tag #06261)
- Renegade Hydraulic Utility Arm (Fixed Asset Tag #06782)

It is further ordered that the Presiding Commissioner be hereby authorized to sign the agreement and the disposal request forms.

Done this 24<sup>th</sup> day of January, 2002.

  
 Don Stamper  
 Presiding Commissioner

ATTEST:

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

ABSENT  
 Karen M. Miller  
 District I Commissioner

  
 Skip Elkin  
 District II Commissioner

# Boone County Purchasing

Marlene Ridgway  
Buyer



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Marlene Ridgway *MR*  
RE: 72-26DEC01 – Service Utility Trucks  
DATE: January 18, 2002

The Boone County Public Works department and I have reviewed the above referenced bid responses and have determined that Midway Ford Truck Center submitted the lowest and best bid meeting our minimum bid specifications. We are recommending award for one (1) 2002 Ford F550 4x4 Truck including all alternates with the exception of alternate 11; optional equipment of a Auto Crane 2003 series and a Miller Bobcat 225NT welding machine and less trade in for the total price of \$62,996.70. Also one (1) 2002 Ford F450 4x4 Truck including all alternates; optional equipment of a Miller Bobcat 225NT welding machine; less the trade in for the total price of \$43,639.70.

The total contract price is \$106,636.40. We had originally budgeted \$147,000.00 for these purchases.

We are requesting at this time the approval of disposal through trade in a 1993 F350 with a 9' Utility body and a 1988 F250 with a 9' Utility body and a Renegade hydraulic utility arm. The disposal forms are attached to this memo.

The bid tabulation is attached for your review.

**EXHIBIT TABULATION**  
**72-26DEC01 - Utility Service Trucks**

		<b>Midway Ford Truck Center</b>	<b>Tom Boland Ford</b>
<b>4.7.1.</b>	<b>Vehicle #1</b> (including cab steps and undercoat)	\$ 31,214.70	\$ 32,954.00
	<b>Utility Bed</b>	\$ 25,580.00	\$ 25,890.00
<b>4.7.2.</b>	Make	Ford 2002	2002 Ford
<b>4.7.3.</b>	Model	F550 - 4X4	F550 - 4X4
<b>4.7.4.</b>	<b>Add Alternatives</b>		
<b>4.7.4.1.</b>	#1 - Front and Rear shock absorbers	Standard	Standard
<b>4.7.4.2.</b>	#2 - Heavy Duty service group	Standard	No Bid
<b>4.7.4.3.</b>	#3 - Trailer towing pkg.	\$ 155.00	\$ 132.00
<b>4.7.4.4.</b>	#4 - Heavy Duty charging system	Standard	\$ 285.00
<b>4.7.4.5.</b>	#5 - Daytime running lights	\$ 45.00	\$ 38.00
<b>4.7.4.6.</b>	#6 - Engine oil and transmission cooling system	Standard	Standard
<b>4.7.4.7.</b>	#7 - Class V frame hitch and 4-pin wiring installed plus wiring harness for 6-pin	\$ 440.00	\$ 440.00
<b>4.7.4.8.</b>	#8 - Fold-a-way black mirrors	Standard	Standard
<b>4.7.4.9.</b>	#9 - Windshield wipers and washers	Standard	Standard
<b>4.7.4.10.</b>	#10 - Tinted rear window	\$ 125.00	\$ 107.00
<b>4.7.4.11.</b>	#11 - Dual LH side large capacity fuel tanks	NR	\$ 518.00
<b>4.7.1.12.</b>	#12 - Auxiliary idle control kit	\$ 210.00	\$ 178.00
<b>4.7.1.13.</b>	#13 - Auxiliary jump-start kit w/ cable receptacle box	\$ 335.00	\$ 335.00
<b>4.7.1.14.</b>	<b>TOTAL for Vehicle #1</b>	\$ 58,104.70	\$ 60,877.00
<b>4.7.5.</b>	<b>Optional Equipment</b>		
<b>4.7.5.1.</b>	Auto Crane 2003 series 2,000 lbs. capacity	\$ 3,547.00	\$ 3,547.00
<b>4.7.5.2.</b>	Miller Bobcat 225NT	\$ 3,345.00	\$ 3,345.00
<b>4.7.6.</b>	<b>GRAND TOTAL for Vehical #1</b>	\$ 64,996.70	\$ 67,769.00
<b>4.7.7.</b>	Warranty	3 yr 136,000 & 5 Yr 1100,000	Bump to Bump 3yr 136,000 Engine 100,000 miles
<b>4.7.8.</b>	Warranty Restrictions	None	
<b>4.7.9.</b>	Delivery ARO	60 to 90 Days	100 Days

air lift springs not included

		Midway Ford Truck Center	Tom Boland Ford
4.8.1.	<b>Vehicle #2</b> (including cab steps and undercoat)	\$ 30,237.70	\$ 32,402.00
	<b>Service Body</b>	\$ 9,610.00	\$ 9,610.00
4.8.2.	Make	2002 Ford	2002 Ford
4.8.3.	Model	F450 4X4 XL	F550 4X4
4.8.4.	<b>Add Alternatives</b>		
4.8.4.1.	#1 - Front and rear shock absorbers	Standard	Standard
4.8.4.2.	#2 - Heavy Duty service group	Standard	NB
4.8.4.3.	#3 - Trailer towing package	\$ 155.00	\$ 132.00
4.8.4.4.	#4 - Heavy Duty charging system	Standard	\$ 285.00
4.8.4.5.	#5 - Daytime running lights	\$ 45.00	\$ 38.00
4.8.4.6.	#6 - Engine oil and transmission cooling system	Standard	Standard
4.8.4.7.	#7 - Class V frame hitch and 4-pin wiring installed plus wiring harness for 6-pin	\$ 310.00	\$ 440.00
4.8.4.8.	#8 - Fold-a-way black mirrors	Standard	Standard
4.8.4.9.	#9 - Windshield wipers and washers	Standard	Standard
4.8.4.10.	#10 - Tinted rear windows	\$ 125.00	\$ 107.00
4.8.4.11.	#11 - Dual LH side large capacity fuel tank and auxiliary jump-start kit w/ cable receptacle box	\$ 312.00	\$ 853.00
4.8.4.12.	<b>Total for Vehicle #2</b>	\$ 40,794.70	\$ 43,867.00
	<b>Additional Option:</b>		
	Miller Bobcat 225NT	\$ 3,345.00	\$ 3,345.00
	<b>TOTAL for Vehicle #2 w/ option</b>	\$ 44,139.70	\$ 47,212.00
4.8.5.	Warranty	3/36,000 - 5yr/100,000	3/36,000 - 100,000 motor 100.00 Ded
4.8.6.	Warranty Restrictions		
4.8.7.	Delivery ARO	60-90 Days	100 Days
4.9.	<b>Trade in Vehicle Values</b>		
4.9.1.	Trade Vehicle #1	\$ 2,000.00	\$ 1,000.00
4.9.2.	Trade Vehicle #2	\$ 500.00	\$ 4,500.00
4.10.	<b>GRAND TOTAL of Vehicles Less Trade</b>	\$ 99,744.40	\$ 102,589.00
4.11.	<b>GRAND TOTAL of Vehicles Plus Options Less Trade</b>	\$ 106,636.40	\$ 109,481.00
4.12.	Interior options for each vehicle		med. Graphic Floor Covering
4.12.1.	Vehicle #1	Vinal;Graphite Bench	
4.12.2.	Vehicle #2	Vinal;Graphite Bench	
4.14.	Cooperative Purchasing	Yes	Yes

# BOONE COUNTY

## REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/15/01

FIXED ASSET TAG NUMBER 07581

DESCRIPTION Truck - Ford F350 w/ Service Body and lift Gate.  
Veh # 1751 Ser # 1F0KF38M0PNA38336

REQUESTED MEANS OF DISPOSAL: TRADE-IN.

OTHER INFORMATION:

CONDITION OF ASSET FAIR / High mileage.

REASON FOR DISPOSITION REPLACEMENT / WORN OUT / EXCESSIVE Repair Costs.

DEPARTMENT Public works

SIGNATURE Sam Smith

### AUDITOR

ORIGINAL PURCHASE DATE 2/4/93  
ORIGINAL COST \$29,912 1605  
ORIGINAL FUNDING SOURCE 2741 - R&B

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 37-2002

DATE APPROVED 1-24-02

SIGNATURE Sam Smith

# BOONE COUNTY

## REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 06261

DESCRIPTION TRUCK - Food Pkgs w/ Service Body  
Veh # 1712 Ser # 1FTHF25H3JPB84919

REQUESTED MEANS OF DISPOSAL: TRADE-IN

OTHER INFORMATION:

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / WORN OUT

DEPARTMENT Public Works. SIGNATURE Sam Arnold

### AUDITOR

ORIGINAL PURCHASE DATE 10/24/88  
ORIGINAL COST +13,656.41 1605  
ORIGINAL FUNDING SOURCE 2741 - R.A.B.

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 37-2002

DATE APPROVED 1-24-02

SIGNATURE Sam Arnold

# BOONE COUNTY

## REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 12/10/01 FIXED ASSET TAG NUMBER 06782

DESCRIPTION Hydraulic Utility Arm - Renegade

Ser # 610001A-21

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION:

Being traded as part of Asset tag # 06261 Truck F250 w/ Service Body

CONDITION OF ASSET FAIR

REASON FOR DISPOSITION REPLACEMENT / OBSOLETE

DEPARTMENT Public Works

SIGNATURE Sam Condit

### AUDITOR

ORIGINAL PURCHASE DATE 10/9/90 - 12/30/93  
ORIGINAL COST 9,771.50 1605  
ORIGINAL FUNDING SOURCE 2741 - RAB

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 37-2002

DATE APPROVED 1-24-02

SIGNATURE [Signature]





**PURCHASE AGREEMENT FOR  
SERVICE UTILITY TRUCKS**

**THIS AGREEMENT** dated the 24<sup>th</sup> day of January 2002 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Midway Ford Truck Center, herein "Contractor."

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Service Utility Trucks, County of Boone Request for Bid for Service Utility Trucks, bid number 72-26DEC01 including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, and the unexecuted Response Form, as well as the Contractor's bid response dated December 20, 2001, executed by Scott Haakenstad, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Instructions and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, and the unexecuted Response Form shall prevail and control over the Contractor's bid response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County a quantity of one (1) 2002 Ford F550 4x4 Truck including all alternates with the exception of alternate 11; optional equipment of a Auto Crane 2003 series and a Miller Bobcat 225NT welding machine; less the trade in of a 1993 F350 with a 9' Utility body for the total price of \$62,996.70.

Also the Contractor agrees to supply the County a quantity of one (1) 2002 Ford F450 4x4 Truck including all alternates; optional equipment of a Miller Bobcat 225NT welding machine; less the trade in of a 1988 F250 with a 9' Utility body for the total price of \$43,639.70.

The final price of the contract to Contractor is \$106,636.40. All new Utility Service Trucks and Equipment will be provided in conformity with the bid specifications and as set forth in the Contractor's bid response. All trade in Truck and Equipment will be accepted as is, where is for the values proposed in the bid response.

3. **Delivery** - Contractor agrees to deliver the Service Utility Trucks and Equipment per the bid specifications and within ninety (90) days after receipt of order.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a

billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

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

**MIDWAY FORD TRUCK CENTER**

by \_\_\_\_\_

title \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counselor

**BOONE COUNTY, MISSOURI**

by: Boone County Commission

Don Stamper  
Don Stamper, Presiding Commissioner

ATTEST:

Wendy S. Noren SW  
Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) incurred by this contract. (Note: Certification is not required for a term and supply contract or where the terms of the contract do not result in a measurable county obligation.)

2040-92400 - \$106,636.40

Signature

Date

Appropriation Account

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

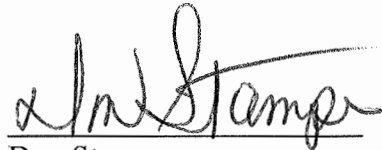
January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 24<sup>th</sup> day of January 20 02

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

Now on this day, the County Commission of the County of Boone does hereby approve the 2002-2003 Boone County Assessment Maintenance and Equalization Plan.

Done this 24<sup>th</sup> day of January, 2002.



Don Stamper  
Presiding Commissioner

ATTEST:

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

ABSENT

Karen M. Miller  
District I Commissioner



Skip Elkin  
District II Commissioner

**COUNTY EQUALIZATION AND MAINTENANCE PLAN**

**BOONE COUNTY, MISSOURI**

**JANUARY 1, 2002 THROUGH DECEMBER 31, 2003**

## **INTRODUCTORY NARRATIVE**

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

The public now has the ability to query the assessor's file through the Internet. The demand for this information has exceeded our expectations. This implementation has reduced staff time spent answering and disseminating this information over the telephone.

The implementation of a geographic information system (GIS) has been under way for the past four years. The City of Columbia, Boone Electric Cooperative and the County of Boone entered into a cooperative five-year GIS plan. This project is on schedule and under budget. When this program is fully implemented, the benefits of the system will far exceed the costs incurred. These benefits include: less redundancy of work by various county offices, better public service and better information for decision making.

Boone County has completed the combination of all contiguous parcels under common ownership.

**Boone County**  
**Department of Information Technology**  
**GIS Department**



BOONE COUNTY GOVERNMENT CENTER  
801 East Walnut, Room 217  
Columbia, MO 65201-4470  
(573) 886-4325  
Fax 886-4322

**Ross E. Short**

**GIS Technical Manager**

---

**Memo**

From: Ross E. Short

Date: June 20, 2001

Re: GIS Timeline

**Geographical Information Systems Timeline:**

Boone County has approximately 550 hard copy tax maps. The conversion of these maps to digital GIS format has been complete for all maps up to January 1, 2001. The conversion of all maps from January 2, 2001 to January 1, 2002 will be complete by mid 2002. Full implementation is expected to be complete by January 1, 2003. Full implementation will include the ability to update and maintain all digital GIS maps and the ability to view, query, and analyze all GIS information.

Ross Short

From: Jeff Davis  
Date: January 3, 2002  
Re: GIS Timeline

Geographical Information Systems Timeline:

All of the parcel maps for Boone County have been converted into a digital GIS format. These digital maps have been updated with all the changes made to our paper maps through January 1, 2001. The digital maps will have to be updated with the changes that been made during the year 2001. These updates should be complete by midyear 2002. Both the paper and digital maps will need to be maintained until the full implementation of the G.I.S. expected by the end of the year 2002.

Jeff Davis

**BOONE COUNTY, MISSOURI**

**Parcel Count**

January 2, 2002

Commercial	2,372
Residential	45,425
Farm	5,337
Utility	237
Exempt	1,806
Total	55,177



### 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.



**BOONE COUNTY ASSESSORS OFFICE  
BOONE COUNTY GOVERNMENT CENTER  
801 EAST WALNUT ST.  
COLUMBIA, MO 65201-4489**



PULLIS MICHAEL E & MARTHA JEAN BAKER  
509 S CEDAR LAKE DR  
COLUMBIA MO 65203-9183

**THIS LETTER CONTAINS AN IMPORTANT MESSAGE ABOUT YOUR PURCHASE OF PROPERTY RECORDED IN BOONE COUNTY.**

**Parcel Number:** 16-918-00-02-038.00

**Legal Description:** CEDAR LAKE SOUTH PLAT 2 LOT 38

**Date Recorded:** 02/02

**Dear Property Owner:**

As part of our continual effort to maintain fair and accurate appraisals, we ask that you take a few minutes to complete the form located on the back of this letter. The form concerns your recent purchase of real estate.

Recent transaction information is crucial to the development of a "market based" appraisal system, as Missouri law requires. It is also a key indicator of the effectiveness of appraisal methodologies used in our office, allowing us to identify current and potential problems and take steps to correct and prevent them. Your assistance will enable us to ensure that all taxpayers are treated fairly.

We have enclosed a POSTAGE PAID return envelope for your convenience. Please call the Assessor's Office at 886-4270 if you have questions regarding this form.

Thank you for your help.

Sincerely,  
Tom Schauwecker  
Boone County Assessor

**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

The new (2001) appraised and assessed value (by assessment class) is:

	Appraised Value	Assessed Value
--	-----------------	----------------

Residential	150,800	28,652
-------------	---------	--------

TOTAL	<u>150,800</u>	<u>28,652</u>
-------	----------------	---------------

**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.

**2002 BOONE COUNTY PERSONAL PROPERTY DECLARATION**

**IMPORTANT - INSTRUCTIONS ON BACK**

Tom Schauwecker, Assessor  
 801 East Walnut Rm. 143  
 Columbia, MO 65201-7733  
 (573) 886-4250



**FOR OFFICIAL USE ONLY**  
 Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Processed by \_\_\_\_\_

**NAME/MAILING ADDRESS**

**PROPERTY LOCATION**

GLASGOW LOUTISHA K  
 4328 W BETHANY DR  
 COLUMBIA MO 65203-0533

4328 BETHANY DR  
 MO 65203-0533

**NAME/MAILING ADDRESS CORRECTIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE MOVED** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PROPERTY LOCATION CORRECTIONS**

House No \_\_\_\_\_ Dir \_\_\_\_ Street \_\_\_\_\_ Apt/Lot \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**TAXING ENTITIES**

<b>SCHOOL</b>	COLUMBIA SCHOOL	<b>FIRE</b>	BOONE CNTY FIRE	<b>LIBRARY</b>	BC LIBRARY
<b>CITY</b>		<b>ROAD</b>	COMMON ROAD		

Q	Quantity	Year	Make, Model - Property Description
A	1	1993	DODGE SHADOW

**TYPE CODE TABLE**

Type	Description	Type	Description
A	Automobile	03	Miscellaneous
T	Truck	C1	Cow
C	Motorcycle	C2	Calf
Z	Dozer	C3	Yearling
D	Boat	C5	Bull
M	Outboard Motor	E1	Emu : Adult
U	Trailer	E2	Emu : Yearling
B	Bus	E3	Emu : Chick
J	Motorhome	H1	Horse
W	RV Trailer	H2	Mule, Donkey
R	Pop-up Camper	P1	Pig 50-60 lbs
P	Aircraft	P2	Barrow 240 lbs
V	Tractor Trailer	P3	Sow 400 lbs
S	Tractor	R1	Llama : Male
N	Combine	R2	Llama : Female
Q	Antique Auto/ Airplane	S1	Lamb 75 lbs
		S2	Ewe 150 lbs
		S3	Lamb 120 lbs
H	Mobile Home	K1	Ostrich:Adult
01	Leased Equip.	K2	Ostrich:Yearling
02	Business Furn., Fixt., & Equip.	K3	Ostrich:Chick

**MOBILE HOMES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Width \_\_\_\_\_ Address \_\_\_\_\_

Model \_\_\_\_\_ Length \_\_\_\_\_ Do you own the land the trailer is on? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you in active military service? \_\_\_\_\_ If yes, what is your county of residence according to military records? \_\_\_\_\_

**NO CHANGE**

**Sign Here :** I, \_\_\_\_\_ Date \_\_\_\_\_

do hereby certify that the foregoing list contains a true and correct statement of all the real property and tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January for the year printed above. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation. Section 137.360, RSMo 1994.

Personnel

Salary Expenditures	Approved		Approved		Tentative	
	No.	2001	No.	2002	No.	2003
Assessor	1	63,833	1	68,848	1	70,913
Deputy	1	36,296	1	38,314	1	39,463
Chief Appraiser	1	51,459	1	53,477	1	55,081
Review Appraiser						
Field Personnel	6	179,608	6	184,875	6	190,422
Mapping Personnel	2	61,922	2	66,915	2	68,923
Pers. Prop. Clerks	4	87,050	4	92,102	4	94,865
Real Estate Clerks						
Benefits		123,250		126,895		130,702
Salary Total	15	603,418	15	631,427	15	650,369

County Budget

Account	County Description	County Category	State Description	State Category	2001	2002
					Budget + Revisions	Adopted Budget
3461	State Reimburs-Assessment	Intergovernmental Revenue	State Reimbursement	Sources of Revenue	310,112	310,112
3550	Commissions	Charges for Services	Tax Collection Withholding	Sources of Revenue	473,500	536,150
3710	Interest	Interest	Other	Sources of Revenue	0	0
3711	Int-Overnight	Interest	Other	Sources of Revenue	200	500
3712	Int-Long Term Invest	Interest	Other	Sources of Revenue	3,400	7,000
3830	Sales	Miscellaneous Revenue	Other	Sources of Revenue	12,000	12,000
10100	Salaries & Wages	Personal Services	Salary	Salary	480,168	504,532
10110	Overtime	Personal Services	Benefits	Salary	15,600	20,000
10120	Holiday	Personal Services	Benefits	Salary	0	0
10200	FICA	Personal Services	Benefits	Salary	37,926	40,126
10300	Health Insurance	Personal Services	Benefits	Salary	39,675	44,475
10325	Disability Insurance	Personal Services	Benefits	Salary	2,280	2,300
10350	Life Insurance	Personal Services	Benefits	Salary	495	495
10375	Dental Insurance	Personal Services	Benefits	Salary	3,900	3,900
10400	Workers Comp	Personal Services	Benefits	Salary	14,599	13,824
10500	401(A) Match Plan	Personal Services	Benefits	Salary	8,775	8,775
22000	Postage	Materials & Supplies	Postage	Office Supplies/Expenses	40,000	25,000
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	150
23016	Magnetic Media	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	1,860	1,860
23017	Computer Paper	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	1,080	1,080
23018	Printer Supplies	Materials & Supplies	Computer Supplies	Office Supplies/Expenses	3,060	3,060
23020	Microfilm/Film	Materials & Supplies	Film/Film Processing	Office Supplies/Expenses	2,700	2,700
23022	Mapping Supplies	Materials & Supplies	Mapping Supplies	Office Supplies/Expenses	2,700	2,700
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	833
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	9,630	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	4,740
48050	Cellular Telephones	Utilities	Telephone	Office Supplies/Expenses	412	412
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	7,900	4,499
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	10,575	12,044
71000	Insurance and Bonds	Contractual Services	none	No Category	5,500	8,500
71100	Outside Services	Contractual Services	Aerial Photography	Other Costs	0	375,000
71101	Professional Services	Contractual Services	Appraisal Contracts	Other Costs	33,500	35,000
71105	Legal Services	Contractual Services	Other Expenses	Other Costs	0	8,000
71500	Building Rent	Contractual Services	none	No Category	34,406	34,406
84100	Interest Expense	Other	none	No Category	2,800	2,800
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	0	5,000
86850	Contingency	Other	Other Expenses	Other Costs	8,200	0
91100	Furniture and Fixtures	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	1,670	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	3,292	13,520
91302	Computer Software	Fixed Asset Additions	Software Purchases	Equipment and Computer	17,602	0
91400	Auto/Trucks	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
92000	Replcment Office Equip	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	1,500	0
92100	Replcment Furn & Fixtures	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
92301	Replcment Computer Hdwr	Fixed Asset Additions	Hardware Purchases	Equipment and Computer	29,000	10,500
92302	Replcment Computer Software	Fixed Asset Additions	Software Purchases	Equipment and Computer	1,422	0
92400	Replcment Auto/Trucks	Fixed Asset Additions	Equipment Purchases	Equipment and Computer	0	0
				Total Expenses	862,725	1,233,196
				Total Revenues	799,212	865,762





Budget

Category	Approved 2001	Approved 2002	Tentative 2003	1st Qtr 2002	2nd Qtr 2002	3rd Qtr 2002	4th Qtr 2002	1st Qtr 2003	2nd Qtr 2003	3rd Qtr 2003	4th Qtr 2003
<b>Salary Expenditures</b>											
Total Salary	480,168	504,532	519,668	126,133	126,133	126,133	126,133	129,917	129,917	129,917	129,917
Benefits	123,250	133,895	130,702	33,474	33,474	33,474	33,474	32,675	32,675	32,675	32,675
Salary Subtotal	603,418	638,427	650,369	159,607	159,607	159,607	159,607	162,592	162,592	162,592	162,592
<b>Office Supplies and Expenses</b>											
Appraisal Guides	3,020	3,020	3,100	755	755	755	755	755	755	755	755
Assessment Lists											
Computer Supplies	6,150	6,150	6,200	1,538	1,538	1,538	1,538	1,550	1,550	1,550	1,550
Film/Processing	2,700	2,700	2,700	675	675	675	675	675	675	675	675
Mapping Supplies	2,700	2,700	2,750	675	675	675	675	688	688	688	688
Office Supplies	3,100	3,100	3,100	775	775	775	775	775	775	775	775
Photocopying Supplies											
Printing Costs	9,000	9,000	9,100	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250
Stationery											
Other	3,943	3,943	3,850	986	986	986	986	963	963	963	963
Postage	40,000	25,000	40,000	6,250	6,250	6,250	6,250	10,000	10,000	10,000	10,000
Telephone	5,152	5,152	5,000	1,288	1,288	1,288	1,288	1,250	1,250	1,250	1,250
Office Expenses and Supplies Subtotal	75,765	60,765	75,800	15,191	15,191	15,191	15,191	18,905	18,905	18,905	18,905
<b>Mileage and Training</b>											
Schools/Meetings	15,683	14,243	6,300	3,561	3,561	3,561	3,561	1,575	1,575	1,575	1,575
Mileage	3,522	3,522	3,500	881	881	881	881	875	875	875	875
Mileage and Training Subtotal	19,205	17,765	9,800	4,441	4,441	4,441	4,441	2,450	2,450	2,450	2,450
<b>Equipment and Computer</b>											
Equipment Purchases	3,170	0	15,000	0	0	0	0	3,750	3,750	3,750	3,750
Equipment Maintenance	3,320	3,320	3,300	830	830	830	830	825	825	825	825
Hardware Purchases	32,292	24,020	2,500	6,005	6,005	6,005	6,005	625	625	625	625
Software Purchases	19,024	0	7,500	0	0	0	0	1,875	1,875	1,875	1,875
Hardware Maintenance	7,900	4,499	7,510	1,125	1,125	1,125	1,125	1,878	1,878	1,878	1,878
Software Maintenance	10,575	12,044	7,363	3,011	3,011	3,011	3,011	1,841	1,841	1,841	1,841
Equipment and Computer Subtotal	76,281	43,883	43,173	10,971	10,971	10,971	10,971	10,793	10,793	10,793	10,793
<b>Other Costs</b>											
Appraisal Contracts	33,500	410,000	50,000	102,500	102,500	102,500	102,500	102,500	102,500	102,500	12,500
Map Maintenance Contract											
Aerial Photography Contract											
Other Expenses	8,200	13,000	5,000	3,250	3,250	3,250	3,250	1,250	1,250	1,250	1,250
Other Costs Subtotal	41,700	423,000	55,000	105,750	105,750	105,750	105,750	103,750	103,750	103,750	13,750

Budget an

Category	Approved 2001	Approved 2002	Tentative 2003	1st Qtr 2002	2nd Qtr 2002	3rd Qtr 2002	4th Qtr 2002	1st Qtr 2003	2nd Qtr 2003	3rd Qtr 2003	4th Qtr 2003
<b>Expenditure Summary</b>											
Salary	603,418	638,427	650,369	159,607	159,607	159,607	159,607	162,592	162,592	162,592	162,592
Office Supplies	75,765	60,765	66,000	15,191	15,191	15,191	15,191	16,500	16,500	16,500	16,500
Equipment and Computers	76,281	43,883	47,000	10,971	10,971	10,971	10,971	11,750	11,750	11,750	11,750
Mileage and Training	19,205	17,765	17,000	4,441	4,441	4,441	4,441	4,250	4,250	4,250	4,250
Other Costs	41,700	423,000	20,000	105,750	105,750	105,750	105,750	5,000	5,000	5,000	5,000
<b>Total Cost</b>	<b>816,369</b>	<b>1,183,840</b>	<b>800,369</b>	<b>295,960</b>	<b>295,960</b>	<b>295,960</b>	<b>295,960</b>	<b>200,092</b>	<b>200,092</b>	<b>200,092</b>	<b>200,092</b>
<b>Sources of Revenue</b>											
<b>County General Revenue</b>											
Tax Collection Withholding	473,500	536,150	400,000	134,038	134,038	134,038	134,038	100,000	100,000	100,000	100,000
State Reimbursement	310,112	310,112	310,119	77,528	77,528	77,528	77,528	77,530	77,530	77,530	77,530
Other	15,600	19,500	14,000	4,875	4,875	4,875	4,875	3,500	3,500	3,500	3,500
<b>Total Revenue</b>	<b>799,212</b>	<b>865,762</b>	<b>724,119</b>	<b>216,441</b>	<b>216,441</b>	<b>216,441</b>	<b>216,441</b>	<b>181,030</b>	<b>181,030</b>	<b>181,030</b>	<b>181,030</b>
<b>Net</b>	<b>-17,157</b>	<b>-318,078</b>	<b>-76,250</b>	<b>-79,520</b>	<b>-79,520</b>	<b>-79,520</b>	<b>-79,520</b>	<b>-19,063</b>	<b>-19,063</b>	<b>-19,063</b>	<b>-19,063</b>

## 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

## **Functions and Responsibilities**

### **A. Real Estate Functions (Continued)**

16. State Tax Commission Hearings
17. Public Questions
  - a. Walk-ins
  - b. Phone

### **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. Inking Mylars
4. Accounting for Cash Receipts

### **D. Assessor Functions**

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

## **Functions and Responsibilities**

### **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 Calculations

Function	Calculation
Parcel Identification of Building Permits	
Data Collection of Building Permits	
Data Collection of Splits/Combos	
Data Collection of Contiguous Combos	
Data Collection of Incomplete Prior Year	
Grade/CDU Review of Urban Residential	
Data Review of Urban Parcels	
Data Review of Rural Parcels	
Data Review/Conversion of Commercial Parcels	
Data Review of Outlier Sales	
Data Entry of Data Collected	SUM(Data Collection)
Data Entry of Data Reviewed	10%Urban+20%Rural+10%CDU+100%Sales
Data Entry of Converted Commercial Data	100%Commercial
Data Entry of Value Review Decisions	20%SUM(Value Review)
Collection and Entry of Sales Data	
Collection of Construction Cost Data	
Update Urban Land Values	
Update Rural Land Values	
Index and Depreciation Study	
Market Modelling	
Generation of ICS Sheets	Data Collection(Permits+Splits+Incomplete)
Generation of Comp Sheets	
Value Review of New Construction	Data Collection(Permits+Incomplete)
Value Review of Splits/Combos	Data Collection(Splits)
Value Review of Reappraised Parcels	
Sales Ratio Study	
Notification of Taxpayers	SUM(Value Review)
Informal Hearings	10%Notification
Board of Equalization Hearings	1%Informal
State Tax Commission Hearings	25%Board
Walk-in Public Questions	
Public Questions by Phone	

Administrative

Function	Staff	Cycle Units			Units	Man-Days			2002	2002	2002
		2002	2003	2004	Per	Per Cycle			Units	Days	Days
					Day	2002	2003	2004	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	2002 Tax Cycle						2003 Tax Cycle						2004 Tax Cycle																	
	2002						2003						2004																	
	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



Real Estate

Function	Staff	Cycle Units			Units Per Day	Man-Days Per Cycle			2002	2002	2002
		2002	2003	2004		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 Parce	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	2002 Tax Cycle						2003 Tax Cycle						2004 Tax Cycle																	
	2002						2003						2004																	
	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 Parce	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								
Notification of Taxpayers						1																						1		
Informal Hearings						11	11	11																				18	18	
Board of Equalization Hearings						2	2																						2	
State Tax Commission Hearings								1	1	1	1	1																		
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	
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	
Total	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

Function	Staff	Cycle Units			Units Per Day	Man-Days Per Cycle			2002	2002	2002
		2002	2003	2004		Units	Days	Days			
		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
Inking Mylars	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>						555	557	559		277	277

Mapping

Function	2002 Tax Cycle					2003 Tax Cycle												2004 Tax Cycle												
	2002												2003						2004											
	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	40	40.00	40			24.2	24.2	24.2	24.2	24.2	24.2	24.2	24.2	24.2	24.2			24.4	24.4	24.4	24.4	24.4	24.4	24.4	24.4	24.4			24.4	
Public Assistance	15	15.00	15	15	15	15	15	15	15	15.00	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
Inking Mylars				32.1	32.1				32.1	32.1					32.1	32.1				32.1	32.1						32.1	32.1		
Processing Contiguous Combos	0	0.00	0	0	0	0	0	0	0	0																				
Accounting for Cash Receipts	0.5	0.50	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	0.5	
Total	55.5	55.50	55.5	47.6	47.6	39.7	39.7	39.7	71.8	71.8	39.70	39.7	39.7	39.7	39.7	47.6	47.6	39.9	39.9	39.9	72	72	39.9	39.9	39.9	39.9	39.9	47.6	47.6	39.9

Personal Property

Function	Staff	Cycle Units			Units	Man-Days			2002	2002	2002
		2002	2003	2004	Per	Per Cycle			Units FWD	Days FWD	Days Req'd
					Day	2002	2003	2004			
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	2002												2003												2004															
	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		9.6												10		10												10.4		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										

Office Totals

Department	2002 Tax Cycle					2003 Tax Cycle												2004 Tax Cycle												
	2002												2003												2004					
	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	56	56	56	48	48	40	40	40	72	72	40	40	40	40	40	48	48	40	40	40	72	72	40	40	40	40	40	48	48	40
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	344	335	304	326	261	244	272	280	303	362	330	330	340	332	292	273	259	268	307	311	345	344	312	312	301	291	293	289	286	274
FTEs Required	17	17	15	16	13	12	14	14	15	18	16	16	17	17	15	14	13	13	15	16	17	17	16	16	15	15	15	14	14	14

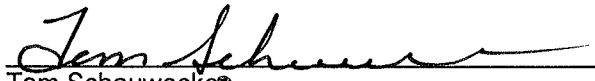
Averages	2002	2003	2004
Total Man-Days	307	308	289
FTEs Required	15	15	15

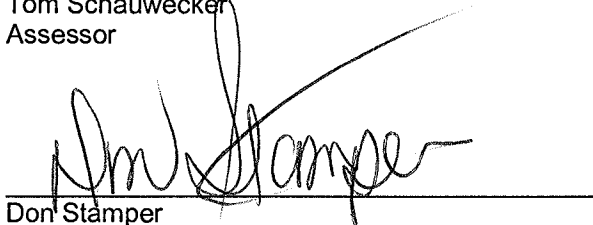
**SIGN-OFF PAGE**


Enclosed herewith is the 2002-03 Assessment and Equalization Maintenance Plan for Boone County, Missouri, submitted in accordance with Sections 137.115.i (1) and 137.720 RSMo 1986, Supp 1990.


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

  
\_\_\_\_\_  
Don Stamper  
Presiding Commissioner

  
\_\_\_\_\_  
Karen M. Miller  
District I Commissioner

  
\_\_\_\_\_  
Skip Elkin  
District II Commissioner



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

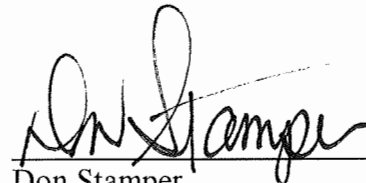
January Session of the November Adjourned Term. 20 02

In the County Commission of said county, on the 24<sup>th</sup> day of January 20 02

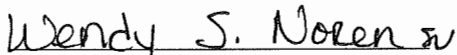
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby receive and accept I-70 Trade Center Plat 2 and bonding documents in the amount of \$19,480. It is further ordered that the Presiding Commissioner be hereby authorized to sign said plat and appropriate bonding documents.

Done this 24<sup>th</sup> day of January, 2002.

  
Don Stamper  
Presiding Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

ABSENT  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

UNIFORM SUBDIVISION IMPROVEMENT PERFORMANCE BOND  
BOONE COUNTY, MISSOURI

KNOW ALL PERSONS BY THESE PRESENTS that the undersigned Principal and Surety are held and firmly bound unto the County of Boone, State of Missouri (herein "County") in the sum of Nineteen thousand four hundred eighty Dollars ( \$ 19,480 ),

for payment whereof the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the undersigned Principal has sought approval of a certain subdivision plat from the County through the Boone County Commission more particularly described as follows:

① I-70 Trade Center Plat 2 located  
in the (W 1/2) of Section 7, Township (48N), Range (11W)  
and in the (E 1/2) Township (48N), Range (11W) and in  
the (E 1/2) of Section (12), Township (48N) Range (12W)  
Boone County

all as shown in the final plat thereof approved by the Boone County Planning and Zoning Commission and on file with the Boone County Department of Planning and Building Inspection, which is hereby incorporated by reference, and

WHEREAS, the Principal desires to defer immediate completion or installation of the following described improvements that are required under the subdivision regulations of Boone County, Missouri, until after approval and recording of said plat, namely:

Curbside - See improvements as shown on  
plans prepared by A Civil Group Engineering,  
dated October 22, 2001,

and

WHEREAS, the County is empowered to accept a performance bond to secure the Principal's final and actual completion and installation of said improvements within said subdivision as platted and as required by the Subdivision Regulations of Boone County, Missouri, as on this date in effect and incorporated herein by reference, in lieu of immediate completion or performance prior to approval and recording of the above described plat all in accordance with section 64.825 RSMo. and Section 1.7.5 of said regulations.

NOW THEREFORE, if said plat is approved by the County Commission of Boone County, Missouri, and recorded in the office of the Recorder of Deeds for Boone County, Missouri, and the Principal shall actually complete and install all said improvements in full and complete compliance with the said subdivision regulations, by no later than the 1<sup>st</sup> day of June, 2002, then this obligation shall be void and of no effect. However, it is expressly understood, agreed and provided under this bond that if the Principal should make default by failing to complete or install said improvements by the aforesaid date in full, strict and complete compliance with said regulations, then this obligation shall be valid and binding upon each of the parties hereto and this bond shall remain in full force and effect; and in the event the Principal or Surety shall fail to immediately pay the full amount hereof, or as much as is necessary to immediately and finally complete or install said improvements after the date herein specified, upon the County's written demand, then this bond may be sued upon in the name of the County for judgment in a court of competent jurisdiction.

IT IS FURTHER specifically understood, agreed and provided under this bond that the requirement that the Principal and Surety fully complete and install said improvement(s) means that all such specifications that have been approved by the Boone County Planning and Zoning Commission, the Boone County Department of Planning and Building Inspection, and such other agencies, utilities or public or private entities as are required as a part of the plat approval process established by the said regulations.

AND IT IS FURTHER understood, agreed and provided under this bond that the performance required hereunder shall apply to any changes in improvements herein specified caused by any re-plat of the above described plat which is approved by the Boone County Commission and duly recorded prior to the date of final completion required herein, whether or not the Surety hereunder is notified thereof; provided, however, the Surety shall in no event be liable for more than the stated amount of this bond for changes in said improvements caused by re-plating. Further, no act of forbearance, modification, waiver or grant of time extension allowed by the County to the Principal shall in any way release or relieve the Surety of its obligations hereunder.

IN WITNESS WHEREOF, the undersigned parties have executed the within instrument this

18<sup>th</sup> day of January 20 02

Principal (s)

Surety

Individual

OHIO CASUALTY INSURANCE COMPANY  
(Surety Name)

(Partnership)

(Signature) Partner

Jane E. Conover  
(Attorney-in-Fact)

(Signature) Partner

325 SOUTH EIGHTH STREET SUITE E  
QUINCY IL 62301  
(Address of Attorney-in-Fact)

(Signature) Partner

217-228-0347  
(Phone # of Attorney-in-Fact)

(Corporation/Limited Partnership)

CAPITAL RAILROAD CONTRACTING, INC.  
(Firm Name)

Jane E. Conover  
(Attorney-in-Fact) Jane E. Conover

(Signature) Officer/General Partner John Massey

PRESIDENT  
(Title)

\*\* Attach Power of Attorney

CERTIFIED COPY OF POWER OF ATTORNEY  
THE OHIO CASUALTY INSURANCE COMPANY  
WEST AMERICAN INSURANCE COMPANY

BOND #3-695-044

No. 35-226

Know All Men by These Presents: That THE OHIO CASUALTY INSURANCE COMPANY, an Ohio Corporation, and WEST AMERICAN INSURANCE COMPANY, an Indiana Corporation, in pursuance of authority granted by Article VI, Section 7 of the By-Laws of The Ohio Casualty Insurance Company and Article VI, Section 1 of West American Insurance Company, do hereby nominate, constitute and appoint: John H. Williams or Jane E. Conover of Quincy, Illinois its true and lawful agent (s) and attorney (s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed any and all BONDS, UNDERTAKINGS, and RECOGNIZANCES, not exceeding in any single instance FIVE MILLION (\$5,000,000.00) DOLLARS, excluding, however, any bond(s) or undertaking(s) guaranteeing the payment of notes and interest thereon

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Companies at their administrative offices in Hamilton, Ohio, in their own proper persons. The authority granted hereunder supersedes any previous authority heretofore granted the above named attorney(s)-in-fact.

In WITNESS WHEREOF, the undersigned officer of the said The Ohio Casualty Insurance Company and West American Insurance Company has hereunto subscribed his name and affixed the Corporate Seal of each Company this 21st day of September, 2000.



*Sam Lawrence*

Sam Lawrence, Assistant Secretary

STATE OF OHIO,  
COUNTY OF BUTLER

On this 21st day of September, 2000 before the subscriber, a Notary Public of the State of Ohio, in and for the County of Butler, duly commissioned and qualified, came Sam Lawrence, Assistant Secretary of THE OHIO CASUALTY INSURANCE COMPANY and WEST AMERICAN INSURANCE COMPANY, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn deposeth and saith, that he is the officer of the Companies aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at the City of Hamilton, State of Ohio, the day and year first above written.



*Cheryl S. Gregory*

Notary Public in and for County of Butler, State of Ohio  
My Commission expires August 6, 2002.

This power of attorney is granted under and by authority of Article VI, Section 7 of the By-Laws of The Ohio Casualty Insurance Company and Article VI, Section 1 of West American Insurance Company, extracts from which read:

Article VI, Section 7. APPOINTMENT OF ATTORNEYS-IN-FACT, ETC. "The chairman of the board, the president, any vice-president, the secretary or any assistant secretary of each of these Companies shall be and is hereby vested with full power and authority to appoint attorneys-in-fact for the purpose of signing the name of the Companies as surety to, and to execute, attach the corporate seal, acknowledge and deliver any and all bonds, recognizances, stipulations, undertakings or other instruments of suretyship and policies of insurance to be given in favor of any individual, firm, corporation, or the official representative thereof, or to any county or state, or any official board or boards of county or state, or the United States of America, or to any other political subdivision."

Article VI, Section 1. APPOINTMENT OF RESIDENT OFFICERS. "The Chairman of the Board, the President, any Vice President, a Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint attorneys in fact for the purpose of signing the name of the corporation as surety or guarantor, and to execute, attach the corporate seal, acknowledge and deliver any and all bonds, recognizances, stipulations, undertakings or other instruments of surety-ship or guarantee, and policies of insurance to be given in favor of an individual, firm, corporation, or the official representative thereof, or to any county or state, or any official board or boards of any county or state, or the United States of America, or to any other political subdivision."

This instrument is signed and sealed by facsimile as authorized by the following Resolution adopted by the respective directors of the Companies (adopted May 27, 1970-The Ohio Casualty Insurance Company; adopted April 24, 1980-West American Insurance Company):

"RESOLVED that the signature of any officer of the Company authorized by the By-Laws to appoint attorneys in fact, the signature of the Secretary or any Assistant Secretary certifying to the correctness of any copy of a power of attorney and the seal of the Company may be affixed by facsimile to any power of attorney or copy thereof issued on behalf of the Company. Such signatures and seal are hereby adopted by the Company as original signatures and seal, to be valid and binding upon the Company with the same force and effect as though manually affixed."

CERTIFICATE

I, the undersigned Assistant Secretary of The Ohio Casualty Insurance Company and West American Insurance Company, do hereby certify that the foregoing power of attorney, the referenced By-Laws of the Companies and the above Resolution of their Boards of Directors are true and correct copies and are in full force and effect on this date.  
IN WITNESS WHEREOF, I have hereunto set my hand and the seals of the Companies this \_\_\_\_\_ day of \_\_\_\_\_ 2002



*Mark E. Schmidt*

Assistant Secretary