

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 23

County of Boone

} ea.

In the County Commission of said county, on the

9th

day of

March


20 23


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


Now on this day, the County Commission of the County of Boone does hereby approve the recommendations from the Job Classification Committee for changes contained within the attached "Recommendations from the Job Classification Committee" memo dated March 7, 2023.

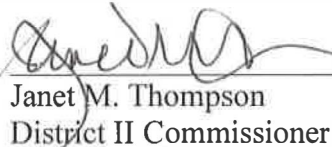
Done this 9th day of March 2023.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Human Resources

Angela Wehmeyer
Director, Human Resources
and Risk Management



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

March 9, 2023

Recommendations from the Job Classification Committee

The Job Classification Committee met on March 6, 2023 and reviewed a request from the Court Administrator for the 13th Judicial Circuit to create a new classification (702500), Security Officer, on pay range 28. The 3 requested positions will replace three of the currently budgeted vacant Deputy Court Marshal Positions.

The Committee also reviewed a request from the Court Administrator to amend the pay ranges for the Deputy Court Marshal, Deputy Court Marshal II, Deputy Court Marshal – Sergeant, and Court Marshal positions.

The Job Classification Committee now presents the following recommendations:

Create a new classification of Security Officer (class code 702500 on Range 28.

Update the pay range assigned to Deputy Court Marshal (class code 702200) from range 32 to range 36.

Update the pay range assigned to Deputy Court Marshal II (class code 702400) from range 34 to 38. Once this position is vacant, this position should be converted to a Deputy Court Marshal (class code 702200) on range 36.

Update the pay range assigned to Deputy Court Marshal – Sergeant (class code 702300) from range 42 to 43.

Update the pay range assigned to the Court Marshal (class code 702100) from range 46 to 50.

The job description for the relevant newly created position is attached hereto.



Circuit Court of Missouri

Thirteenth Judicial Circuit

JOB DESCRIPTION

Position: Security Officer State County
Department: Court Marshal
Reports to: Court Marshal
Position Status: Regular **Exemption Status:** Non-Exempt
Salary Range: \$37,523 - \$39,873 **Last Revised:** February 24, 2023

Definition of Work:

This is responsible position involving the safety and security of judges, court staff, and clients of the court, and the security of the court facilities. This position involves occasional work beyond normal working hours.

Work is performed under the supervision of the Court Marshal.

Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Courtroom security: opening and closing court sessions, maintaining order.
- Building and grounds security: opening and closing building, monitoring equipment, maintaining order.
- Maintain records of the Marshal's office, as required.
- Work with juries: greeting jury panelists, orientation of jurors, assisting jurors during jury trials, providing security for jurors and sequestered jury trials.
- Take fingerprints

Required Knowledge, Skills and Abilities

- Basic computer skills.
- Ability to operate and use two-way radio or related equipment.
- Ability to communicate effectively, orally and in writing.
- Ability to deal courteously and authoritatively with the public.

- Maintain confidentiality of records, conversations and documents.
- Preferred to have basic course work in the following areas:
 - First responder first aid w/CPR.
 - Computer use (Microsoft Windows 7, Word and Excel).
 - Experience in Criminal Justice field.

Physical Demands

Ability to exert moderate but not constant physical effort. Must possess vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Position requires ability to sit/stand for extended periods of time and sustain prolonged visual concentration, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, squatting and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials. Typically involving some combination of climbing and balancing, kneeling, crouching, lifting, carrying, pushing and pulling. Occasional reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

Work Environment

This job operates in a professional office environment. Employee's presence at the work site is required to complete the job. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants.

Required Minimum Education and Experience

It is required that the Court Security Aide has a high school diploma or G.E.D., combination of education and experience which would provide the knowledge, skills and abilities required for this position. It is also required that applicants be 21 years of age, have a good work history, and no criminal history.

EOE & in Compliance with ADA

107-2023

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of the January Adjourned

Term. 20 23

In the County Commission of said county, on the 9th day of March 20 23


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

Now on this day, the County Commission of the County of Boone does hereby approve the City of Columbia Public Health Services Cooperative Agreement.


Terms of the Agreement are stipulated in the attached and the Presiding Commissioner is authorized to sign the same.

Done this 9th day of March 2023.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

025258

Permanent Record
Filed in Clerk's Office

Introduced by Buffalo

First Reading 1-17-23

Second Reading 2-6-23

Ordinance No. 025258

Council Bill No. B18-23

AN ORDINANCE

authorizing an agreement with Boone County, Missouri for 2023 public health services; and fixing the time when this ordinance shall become effective.


BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with Boone County, Missouri for 2023 public health services. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof. Any actions taken by or on behalf of the City in connection with such agreement prior to the date of this ordinance are hereby approved and ratified.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this 10th day of February, 2023.

ATTEST:




City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor

AGREEMENT

THIS AGREEMENT, is made and entered into on the date of the last signatory noted below, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called the "City" and Boone County, Missouri, hereinafter called the "County,"

WHEREAS, the City and County are empowered in Article VI, Section 16 of the Missouri Constitution, and Section 70.220, RSMo, respectively, to enter into certain cooperative agreements; and

WHEREAS, it is deemed by the parties hereto to be mutually advantageous to the parties to provide public health services for the citizens of Columbia and Boone County during calendar year 2023. Public Health Department services will be equally available to Boone County residents both in and outside the corporate limits of the City.

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed by and between the parties hereto as follows:

I.

For the agreed upon amount specified in Article IX, the City agrees to provide public health services to County residents. Said services shall include but are not limited to: home visitation, blood pressure and TB screening, communicable disease control, children's and adult immunizations, family planning, STD/HIV prevention and control, health education and preventative health care will be offered at such places and times determined by the Director of Public Health and Human Services.

II.

For the agreed upon amount specified in Article IX, the City will provide social services to county residents. Said services shall include but are not limited to: pregnancy counseling and case management, eligibility, and referrals.

III.

For the agreed upon amount specified in Article IX, the City will provide Women, Infants & Children (W.I.C.) nutritional supplemental food program services for persons meeting state and federal eligibility guidelines.

IV.

For the agreed upon amount specified in Article IX, the City agrees to provide periodic health screenings, immunizations, and other services in incorporated municipalities in Boone County.

V.

For the agreed upon amount specified in Article IX, the City agrees to provide environmental public health services outside the City of Columbia. Services shall include, but not be limited to, enforcement of the Boone County Food Code and Nuisance Ordinance and investigation of environmental health hazards.

VI.

For the agreed upon amount specified in Article IX, the City agrees to administer up to seven thousand dollars in utility assistance services to eligible Boone County residents. Said services will consist of payments to utility providers for the purpose of reconnecting utility service, payment of utility bills to avoid disconnection, and referral for weatherization. Said service will be provided to eligible persons according to need as determined by the Director of Public Health and Human Services. The seven thousand dollars is included in the Agreed Upon Amounts indicated in Article IX.

VII.

For the agreed upon amount specified in Article IX, the City will administer up to five thousand dollars for the medication assistance program to eligible indigent County residents. The five thousand dollars is included in the Agreed Upon Amounts indicated in Article IX.

VIII.

The City hereby agrees that the Director of Public Health and Human Services shall provide the County Commission with recommendations concerning additional or revised public health services and shall be available at reasonable times to consult with County officials as the County officials deem necessary.

IX.

Agreed Upon Amounts		Program Cost ¹
Public Health Services: Administration, Clinic & Nursing, Environmental Health, Social Services, WIC, Utility Assistance, Medication Assistance	1410-84200	\$1,673,943

X.

The parties agree that the City will bill the County on a quarterly basis for one-fourth of the total contract amount. By March 1, 2024, a final report will be prepared and will include appropriate accounting documentation for reconciliation purposes. A statistical report of services rendered by the City to the County will be provided annually. The annual reconciliation will be conducted consistent the parties' established course of dealing and will include the following:

- A. Program revenues and related program expenses arising from activities that pertain solely to the City will be set apart to the City and program revenues and related program expenses arising from activities that pertain solely to the County will be set apart to the County.
- B. All other program revenues and related program expenses will be netted and the balance of expenses shall be allocated between the parties consistent with their planned funding of this joint department (67% to City and 33% to County).

XI.

During the term of this Agreement, the City will provide liability insurance coverage on the

interior space the Health Department occupies (Unit #1 of the Columbia/Boone County Health Department Condominium) in the same manner that it does for other City-owned facilities.

XII

In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

XIII

This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

IN WITNESS WHEREOF, the Parties have hereunto executed this Agreement the day and the year of the last signatory noted below.

[Signatures follow on next page.]

THE CITY OF COLUMBIA, MISSOURI

DocuSigned by:
BY: De'Carlou Seewood
De'Carlou Seewood, City Manager
Date: 2/7/2023

ATTEST:

DocuSigned by:
[Signature]
4E1F09B858D40A
Sheela Amin, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
[Signature] DS
DA01C98E9984D2
Nancy Thompson, City Counselor/rw

BOONE COUNTY, MISSOURI

BY: [Signature]
Kip Kendrick, Presiding Commissioner
Date: 2.9.2023

SKB

ATTEST:

[Signature]
Brianna Lennon, County Clerk

APPROVED AS TO FORM:

[Signature]
C.J Dykhouse, County Counselor

Certification:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

Kyle Rieman by [Signature] 2/22/23
Boone County Auditor Date

PH

108-2023

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 23

County of Boone

} ea.

In the County Commission of said county, on the

9th

day of

March

20 23

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

Now on this day, the County Commission of the County of Boone does hereby approve the City of Columbia Animal Control Services Cooperative Agreement.

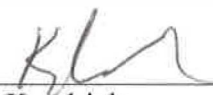
Terms of the Agreement are stipulated in the attached and the Presiding Commissioner is authorized to sign the same.

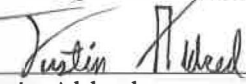
Done this 9th day of March 2023.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner

Justin Aldred
District I Commissioner

Janet M. Thompson
District II Commissioner

025257

Permanent Record
Filed in Clerk's Office

Introduced by Buffalo

First Reading 1-17-23

Second Reading 2-6-23

Ordinance No. 025257

Council Bill No. B17-23

AN ORDINANCE

authorizing an agreement with Boone County, Missouri for 2023 animal control services; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with Boone County, Missouri for 2023 animal control services. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof. Any actions taken by or on behalf of the City in connection with such agreement prior to the date of this ordinance are hereby approved and ratified.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this 6th day of February, 2023.

ATTEST:



City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor

AGREEMENT

THIS AGREEMENT, is made and entered into on the date of the last signatory noted below, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called the "City" and Boone County, Missouri, hereinafter called the "County,"

IN CONSIDERATION of the mutual covenants herein contained, it is hereby agreed by and between the Parties as follows:

1. The City agrees to provide the equivalent of two and one-third full-time (2.33 F.T.E) benefited animal control officers for services to Boone County residents living outside the corporate limits of the City. All officers so provided shall be suitably trained employees of the City.

2. The City will provide appropriate materials and supplies associated with supporting the personnel listed in paragraph 1.

3. The City enters into contracts with the Central Missouri Humane Society, a Missouri not-for-profit corporation, for the provision of office space, veterinary care, and kennel facilities. Copies of any such future contracts between the City and the Humane Society or other provider for these services during the term of this agreement shall be forwarded to the Boone County Commission for informational purposes.

4. Capital items previously purchased by the City to provide Animal Control services for Boone County, the cost of which has been reimbursed by the County, shall continue to be used to provide services under this agreement. Such items, however, shall be returned to the County within thirty (30) days of termination of this agreement unless the parties, by written agreement, provide otherwise.

5. The County shall pay City a proportionate share (33%) of the personnel costs, materials and supplies, utilities, travel and training, and other miscellaneous services and intra-governmental charges of the Animal Control division of the City's Public Health and Human Services Department to fulfill its obligations under this agreement. The proportionate amount shall be determined by dividing the total cost for each such category by the number of City animal control officers and multiplying that number by the two and one-third (2.33) full-time equivalent employees provided County under this agreement.

6. An estimate of the County's annualized cost under this agreement is set forth in Schedule A which is attached to and made a part of this agreement.

7. The parties agree that the City will bill the County on a quarterly basis for one-fourth of the total contract amount. By March 1, 2024, a final report will be prepared and will include appropriate accounting documentation for reconciliation purposes. A statistical report of services rendered by the City to the County will be provided annually. The annual reconciliation will be conducted consistent the parties' established course of dealing and will include the following:

- A. Program revenues and related program expenses arising from activities that pertain solely to the City will be set apart to the City and program revenues and related program expenses arising from activities that pertain solely to the County will be set apart to the County.
- B. All other program revenues and related program expenses will be netted and the balance of expenses shall be allocated between the parties consistent with their planned funding of this joint department (67% to City and 33% to County).

8. During the term of this Agreement, the City will provide liability insurance coverage on the interior space the Health Department occupies (Unit #1 of the Columbia/Boone County Health Department

Condominium) in the same manner that it does for other City-owned facilities.

9. This agreement shall be in full force and effect during calendar year 2023; provided, however, that either party may terminate this agreement upon thirty (30) days written notice of the other party.

10. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

11. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their duly authorized officers as of the day and year last written below.

THE CITY OF COLUMBIA, MISSOURI

DocuSigned by:
BY: De'Carlton Seewood
De'Carlton Seewood, City Manager

JICB

Date: 2/7/2023

ATTEST:

DocuSigned by:
Sheela Amin
Sheela Amin, City Clerk

APPROVED AS TO FORM:

DocuSigned by:
Nancy Thompson DS
RW
Nancy Thompson, City Counselor/rw

BOONE COUNTY, MISSOURI

BY: *Kip Kendrick*
Kip Kendrick, Presiding Commissioner

Date: 2.9.2023

ATTEST:

Brianna Lennon
Brianna Lennon, County Clerk

APPROVED AS TO FORM:

C.J. Dykhouse
C.J. Dykhouse, County Counselor

AC

Certification:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

Kyle Rieman by JS 2/22/23
Boone County Auditor Date

SCHEDULE A

ANIMAL CONTROL

Personnel (2.33 FTE)	\$168,308
Materials and Supplies	\$7,372
Training and Schools	\$1,050
Intra-governmental Charges	\$23,833
Utilities, Services, & Other Miscellaneous	\$70,936

Total	\$271,499
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