



County Commission

400 East Locust Street, Room 201

Union, MO 63084

<http://www.franklinmo.org/>

Regular Meeting Agenda

Tuesday, April 21, 2020

10:00 AM

Commission Chambers

Opening

I. Call to Order

II. Minutes Approval

1. Tuesday, April 14, 2020

III. Action Items

- Commission Order 2020-164** In the Matter of Approving an Agreement with St. Louis County, Missouri for Temporary Housing of First Responders
- Commission Order 2020-165** In the Matter of Adopting an Employee Personnel Policy for Designated Employees of the County of Franklin, Missouri
- Commission Order 2020-166** In the Matter of Establishing Procedures for Funeral Directors, Medical Transport and Crematories
- Commission Order 2020-167** In the Matter of Approving an Amendment to Sale Contract for the Sale of Certain Real Property Located on South Point Road in the City of Washington, Missouri
- Commission Order 2020-168** In the Matter of Authorizing the Acceptance of a Federal Law Enforcement Grant Issued by the U.S. Department of Justice
- Commission Order 2020-169** In the Matter of Tax Charges of Personal Property to Doug Trentmann, Collector of Revenue, for the Year Ended February 29, 2020
- Commission Order 2020-170** In the Matter of Tax Charges of Real Estate Property to Doug Trentmann, Collector of Revenue, for the Year Ended February 29, 2020
- Commission Order 2020-171** In the Matter of Adjustment of Tax Charges on Personal Property Tax Book for the Year 2019 & Prior to Doug Trentmann, Collector of Revenue for Franklin County
- Commission Order 2020-172** In the Matter of Appointment to the Franklin County SB40 Resource Board
- Commission Order 2020-173** In the Matter of Approving Change Order #6 to American Electric & Data, Inc. for the Additions and Renovation to Existing Franklin County Sheriff Station, Jail and Communication Center
- Commission Order 2020-174** In the Matter of Approving Change Order #7 to American Electric & Data, Inc. for the Additions and Renovation to Existing Franklin County Sheriff Station, Jail and Communication Center

- l. Commission Order 2020-175** In the Matter of Approving Change Order #9 to River City Construction, LLC for the Additions and Renovation to Existing Franklin County Sheriff Station, Jail and Communication Center
- m. Commission Order 2020-176** In the Matter of Approving Change Order #10 to River City Construction, LLC for the Additions and Renovation to Existing Franklin County Sheriff Station, Jail and Communication Center
- n. Commission Order 2020-177** In the Matter of Accepting and Authorizing the Execution of the Proposal from Wunderlich Surveying & Engineering, Inc.
- o. Commission Order 2020-178** In the Matter of Annexation Ordinance #3154A from the City of Pacific Filed with the Clerk of the Franklin County Commission
- p. Commission Order 2020-179** In the Matter of Amending Ordinance Number 3154A from the City of Pacific, Missouri
- q. Commission Order 2020-180** In the Matter of Amending Commission Orders No. 2020-143 and 2020-145 Relating to Limits on Public Gatherings and Limits on Outdoor Workouts
- r. Commission Order 2020-181** In the Matter of Approving the Consent Agenda and all the Items Listed Thereon
- s. Commission Order 2020-182** In the Matter of Approving and Authorizing Execution of an Application with the Daniel & Henry Co. for Commercial Crime Coverage

IV. Discussion Items and Reports

- A.** Commission Discussion

V. Adjournment



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Agreement

IN THE MATTER OF APPROVING AN AGREEMENT WITH ST. LOUIS COUNTY, MISSOURI FOR TEMPORARY HOUSING OF FIRST RESPONDERS

WHEREAS, on March 13, 2020, the St. Louis County Executive declared a State of Emergency in St. Louis County due to the significant risk posed to the health, safety, and wellbeing of the people of St. Louis County that is presented by COVID-19 (“State of Emergency”); and

WHEREAS, on March 17, 2020, the County Commission of Franklin County declared a State of Emergency in Franklin County due to the significant risk posed to the health, safety, and wellbeing of the people of Franklin County that is presented by COVID-19 (“State of Emergency”); and

WHEREAS, the Franklin County Emergency Management Agency has requested that St. Louis County provide public health resources to Franklin County for management of the public health emergency as described herein; and

WHEREAS, St. Louis County has secured temporary housing facilities for first responders through contracts with lodging providers (“Temporary Housing”) and St. Louis County is willing and able to provide access to such public health resources to Franklin County for use by Franklin County’s first responders; and

WHEREAS, the Director of the St. Louis County Department of Public Health has determined that St. Louis County’s public health services will be adequate to manage the public health emergency within St. Louis County; and

WHEREAS, the Director of the St. Louis County Department of Public Health, on behalf of St. Louis County, Missouri is authorized by Section 602.500 SLCRO to enter contracts with municipalities and political subdivisions of the State of Missouri for the services of public health service providers and the use of public health resources during public emergencies; and

WHEREAS, Chapter 70 RSMo. authorizes counties to contract and cooperate with each other, or with an elective or appointive official thereof, or with any private person, firm, association or corporation, for the planning, development, construction, acquisition or operation of any public improvement or facility, or for a common service.

IT IS THEREFORE ORDERED, that the Presiding Commissioner of the County of Franklin, Missouri is hereby authorized and directed to execute an Agreement by and between the County of Franklin, Missouri and St. Louis County, Missouri, a copy of which is marked Exhibit A and is attached hereto and incorporated herein by reference, and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS FURTHER ORDERED, that the County of Franklin, Missouri shall, and the officials, agents and employees of the County are hereby authorized and directed to, take such further action, and execute and deliver such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Order.

IT IS FURTHER ORDERED, that a copy of this Order be provided to Tim Baker, County Clerk, Abe Cook, Director of Emergency Management, and Ann Struttmann, Purchasing Agent.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

Exhibit A

AGREEMENT

This Agreement (“Agreement”) is by and between **Franklin County, Missouri** and **St. Louis County, Missouri**.

WHEREAS, on March 13, 2020, the St. Louis County Executive declared a State of Emergency in St. Louis County due to the significant risk posed to the health, safety, and wellbeing of the people of St. Louis County that is presented by COVID-19 (“State of Emergency”); and

WHEREAS, on March 17, 2020, the County Commission of Franklin County declared a State of Emergency in Franklin County due to the significant risk posed to the health, safety, and wellbeing of the people of Franklin County that is presented by COVID-19 (“State of Emergency”); and

WHEREAS, the Franklin County Emergency Management Agency has requested that St. Louis County provide public health resources to Franklin County for management of the public health emergency as described herein; and

WHEREAS, St. Louis County has secured temporary housing facilities for first responders through contracts with lodging providers (“Temporary Housing”) and St. Louis County is willing and able to provide access to such public health resources to Franklin County for use by Franklin County’s first responders; and

WHEREAS, the Director of the St. Louis County Department of Public Health has determined that St. Louis County’s public health services will be adequate to manage the public health emergency within St. Louis County; and

WHEREAS, the Director of the St. Louis County Department of Public Health, on behalf of St. Louis County, Missouri is authorized by Section 602.500 SLCRO to enter contracts with municipalities and political subdivisions of the State of Missouri for the services of public health service providers and the use of public health resources during public emergencies; and

WHEREAS, Commission Order 2020-164 authorizes the Presiding Commissioner to execute this Agreement on behalf of Franklin County and

NOW, THEREFORE, in consideration of the promises and covenants herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. **Services:** St. Louis County shall provide Franklin County with the names and locations for Temporary Housing facilities that may be used to house Franklin County first responders. If rooms are available, Franklin County first responders may reserve and stay in the Temporary Housing facilities secured by St. Louis County. Franklin County will

comply with all procedures required by St. Louis County to reserve and occupy such rooms. When such reservation is made, Franklin County shall clearly identify that such first responder is from Franklin County.

2. **Compensation and Invoicing:** Franklin County shall reimburse St. Louis County for the number of nights occupied by Franklin County first responders at the Temporary Housing facilities. Any additional charges incurred by the occupant of the room will also be reimbursed, including, but not limited to, any incidental fees such as additional cleaning charges, damage charges and room service. At the end of each month, St. Louis County shall obtain from each Temporary Housing facility the number of nights first responders from Franklin County stayed in the Temporary Housing, as well as any additional charges incurred. St. Louis County will issue an invoice to Franklin County containing the nightly rate and the number of nights occupied and any additional charges. Within 30 days of receipt of such invoice, Franklin County shall reimburse St. Louis County.
3. **Term:** The term of this Agreement shall be in effect during the time a state of emergency is declared in these jurisdictions.
4. **Amendment:** This Agreement may be amended only upon the written agreement of the parties.
5. **Governing Law:** This Agreement is made and entered into in St. Louis County, Missouri, and the laws of the State of Missouri shall govern the construction of this contract and any action or causes of action arising out of this Agreement. Any and all claims or causes of action arising out of this Agreement shall be litigated in the Twenty-First Judicial Circuit of the State of Missouri.
6. **Termination:** St. Louis County shall have the right to terminate this Agreement immediately in the exercise of its absolute and sole discretion, upon written notice to Franklin County. After receipt of such notice, the Agreement shall automatically terminate without further obligation of the parties.
7. **Force Majeure:** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
8. **Notices.** All notices under this Agreement shall be addressed to the following persons:

For Franklin County

Abraham Cook
Director
Franklin County Emergency
Management Agency

401B E. Springfield Ave.
Union, Missouri 63084
acook@franklinmo.net

With a copy to:

Ann Struttman
Purchasing Agent
County of Franklin, Missouri
400 E. Locust Street, Room 004
Union, Missouri 63084
astruttman@franklinmo.net

For St. Louis County:

St. Louis County Emergency Operations Center
eoclogistics@stlouisco.com

Any notice delivered shall be hand delivered, sent via Certified, Registered or First-Class mail, sent by overnight courier, or sent by email. Notice shall be deemed delivered to the locations set forth in this Agreement or as otherwise designated by the parties and received, whether actually received or not, as follows: (1) three days after being deposited in the United States Mail, postage prepaid, Certified, Registered or First-Class Mail; (2) upon execution of written receipt when hand delivered; (3) one day after being sent via overnight courier; and (4) upon the sender receiving confirmation that email transmission was completed successfully when sent via email.

9. **Counterparts.** This Agreement may be executed and delivered by each party hereto in separate counterparts, each of which when so executed and delivered shall be deemed an original and all of which taken together shall constitute but one and the same.

IN WITNESS WHEREOF, St. Louis County and Franklin County have signed this Agreement as of the later of the dates below written

St. Louis County, Missouri

Date Executed by County: _____

Director, Department of Public Health

Approved as to legal form

St. Louis County Counselor

Approved:

Accounting Officer

Franklin County, Missouri

Date Executed by County: _____

Tim Brinker, Presiding Commissioner

Approved as to legal form

Franklin County Counselor



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Policy

**IN THE MATTER OF ADOPTING AN
EMPLOYEE PERSONNEL POLICY
FOR DESIGNATED
EMPLOYEES OF THE COUNTY OF
FRANKLIN, MISSOURI**

WHEREAS, the Missouri Constitution, the Revised Statutes of Missouri including, but not limited to, Chapters 49 and 50 RSMo., as well as rules and regulations from the United States Department of Labor, provide the authority for the County Commission of Franklin County, Missouri to personnel rules and regulations for County employees; and

WHEREAS, the County Commission of the County of Franklin, Missouri has previously adopted a personnel policy for designated employees of the County of Franklin, Missouri; and

WHEREAS, the County Commission of the County of Franklin, Missouri has determined that the existing personnel policy is in need of revision; and

WHEREAS, the County Commission of the County of Franklin, Missouri has reviewed the proposed personnel policy.

IT IS THEREFORE ORDERED, by the County Commission of the County of Franklin, Missouri, that the Personnel Policy Manual dated April 9, 2020 marked Exhibit A and attached hereto and incorporated herein by reference as if fully set forth is hereby approved and adopted as the personnel policy manual for the employees designated therein. .

IT IS FURTHER ORDERED that a copy of this Order be provided to Tim Baker, County Clerk, Lauren Graham, Human Resources Director, Rhonda Parks, Payroll Clerk, Angela Gibson, County Auditor, Debbie Aholt, County Treasurer, Tom Copeland, County Assessor, Doug Trentmann, County Collector, Jennifer Metcalf, County Recorder, Mary Jo Straatmann, Public Administrator, and Matthew C. Becker, Prosecuting Attorney.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

County of Franklin, Missouri
Personnel Policy Manual

For the Offices of the:

- Assessor
- Auditor
- Building
- Collector of Revenue
- County Clerk
- County Commission
 - Emergency Management
 - Health Department
 - Information Systems/Geographic Information/911 Addressing
 - Public Works – Highway, Building, and Planning & Zoning
- Human Resource
- Maintenance
- Municipal Court
- Purchasing
- Prosecuting Attorney
 - Child Support
- Public Administrator
- Recorder of Deeds
- Sheriff
- Treasurer

DATED APRIL 9, 2020

Franklin County Officeholders

Assessor	Thomas Copeland
Auditor	Angela Gibson
Collector of Revenue	Doug Trentmann
Presiding Commissioner	Tim Brinker
Commissioner, District 1	Todd Boland
Commissioner, District 2	Dave Hinson
County Clerk	Tim Baker
Prosecuting Attorney	Matthew Becker
Public Administrator	Mary Jo Straatmann
Recorder of Deeds	Jennifer Metcalf
Sheriff	Steven Pelton
Treasurer	Debbie Aholt

Franklin County is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities.

Table of Contents

CHAPTER 1	GENERAL PROVISIONS.....PAGE 1
Section 1-1	- Purpose
Section 1-2	- Applicability
Section 1-3	- Responsibility
CHAPTER 2	DEFINITIONS.....PAGE 4
CHAPTER 3	GENERAL EMPLOYMENT POLICIES.....PAGE 8
Section 3-1	- At-Will Employment
Section 3-2	- Open Communications Policy
Section 3-3	- Equal Employment Opportunity
Section 3-4	- Anti-Harassment and Non-Discrimination Provisions
Section 3-5	- Provisions Pertaining to Employees with Disability
Section 3-6	- Immigration Law Compliance
Section 3-7	- Employment of Relatives
Section 3-8	- Outside Employment
Section 3-9	- Conflict of Interest
CHAPTER 4	APPLICANTS AND ORIENTATION.....PAGE 14
Section 4-1	- Employment Applications
Section 4-2	- Criminal Record Checks/Pre-employment
CHAPTER 5	EMPLOYMENT STATUS AND RECORDS.....PAGE 16
Section 5-1	- Employment Status
Section 5-2	- Personnel Records
Section 5-3	- Personnel Data Changes
Section 5-4	- Performance Evaluations
Section 5-5	- Position Descriptions and Classification Specifications
Section 5-6	- Transfers
CHAPTER 6	COMPENSATION.....PAGE 20
Section 6-1	- Compensation
Section 6-2	- Overtime and Compensatory Time
Section 6-3	- Salary Payment to Exempt Employees
Section 6-4	- Payroll Deductions

CHAPTER 7 WORK SCHEDULE AND ATTENDANCE.....PAGE 24

- Section 7-1 - Work Schedules and Attendance
- Section 7-2 - Recording Work Hours
- Section 7-3 - Attendance and Punctuality
- Section 7-4 - Weather-Related Emergency Closings

CHAPTER 8 HOLIDAYS.....PAGE 26

- Section 8-1 - Eligibility
- Section 8-2 - Designation of Holidays
- Section 8-3 - Payment of Holidays
- Section 8-4 - General Conditions

CHAPTER 9 LEAVE.....PAGE 29

- Section 9-1-a - Eligibility
- Section 9-1-b - Personal Leave Days Accrual Schedule
- Section 9-1-c - Leave of Absence without Pay

- Section 9-2 - Catastrophic Illness Leave Philosophy
- Section 9-2-a - Carry Over of Personal Leave
- Section 9-2-b - Health Care Provider Statement
- Section 9-2-c - Unused Catastrophic Illness Leave
- Section 9-2-d - Other Employment
- Section 9-2-e - Catastrophic Illness Leave and Other Leave Time

- Section 9-3 - Special Leave

CHAPTER 10 FAMILY AND MEDICAL LEAVE ACT.....PAGE 36

- Section 10-1 - Purpose
- Section 10-2 - Responsibility
- Section 10-3 - Policy Statement
- Section 10-4 - Eligibility Requirements
- Section 10-5 - Determination of 12-Month Period
- Section 10-6 - Coordination of Paid Leave
- Section 10-7 - Leave Provisions for Spouses Both Working for Franklin County
- Section 10-8 - Advance Notice
- Section 10-9 - Medical Certification
- Section 10-10 - Leave Taken Intermittently or on a Reduced Leave Schedule
- Section 10-11 - Job Benefits and Protection
- Section 10-12 - Reinstatement

**CHAPTER 11 EMPLOYEE CONDUCT AND
GENERAL WORK RULES.....PAGE 40**

- Section 11-1 - Employee Conduct
- Section 11-2 - Termination for Cause
- Section 11-3 - Personal Appearance
- Section 11-4 - Use of Telephone and Mail Systems
- Section 11-5 - Acceptable Use of Computer and Electronic Equipment
- Section 11-6 - Solicitation
- Section 11-6-a - Campaign and Speech Activity
- Section 11-7 - Smoking
- Section 11-8 - Safety
- Section 11-9 - Drug Free Workplace Act
- Section 11-10 - Workplace Violence

CHAPTER 12 SEPARATION OF EMPLOYMENT.....PAGE 55

- Section 12-1 - Employment at Will
- Section 12-2 - Retirement
- Section 12-3 - Reduction in Workforce/Layoff
- Section 12-4 - Payment upon Employment Separation
- Section 12-5 - Return of County Property

CHAPTER 13 WORKER’S COMPENSATION.....PAGE 57

Chapter 1

GENERAL PROVISIONS

- **Purpose**
- **Applicability**
- **Responsibility**

Section 1-1 Purpose

The purpose of this manual is to provide the framework for the uniform application of personnel policies and procedures which affect employment with the County of Franklin, Missouri (hereinafter defined as the "County" or "Franklin County"). These policies and procedures were developed and approved by Franklin County elected officials and ratified by the County Commission in order to provide the terms and conditions of employment for all County employees, interns and volunteers.

These policies are not intended to be a contract between the County, or any elected officials thereof and its employees and does not create contractual rights for employees. The County reserves the right to revise, supplement or rescind any policies or any portion of the manual from time to time as it deems appropriate. Any revisions to the existing policies will be approved by the County Commission.

Employees will be notified of any changes to the manual as they occur.

Section 1-2 Applicability

The provisions of this manual cover County employees working for the following elected offices in the following departments:

- Assessor
- Auditor
- Collector of Revenue
- County Clerk-Voter Registration "County of Franklin" ("County")
- County Commission
- Health Department
- Prosecuting Attorney (including Child Support)
- Public Administrator
- Recorder of Deeds
- Sheriff
- Treasurer
- Highway (when not in conflict with contract)
- Human Resources
- Emergency Management Agency
- Building Department
- Maintenance Department
- Planning and Zoning (including GIS)
- Purchasing
- Municipal Court

Employees who are members of an authorized and accepted bargaining unit and covered by a separate contract may also be covered by this manual. However, if there is a conflict between the information contained in this manual and the contract, the provisions of the contract will prevail for bargaining unit employees.

Section 1-3 Responsibility

Each elected official will be responsible for the proper administration of these policies and will retain the authority for making employment decisions affecting employees in their office or department including hiring, promotion, transfer, demotion, discipline and termination. This manual will not be construed as limiting in any way the power and authority of any elected official to make operating departmental rules and regulations governing the conduct and performance of employees. However, departmental rules and regulations should not conflict with provisions of this policy manual.

Any office or department may have internal operating procedures necessary for the efficient operation of such office or department and to regulate the particular needs of such office or department so long as such procedures and policies are not in conflict with this policy. Any policy of an office or department which is in conflict with this policy shall be of no effect. A copy of all department or office policies shall be filed with Human Resources and County Clerk and shall be included as addendums to this policy.

Chapter 2

DEFINITIONS

The following words and phrases will have the meanings indicated throughout these policies except where the content clearly indicates otherwise.

Anniversary Date	See "Date of Employment"
Appointing Authority	The elected official or designee of the elected official or any person having the power by virtue of state law or other lawfully delegated authority to make appointments to positions in the County service.
Appointment	The designation to a position in the County of service of a person who has qualified for the appointment through an appropriate selection process.
Break in Service	An employee shall be considered to have a break in service when such employee misses five (5) or more work days while in an unpaid status between the transitions from part-time or temporary status prior to attaining full employment status. In addition, an employee shall be considered to have had a break in service if he or she transfers from one department or office to another and as a result of such transfer is unemployed and is in an unpaid status by Franklin County for five (5) or more days. A break in service shall also occur if an employee leaves the employment of Franklin County and is in an unpaid status for five (5) or more day sand returns to the same office or department thereafter. If a break in service occurs an employee's Date of Employment shall be the date upon which the employee returns to work.
Classification	The original assignment of a position to an appropriate class on the basis of the nature, difficulty, and responsibility of work to be performed, work experience and minimum education.
Classification Specification	A written statement of the characteristic duties, responsibilities and qualification requirements of class.
Compensatory Time	Time off given in lieu of payment of overtime to non-exempt employees.
Complaint Manager	The Director of Human Resources or the Prosecuting Attorney.
County Commission	The duly elected governing body of Franklin County, Missouri or a designee when appropriate.
County Employee	An employee who is employed by and serves under the direction and at the will of an elected official.
Date of Employment	The date an employee begins processing after an offer of employment has been made and accepted.
Date of Termination	The date an employee separates from employment.
Demotion	The voluntary or involuntary movement of an employee from one pay grade having a lower maximum salary rate.
Department Head	An appointed administrator, a manager, or director who reports directly to an elected official, or officials who is entrusted with the overall direction of an office or department and who makes decisions.

Elected Official	A duly elected official of Franklin County, Missouri or a designee when appropriate.
Exempt Employee	An employee who is exempted from the provision of the Fair Labor Standards Act (FLSA) by the Act or who is not covered by the Act, particularly as it relates to overtime.
Immediate Family	Immediate family means the employee's spouse, parent, sibling, or child.
Layoff	Employment separation made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of an employee.
Non-Exempt Employee	An employee who is covered by the provision of the Fair Labor Standards Act (FLSA), particularly as related to overtime.
Overtime	Any time worked in excess of that required in the "standard work cycle" for a given position. For the purposes of this policy, the standard work cycle for the covered employees shall be 37 ½ hours per week. Non-exempt employees who work more than 37 ½ hours per week shall receive additional compensation at the rate of 1 ½ times the employee's normal hourly rate for all time worked in excess of 40 hours. Exempt employees shall not be entitled to overtime pay or compensatory time. (See Section 6-5 regarding Overtime and Compensatory Time for Law Enforcement Personnel).
Position	A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time, part-time, or temporary employment of one person.
Pay Grade	A salary range within a minimum and maximum rate of pay.
Position Description	A written statement of the characteristic duties, responsibilities, and qualification requirements of a position.
Promotion	The movement of any employee from a position or class of a pay grade to a position of another pay grade having a higher salary rate.
Resignation	A voluntary employment separation initiated by the employee.
Retirement	A voluntary employment separation initiated by the employee who meets age requirements of the LAGERS retirement program established by the State of Missouri as such currently exists or may hereafter may be modified by the State of Missouri and who has at least ten (10) years of service with Franklin County.
Serious Health Condition	All illness, injury, impairment (physical or mental) that involves inpatient care in the hospital, hospice, residential, medical facility or continuing treatment by a health care provider, as defined by the Family and Medical Leave Act of 1993.
Supervisor	Supervisor means an individual with the authority to assign, direct, and review the work of two or more subordinates and, as used in this policy the term "supervisor" shall also include each elected official and department head.

Transfer	The movement of an employee from one department, division, or unit of the county government to another or from one position to another position or class of the same pay grade.
Vacancy	A duly created position which is not occupied and for which funds have been provided.
Worked	For the purposes of overtime compensation and compensatory time calculation the term "worked" shall mean the employee is actually performing duties for Franklin County and is not absent or in a leave status, whether authorized or not.
Year	A calendar year unless otherwise specified in a particular section.

Chapter 3

GENERAL EMPLOYMENT POLICIES

- **At-Will Employment**
- **Open Communications Policy**
- **Equal Employment Opportunity**
- **Anti-Harassment and Non-Discrimination Provisions**
- **Provisions Pertaining to Employees with Disability**
- **Immigration Law Compliance**
- **Employment of Relatives**
- **Outside Employment**
- **Conflict of Interest**

Section 3-1 At-Will Employment

Employment with Franklin County is at-will. Employees are free to resign at any time, for any reason, with or without cause or notice. Similarly, Franklin County, or any elected official thereof, may terminate the employment relationship of any employee under their supervision at any time, for any reason, with or without cause or notice.

Policies set forth in this manual are not intended to create a contract, expressed or implied, guaranteeing employment for a specific duration, nor are they to be construed to constitute contractual obligations of any kind of a contract of employment between Franklin County and any of its elected county officials and any of their employees.

Section 3-2 Open Communications Policy

Franklin County elected officials believe that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. Therefore, employees are strongly encouraged to voice concerns openly and directly to their elected County officials or supervisors to resolve any misunderstandings or conflicts before serious problems develop. If a situation persists that an employee believes is detrimental to them or to the county, they should discuss it with their immediate supervisor, department head, or elected official in order to work out a satisfactory solution to the problem.

Section 3-3 Equal Employment Opportunity

Franklin County and its elected officials provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, and age, and disability, status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Section 3-4 Anti-Harassment and Non-Discrimination Provisions

(a) Policy Statement

Franklin County and its elected officials are committed to providing a work environment that is free from all forms of discrimination, including freedom from sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

It is against the policy of Franklin County for any employee to sexually harass another employee by:

- 1) Making acceptance of unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of continued employment.
- 2) Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- 3) Creating an intimidating, hostile, or offensive working environment by such conduct.

(b) Responsibility.

All employees are encouraged to assist in the development and maintenance of a work environment free from discrimination and respecting the rights of their coworkers and the rights of citizens with whom they come into contact. Any supervisor or employee who becomes aware of unlawful harassment must notify the Director of Human Resources. In the event the allegations of harassment involve an elected official,

such conduct should be reported to the County Commission. Franklin County will not retaliate against any employee who files a good faith complaint pursuant to this policy.

(c) Franklin County's elected officials will act positively to investigate alleged sexual or other unlawful harassment claims and to promptly and effectively remedy them when an allegation is determined to be valid. The following complaint procedure should be followed if an employee experiences any job-related harassment based on sex, race, color, age, religion, national origin, or disability, or believe that they have been treated in an unlawful, discriminatory manner. Any complaint will be kept confidential to the maximum extent possible. Anonymous complaints may not be investigated.

- 1) The employee should confront his/her harasser directly, unless such confrontation would be futile or inappropriate.
- 2) The employee should report any incident to the Director of Human Resources, who will investigate the matter and take appropriate action, including reporting it to the next level of management or their elected official or department administrator.
- 3) The employee shall prepare a written complaint, including identification of all witnesses and supporting documents. During the investigation, the accused may be placed on administrative leave.

An internal grievance procedure has been adopted to provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations which implement Title II of the Americans with Disabilities Act. Complaints should be filed with the Human Resources Department.

- I. A complaint should be filed in writing, containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- II. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.
- III. An investigation, as may be appropriate, will follow a filing of a complaint and will be conducted by the Human Resources Department. These rules contemplate informal but thorough investigations, affording all interested person and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under the Department of Justice regulation, the County is not required to process complaints from applicants for employment.
- IV. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Human Resources Department and a copy forwarded to the complainant no later than fifteen (15) working days after its filing.
- V. The Human Resources Department will maintain the files and records of the County relating to the complaints filed.
- VI. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- VII. These rules will be construed to protect the substantive rights of interested person who meet appropriate due process standards, and to assure what the County complies with the ADA and implementing regulations.

d) Consequences of Harassment

Sexual or other unlawful harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. If it is determined that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee by their elected official or department head, up to and including termination of employment.

Any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation is strictly prohibited. However, if after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint is not bona fide or that employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Section 3-5 Provisions Pertaining to Employees with Disability

Franklin County complies with the Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with disabilities in regard to job application procedures, hiring, or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability will, because of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in county programs or activities.

Franklin County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Qualified individuals with disabilities may make requests for reasonable accommodation to the Non-Discrimination Coordinator, the Director of Human Resources. Any employee who believes this policy has been violated may file a complaint pursuant to the Grievance Procedure, supra.

Section 3-6 Immigration Law Compliance

Franklin County employs only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Form I-9 and present documentation establishing identity and employment eligibility to the County Clerk, prior to beginning their first day of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with Franklin County within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Section 3-7 Employment of Relatives

Elected officials and department heads will exercise sound judgment in the placement of related employees in accordance with Article VII, Section 6 of the Missouri Constitution and the following guidelines:

- (a) A County employee may not appoint or promote any person over whom the employee exercises jurisdiction or control who is a member of the immediate family of the employee. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary or career progress could be influenced by the other relative.
- (b) No relatives shall be hired or shall be permitted to work in the same department if the hiring of such relative would result in relatives being within the direct "chain of command" of one another. For purposes of this section "chain of command" shall mean the relationship between employees whereby one employee has either direct supervision over another employee or the employee is directly involved in the evaluation or evaluation review of another employee. Relatives are also

precluded from being hired into any other position in which an inherent conflict of interest may exist or would be in violation of any provision of the Missouri Constitution or Missouri law.

- (c) If a relative relationship is established after appointment in which there is a coworker or supervisor-subordinate relationship, the appropriate elected official or department head will determine if a conflict or potential conflict may arise and if it is necessary to transfer one of the employees.
- (d) For purposes of this section, "family member or relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation and individuals who are not legally related but who reside with another employee. This policy applies to all categories of employment, including full-time, part-time, and temporary classification.
- (e) Employees who marry or become members of the same household may continue employment as long as there is not:
 - (1) A direct or indirect supervisor/subordinate relationship between such employees; or
 - (2) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the County shall attempt to find a suitable position within the County to which one of the affected employees may be transferred. If a combination of the nature is not feasible, the employees will be interviewed to determine which one of them will resign.

Section 3-8 Outside Employment

It is the policy of the County of Franklin to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below and within any limits established by the County's insurance carrier. Any like service performed by an employee who involves the use of any County property, equipment or vehicle for private compensation is deemed to be a direct conflict of interest and shall not be allowed. In addition, any outside activity or job which has the appearance of a conflict of interest shall also be prohibited. Any outside employment which adversely affects job performance and the ability to fulfill all responsibilities to the County will be considered a conflict of interest.

Section 3-9 Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative due to business dealings with the County. The purpose of these guidelines is to provide general directions so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

- (a) All employees will be subject to the conflict of interest provisions of Sections 105.452 and 105.454 RSMo., in effect as of the date this policy is adopted and as such sections may from time to time be amended.
- (b) No County employees may derive personal financial gain resulting from any purchase of goods or services by the County.
- (c) No County employee may use or disclose confidential information obtained in the performance of County business.
- (d) No County employee will hold a financial interest in a firm, institution, corporation or other establishment supplying goods or services to the County.

- (e) No County employee will have a direct or indirect financial interest in any contract or in the sale of the County of land, materials, supplies, or services, except on behalf of the County as an officer or employee.
- (f) No County employee will be employed in any capacity with a firm, institution, corporation, or other establishment supplying goods or services to the County when that capacity means the possession, direct or indirect, of the powers to direct or cause the direction of the management and policies of the organization.

Chapter 4

APPLICANTS AND ORIENTATION

- **Employment Applications**
- **Criminal Record Checks/Pre-Employment**

Section 4-1 Employment Applications

Franklin County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. All applications shall be signed and the truth of the statements contained therein certified by signature. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

Section 4-2 Criminal Record Checks/Pre-employment

Criminal Records checks will be conducted prior to the conditional offer of employment with respect to all applicants for positions with the County. Employees and applicants may have their applications rejected or be subject to dismissal if a background check reveals a criminal conviction that has a bearing on the work to be performed for the County or if they pose a risk of harm or loss to the public. Applicants may also be required to submit to a fitness-for-duty examination and/or a drug test after receiving an offer of employment.

Chapter 5

EMPLOYMENT STATUS AND RECORDS

- **Employment Status**
- **Personnel Records**
- **Personnel Data Changes**
- **Performance Evaluations**
- **Position Descriptions and Classification Specifications**
- **Transfers**

Section 5-1 Employment Status

For purposes of salary administration, eligibility for compensatory time or overtime payments and employee benefits, each employee will belong to one of the employment categories listed below, which is noted on his/her job description. In addition to these categories, each employee will be designated as either NONEXEMPT or EXEMPT from federal state wage and hour laws (For more information refer to Section 6-2. Overtime and Compensatory Time). Employees will be informed of their initial employment category and of their status as exempt or nonexempt by their department supervisor.

(a) Introductory Period

All new and rehired employees will work on an introductory basis for the first 60 days after their date of hire, unless extended. Introductory employees are not entitled to benefits except mandatory items such as Workers Compensation, Social Security, potentially CERF and/or LAGERS Benefits and holiday pay. If a full time employee successfully completes the introductory period s/he becomes eligible for health care benefits on the first day of the following month (i.e. on the first day of the month following 60 days of employment).

(b) Full-Time Employees

Full-time employees are those who are not in a seasonal or temporary status and who are regularly scheduled to work at least thirty (30) hours per week. Full-time employees are eligible for the county's benefit package, including paid leave and fringe benefits.

(c) Part-Time Employees

Part-time employees are those who are not assigned a seasonal or temporary status and who are regularly scheduled to work less than thirty (30) hours per week.

(1) Part-time Employees with Limited Benefits

Part-time employees with limited benefits are those who are not in a temporary status and who are assigned to a budgeted position that is scheduled to work 20-29 hours per week (for a cumulative total of at least 1000 hours per year). Such employees may be exempt or nonexempt from overtime requirements. Employees in this category are eligible for personal leave on a pro rata basis, rounded up to the nearest half day, LAGERS, and CERT retirement benefits. However, they are ineligible for all other fringe benefits including health, dental, and life insurance.

(2) Part-Time Employees without Benefits

Part-time employees without benefits are those who are not in a temporary status and who are assigned to a budget position that is scheduled to work less than 1,000 hours in a continuous 12 month period. Such employees may be exempt or nonexempt from overtime requirements. Employees in this category are eligible to receive all legally mandated benefits (such as worker's compensation insurance and Social Security), but they are ineligible for all other county benefit programs except for "holiday pay" if the holiday falls on the day the employee is regularly scheduled to work.

(d) Temporary or Seasonal Employees

Temporary and/or seasonal employees are those who are hired on the county's payroll to work on a full-time or part-time basis as interim replacements; to temporarily supplement the work force; or to assist in the completion of a specific project. Such employees may be exempt or nonexempt from overtime requirements. Employment assignments in this category are of a limited duration normally not to exceed four (4) consecutive months. While temporary

employees receive all legally-mandated benefits (i.e. workers' compensation insurance and Social Security), they are ineligible for all the county's other benefits.

(e) Internships

Interns are college students who, for a maximum of ten weeks, are employed by the County through a college or university internship or cooperative education program for college credit. Internships may be paid or non-paid. While paid interns receive all legally-mandated benefits (i.e. workers' compensation insurance and Social Security), they are ineligible for all the County's other benefit programs.

Section 5-2 Personnel Records

(a) Confidential Personnel File

Franklin County maintains a confidential personnel file on each County employee, which is the property of Franklin County. Personnel files will be maintained by Director of Human Resources. An employee's personnel file includes such information as the employee's job application, resume, emergency contacts, and records of training and educational accomplishments, performance evaluations, and letters of recommendation, records of disciplinary actions, salary information and other employment records. Personnel files are the property of the County and will be maintained for a minimum of three (3) years after termination of each employee. Medical information, including benefits records, will be kept confidential in a separate location from the personnel file.

(1) Confidentiality

Personnel files are not open to public inspection. Only personnel authorized by the elected official, department head and those persons authorized in writing by the affected employee who have a legitimate reason to review the personnel file are allowed to do so. Further, disclosure will be made pursuant to Court Order or to an investigatory agency pursuant to State and/or Federal law.

(2) Inspection by Employees

Employees may inspect their own personnel records. Such an inspection must be requested in advance and at a mutually convenient time scheduled by the authorized personnel or department representative. Employees must review their own personnel files in the presence of this representative. Employees may not remove documents in their personnel file.

(3) The Director of Human Resources will respond to all reference check inquiries from other prospective employees by providing only dates of employment, title(s), and wage rates.

(b) Payroll Records

Payroll and retirement records are maintained by the Human Resources Director for each County employee. Payroll records contain information such as employees' names, positions, addresses, salaries, tax deductions, garnishments, etc. In accordance with RSMo 610.023, these records are open to the public unless specified otherwise by federal or state law. However, due to the sensitive nature of employees' personal and payroll information, this information will only be released or communicated to other County employees (except for legitimate business reasons) and the public, if a written request is received from the individual requesting the information and it is approved by the Director of Human Resources, and County Clerk. A reasonable fee, not to exceed the actual cost of document search and duplication may be assessed. Request for Records forms are available in the County Clerk's office.

Section 5-3 Personnel Data Changes

It is the responsibility of each employee to insure that the information contained in his or her personnel file is current and accurate by notifying Human Resources Director's Office of any changes in personal data as soon as possible after the change occurs. Personal mailing addresses, telephone number and names of dependents, individual to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Section 5-4 Performance Evaluations

(a) Purpose.

The purpose of performance evaluations is to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

(b) Responsibilities.

The Director of Human Resources may maintain and ensure timely completion of employee performance evaluation forms for employees in departments under the direction of the County Commission and as designated by other County elected officials.

(c) Procedure.

An annual performance evaluation will be completed by the employee's supervisor and discussed with the employee. Each employee will be asked by their supervisor to sign the appraisal form after it has been discussed with them. Performance evaluations will become a part of an employee's confidential file.

Section 5-5 Position Descriptions and Classification Specifications

Written position descriptions or classification specifications are required for all County positions. All descriptions will be approved by the appropriate supervisor and acknowledged by the employee who is occupying the position by signing the document at the time of appointment to any new position. Position descriptions must be developed and contain the following information.

(a) Position title, department name, pay grade, FLSA status, and title of the position's supervisor;

(b) Purpose of the position;

(c) Essential and non-essential duties and responsibilities of the position;

(d) Minimum training and experience required to perform the essential job functions of the position.

Section 5-6 Transfers

A transfer of employees between offices or departments shall be permitted if agreed to by the heads of both offices, in writing. Transfer will not result in a break in service.

Chapter 6

COMPENSATION

- **Compensation**
- **Overtime and Compensatory Time**
- **Salary Payment to Exempt Employees**
- **Payroll Deductions**

Section 6-1 Compensation

Employees of Franklin County shall be compensated according to a payroll plan prepared by the Department of Human Resources and approved by the County Commission with a schedule of pay grades consisting of a salary range with a minimum, middle and maximum rate of pay for each position or classification.

(1) Pay Rates.

(a) Hiring Rate of Pay

The normal starting rate for new employees will normally be the minimum rate of the pay grade. If budgeted funds are available, an appointing authority may offer higher than the minimum rate if the candidate's education and/or experience exceed the minimum qualifications for the position. Hiring rates above the minimum rate require advance approval from the County commission.

(b) Advancement within Salary Range

An employee may receive pay increases on an annual basis as the applicable authority deems appropriate. Increases are contingent on the following factors:

- (1) Budget approval by the County Commission;
- (2) At least six months of continuous service has elapsed since the employee was hired, promoted or demoted;
- (3) The increase will not exceed the maximum rate for the grade; and
- (4) The officeholder or department administrator certifies that the employee has achieved the required level of performance and has recommended, in writing, advancement to the next higher rate.

(2) Payday.

All County employees are paid on a biweekly basis (every other Friday). Employees will be paid via direct deposit, and will be provided an earnings statement. Authorized and required payroll deductions will be made and reflected on the employee's earnings statement each pay period.

Section 6-2 Overtime and Compensatory Time

It is the responsibility of each supervisor to develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. It is the responsibility of each employee to work as efficiently as possible to accomplish his or her job duties during regularly scheduled work hours. The officeholder or department administrator must approve all overtime in advance. In the event a department, agency or office is eligible for grant funds which are dedicated to be used for overtime compensation, the selection of which employees are to be utilized to fulfill the needs for which the grant is intended, shall be up to the appropriate elected official/department head. For the purpose of meeting the goals of such grants any employee selected to work under the requirements of the grant shall be allowed credit as time worked for any authorized time off during the grant term when calculating eligibility for overtime payment under such grant.

When operating requirements or other needs cannot be met during regular working hours, the following provisions will apply to employees who are required to work overtime hours.

(a) Work Week Defined

The Fair Labor Standards Act (FLSA) establishes overtime requirements for employees who are covered by the Act. The work week will cover a fixed period of seven (7) consecutive days, beginning Sunday at 12:01 a.m. and ending on the following Saturday at Midnight, unless otherwise specified in writing to employees by the department's elected official.

(b) Compensatory Time

The FLSA allows government employees to provide FLSA compensatory time (comp time) off in lieu of monetary overtime compensation. Non-exempt employees (refer to paragraph (d) FLSA Non-Exempt Positions) will earn FLSA comp time or overtime pay for all overtime worked in excess of 40 hours during a work week at a rate equal to 1 ½ times the employee's normal rate.

Any person appointed to a non-exempt County position will be informed of the requirement of this section (i.e. compensatory time in lieu of cash payment for overtime worked) and agreement is a condition of employment. All non-exempt employees will be required to sign the compensatory time agreement. The original of the signed agreement will be retained by Human Resources Department and a duplicate copy will be retained in each employee's confidential personnel file.

The use of compensatory time must be approved by the employee's supervisor. All FLSA compensatory time must be used within four (4) weeks from when it was earned. It is the responsibility of the department head or elected official to insure that the employee is given the opportunity to utilize earned FLSA comp time. Any earned FLSA compensatory time which is not utilized within said four (4) weeks from when it was earned shall be paid at a rate equal to 1 ½ times the employee's normal rate.

(c) Payment of Overtime

Employees transferring to other departments within the County will be paid for all earned FLSA compensatory time at their previous rate of pay from the previous department's budget prior to transferring so that any employee who transfers will have a "zero" balance for overtime and/or comp time as of the date of transfer. Upon termination of employment, any employee who has unpaid overtime or unused comp time shall be paid the appropriate sum at their final regular rate of pay.

(d) FLSA Exempt Positions

Exempt employees generally fall into three (3) categories as defined by the FLSA: executive, administrative, and professional. These employees are exempt from the overtime provisions of FLSA. All exempt employees as defined by the FLSA will be paid on a salary basis and are not entitled to receive compensatory time for hours worked in excess of 40 hours in a work week. Exempt employees may be required to keep time cards, depending on the nature of their work. Additionally, depending on the source of funding for the position, some exempt employees may be eligible for overtime.

Section 6-3 Salary Payment to Exempt Employees

Except as specifically authorized below, exempt employees are paid a fully salary in a pre-determined amount for any workweek in which the exempt employee performs work for the County. Unless compensation is provided through some other policy providing for paid time off, an exempt employee is not entitled to recede salary for a workweek in which he/she performs no work.

Section 6-4 Payroll Deductions

Deductions from employees' salaries are permitted in certain circumstances, including the following:

- Where required by law (such as mandatory tax withholding);
- Where authorized by the employee (such as deductions for health insurance premiums, employee purchases, etc.);
- To recoup salary payments advanced but not earned by the employee;

- Where an exempt employee works less than a full work week in the initial or final week of employment;
- Full-day absences caused by sickness or disability paid in accordance with the County's other plans, policies, or practices providing pay for those absences;
- Full-day absences caused by sickness or disability, even if unpaid, if the employee is not yet eligible for pay or pay has been exhausted under the County's other plans, policies, or practices providing pay for sickness or disabilities;
- Hours taken as unpaid leave under the Family and Medical Leave Act (FMLA);
- Full-Day absences for personal reason other than sickness or disability;
- Disciplinary suspensions of one or more full days, or other deductions from pay in any amount, imposed as penalties for serious infractions of safety rules of major significance;
- Disciplinary suspensions of one or more full days for infractions of workplace conduct rules including, for example, violations of the County's policies prohibiting anti-harassment or workplace violence, prohibited use of drugs or alcohol, or violations of state and federal law.

Chapter 7

WORK SCHEDULE AND ATTENDANCE

- **Work Schedules and Attendance**
- **Recording Work Hours**
- **Attendance and Punctuality**
- **Weather-Related Emergency Closings**

Section 7-1 Work Schedules and Attendance

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Each supervisor will advise employees of the times their schedules will normally begin and end. The standard work schedule for all full-time employees is 8 ½ hours a day, including one (1) hour of duty-free lunch, five days a week.

Section 7-2 Recording Work Hours

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Franklin County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

It is the employee's responsibility to sign their time record to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initiating the time record. Falsifying a time record is a breach of county policy and is grounds for disciplinary action, up to and including termination of employment.

Section 7-3 Attendance and Punctuality

Regular attendance and punctuality is expected of all county employees. Absenteeism and tardiness place a burden on other employees and may delay citizens in the transaction of business with the county. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Employees who have poor attendance and/or excessive tardiness or failure to report to work without prior notification, may be subject to loss of pay and other more serious disciplinary actions, up to and including termination of employment.

Employees who are absent from work for three consecutive days without giving proper notice will be considered as having voluntarily quit.

Section 7-4 Weather-Related Emergency Closings

In the event of weather-related or any other type of emergency which results in the closing of County buildings and/or facilities, employees shall have the choice of being off with pay by utilizing personal leave time, or without pay. Only essential employees, as determined by the appropriate elected official or department head, will report to work or will continue working. Nonexempt employees who are required to report to or remain at work shall report his/her hours, which must be approved by the appropriate elected official/department head. Any employee who remains at work or reports to work after having been told that County facilities and buildings were closed shall be instructed to return home unless instructed to remain at work by the Elected Official/Department Head for whom the employee works.

Chapter 8

HOLIDAYS

- **Eligibility**
- **Designation of Holidays**
- **Payment of Holidays**
- **General Conditions**

Section 8-1 Eligibility

Full-time and part-time employees with limited benefits will receive compensation for observed holidays. Part-time employees without benefits may be eligible for holiday pay.

Section 8-2 Designation of Holidays

The members of the County Commission have approved the following national and state holidays. This list is subject to change as modified by the County Commission.

- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- President's Day (third Monday in February)
- The Friday before Easter
- Harry S. Truman's Birthday (May 8)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24). In the event Christmas Eve falls on a Saturday or a Sunday, the holiday will be observed on the preceding Friday.
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday will normally be observed on the preceding Friday. A recognized holiday that falls on a Sunday will normally be observed on the following Monday. When Christmas Eve falls on a Sunday, it will be observed on the preceding Friday.

Section 8-3 Payment of Holiday

(a) Full-time Employees

All full-time employees will be paid for their regularly scheduled hours at their normal rate of pay for a holiday.

(b) All Employees

All employees must work the day before and after the holiday to get paid, except for Christmas Eve.

(c) Part-time Employees (See Chapter 5-1-d)

Part-time employees' right to receive holiday pay will depend upon the status of the part-time employee.

Part-Time without Benefits. Part-time, non-exempt employees without benefits are eligible to receive holiday pay for holidays on which they are normally scheduled to work for the number of hours which they would have worked but for the holiday.

Part-Time with Limited Benefit, Part-time, non-exempt employees with limited benefits are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work and only for their regularly scheduled number of hours.

(d) Temporary Employees

Temporary employees are not eligible for holiday pay.

Section 8-4 General Conditions

- (a) An employee will not receive holiday pay for any holiday that falls within an unpaid leave of absence.
- (b) If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Chapter 9

LEAVE

Personal Leave

- **Eligibility**
- **Personal Leave Days Accrual Schedule**
- **Leave of Absence without Pay**

Catastrophic Illness Leave Policy

- **Catastrophic Illness Leave Policy**
- **Carry Over of Personal Leave**
- **Health care Provider Statement**
- **Unused Catastrophic Illness Leave**
- **Other Employment**
- **Catastrophic Illness Leave and Other Leave Time**

Special Leave

- **Special Leave**

Section 9-1-a Eligibility

Personal Leave time off with pay is available to full-time and eligible part-time employees who have completed 60 days of employment to provide opportunities for rest, relaxation and personal pursuits as well as to allow time off due to illnesses which are not of a catastrophic nature. Part-time employees without benefits and temporary are ineligible for Personal Leave.

Section 9-1-b Personal Leave Days Accrual Schedule

- (1) For purposes of accruing personal leave days, each employee shall have an anniversary date which is the date an employee was hired (See "definitions"). Personal leave days are accrued on a monthly basis. The number of days which an employee shall accrue on a monthly basis shall be determined based upon the employee's length of service. Adjustments in the number of days which an employee shall accrue on a monthly basis shall be made on each employee's anniversary date in accordance with the schedule contained in paragraph (2) below. The foregoing to the contrary notwithstanding any employee of the Sheriff's Department hereafter who converts from a "12-hour" employee to an 8, 7.5 or 10-hour employee" shall have their then-existing days converted to hours, on an hour-for-hour basis, and then readjusted to the rate to which they are transferring.
- (2) Personal Leave Days. Eligible employees shall earn and accrue personal leave days at the following rate with the accrual thereof to be on a monthly basis effective as of each individual employee's anniversary date in 2005.

Years of Service	Leave
During First Year (cannot be used and not earned until completion of first 60 days).	16 days per year, 1.340 days per month
After Completion of First (1 st)	17 days per year, 1.420 days per month
After Completion of Second (2 nd)	18 days per year, 1.500 days per month
After Completion of Third (3 rd)	19 days per year, 1.584 days per month
After Completion of Fourth (4 th)	20 days per year, 1.670 days per month
After Completion of Fifth (5 th)	21 days per year, 1.750 days per month
After Completion of Tenth (10 th)	24 days per year, 2.000 days per month
After Completion of Fourteenth (14 th)	26 days per year, 2.170 days per month

- (3) The general conditions for earning and accruing personal leave days are as follows (the terms annual leave days and personal leave days are interchangeable and are intended to replace vacation days and sick leave):
 - (a) The standard practice in all offices and departments shall be for employees to schedule vacations in advance utilizing personal leave days through the appropriate elected official or department head. Vacations, through the use of personal leave days, are to be encouraged but must be arranged and scheduled in order to ensure that the needs of the County are met. All elected officials and department heads shall develop procedures to clearly allot personal leave time while accomplishing the mission of the office or department. Employees who request personal leave without having it scheduled in advance, or, at a minimum, providing two (2) weeks' notice prior to the desired commencement date stand the chance of having such request denied if the demands of the office dictate that the leave not be allowed.
 - (b) Each year of prior continuous employment with the County shall be counted in determining years of service for accrual of personal leave. If an employee terminated his employment with Franklin County or such employment is terminated by the County and thereafter the employee is rehired, the employee shall commence such new employment with no accrued benefits. If, however, an employee with the approval of the elected official is placed on a Long Term Leave of Absence (see Section 9-1-f) and desires to return to work and a position is available commensurate with

that which was held prior to the long term leave of absence starting, such employee may be reinstated with all previous benefits to include seniority for purposes of personal leave determination. If an employee is granted a Long Term Leave of Absence such will be without pay or benefits while on leave excepting only the ability to purchase medical and health insurance. No employee will be granted a non-health related leave of absence without first exhausting all personal leave benefits and will be granted a health-related leave of absence without having exhausted personal leave and catastrophic illness.

- (c) An employee shall continue to earn personal leave days during a period of paid leave regardless of what type of paid leave the employee is utilizing.
- (d) An employee shall not earn personal leave days during a period of leave without pay.
- (e) An employee may take personal leave days only when authorized by his supervisor.
- (f) Employees may carry over a maximum of 15 days personal leave; any excess shall be forfeited.

Section 9-1-c Leave of Absence without Pay

Leave of absence without Pay. The appropriate elected official may grant an employee a leave of absence without pay. Notice of a grant for leave of absence without pay shall be forwarded to the Commission and made a part of the employee's personal file. The general conditions for granting a leave of absence as contemplated herein are as follows:

- (a) The employee must submit a written request to the appropriate elected official for a leave of absence without pay and must include the anticipated beginning and ending dates of the leave and the specific reasons for the leave.
- (b) For a leave of absence without pay, the employee will be required to exhaust accrued personal leave days prior to being granted the leave of absence and if the leave is necessitated because of illness, the employee will be required to exhaust personal leave days and catastrophic illness days.
- (c) Personal leave days shall not be earned during a period of leave of absence without pay.
- (d) Only employees with ten (10) years or more of service shall be entitled to request a leave of absence without pay except for those situations involving drug or alcohol abuse treatment or hardship situations. No employee granted a leave of absence shall be guaranteed a position upon termination of their leave of absence. Any employee who has been granted a Leave of Absence Without Pay may continue his or her medical health insurance in force for a period not to exceed twelve (12) months by paying the full cost thereof. Under no circumstances shall the County continue to pay the cost of medical and health insurance for more than thirty (30) days.
- (e) The foregoing to the contrary notwithstanding, the County Commission or the appropriate elected official may grant a "hardship leave of absence" under appropriate circumstances for an employee with less than ten (10) years of service. In determining whether or not to grant a "hardship leave of absence", the County Commission or the appropriate elected official may consider such things as the grounds which gave rise to the hardship, the length of absence requested, the impact on the office or department and the impact on the employee.

Section 9-2 Catastrophic Illness Leave Philosophy

All employees shall be entitled to all benefits of the FMLA. It is the intend of this policy to coordinate to the maximum extent possible the benefits provided by the FMLA as established by Federal Law and the Catastrophic Illness Policy as established by Franklin County. The benefits provided by the FMLA shall run concurrent with

utilization of an Employee's paid leave benefits. Applications for benefits under either program should be made as far in advance as possible. In the event the need arises as a result of an unanticipated illness or injury the application should be made as soon as possible after the onset of the illness or injury. Application must be made on forms provided by the Human Resources Department.

Section 9-2-a Carry Over of Personal Leave

Franklin County has established, for the benefit of its employees, a Catastrophic Illness Leave Policy (formerly Medical Leave Bank) benefit for its employees to be used in the event an employee, or a member of an employee's family within the limitations set forth herein, encounters a catastrophic or severe illness, injury or sever medical condition. Each employee shall have the number of days hereinafter set forth deposited in his or her bank on a monthly basis.

a. Eligibility

(1) Employee Utilization.

Each eligible employee shall utilize his or her Catastrophic Illness benefits before the employee has exhausted all available personal leave and compensatory time. Any situation which would qualify for Family Leave Medical Act (FMLA) Benefits shall be so designated regardless of whether or not the employee applies for FMLA Benefits. The three (3) day requirement shall not apply to absences related to "waiting periods" under worker's compensation. Employees who are absent as a result of "waiting periods" under worker's compensation law may utilize Catastrophic Illness Benefits in less than three (3) day blocks. The three (3) day requirement shall also not apply to absences required for follow-up treatment for conditions which have been previously designated as a catastrophic or severe illness or injury.

(2) Family Members.

An employee may also utilize Catastrophic Illness leave benefits to care for the employee's family members as hereinafter defined who has a serious health condition that qualifies and is designated in advance as leave under the Family and Medical Leave Act (FMLA). For purposes of this section, family member is defined as a spouse, child, parent, sibling, grandchild, father-in-law or mother-in-law, stepchild or grandparent. Catastrophic Leave benefits may only be allowed for the care of family members with serious health conditions other than those defined herein if requested in writing by the employee and approved in advance by the department's elected official.

b. Waiting Period

A waiting period of 60 calendar days must be completed and the affected employee must not be in an introductory status, before earned Catastrophic Illness Leave may be used. After that time, employees may request use of paid Catastrophic Illness leave including that accrued during the waiting period which is the time between when an employee was removed from an introductory status and 180 days.

c. Accrual of Catastrophic Illness Leave

Full-time employees who have completed 60 days, excluding 12 and 10-hour employees in the Sheriff's Department, shall accrue Catastrophic Illness Leave at the rate of one-half day per month for a maximum of six (6) days annually to be used solely for the purpose of adding to the employee's Catastrophic Illness Bank. Leave will be earned on the last calendar day of each month. No Catastrophic Illness Leave may be taken in advance of it being accrued. Sheriff's Department 12 hour employees shall accrue Catastrophic Illness Leave at the rate of 4.0 hours per month. Employees in part time positions with limited benefits shall accrue Catastrophic Illness Leave on a prorated basis.

d. Catastrophic Illness Leave Limitations

(1) Limits

Catastrophic Illness Leave may not be accrued for any purpose other than those set forth in this policy. An employee shall under no circumstances be entitled to accrue more than 60 days in an employee's Catastrophic Illness Bank.

(2) Rehire.

If an employee separates from County service and is rehired any time after a period of 30 days, Catastrophic Illness Leave will be considered as for any new employee. If an employee is rehired within the 30 day period, they will not be required to meet the waiting period and they may, if approved by the elected official or department administrator, have their unused Catastrophic Illness balance reinstated.

9-2-b Health Care Provider's Statement

If an employee is absent for three (3) or more consecutive working days due to illness or injury or medical condition, a licensed health care provider's statement must be provided verifying that the employee is unable to work with estimated dates as to when the employee may return to work. Before returning to work from an absence, because of an illness or injury or medical condition exceeding three (3) working days, an employee will be required to provide a health care provider's certification that they may safely return to work. An elected official or department administrator may also require a health care provider's verification at any time from an employee whose frequent use of sick leave negatively affects their job performance and/or the operation of the department. The verification may be required as a condition to receiving paid Catastrophic Illness Leave benefits. For the purposes of this Section and this Policy and the term "medical condition" shall mean the bonding period after the birth and adoption of a child. An employee who is either the mother or father of a newly born or adopted child shall be entitled to use Catastrophic Illness Leave for a period of time not to exceed the time which would be available under FMLA so long as the employee has a sufficient number of days in his or her bank.

This information obtained from health care provider's statements and other medical inquiries is considered confidential medical information and must be kept confidential and separate from other personnel records. In addition, its use must be job-related and consistent with business necessity. The County will not use the information obtained to unlawfully discriminate against any employee in any employment practice.

Section 9-2-c Unused Catastrophic Illness Leave

Paid Catastrophic Illness Leave benefits are solely to provide income protection in the event of catastrophic illness or injury of the employee or immediate family member, and may not be used for any other absence except as set forth in this policy. Unused Catastrophic Illness Leave benefits will not be paid to the employee while they are employed or upon termination of employment or retirement except for those employees that were designated days in the "personnel Status Audit" in 2004 AND 2005 under the direction of County Commission who may be eligible for limited payment.

Section 9-2-d. Other Employment

An employee will be ineligible for any paid Catastrophic Illness benefits if the illness or injury is or would be considered compensable under an outside employer's workers' compensation coverage. An employee who is unable to report to work with the County will be denied the use of personal leave and/or Catastrophic Illness benefits if they perform work for an outside employer during the same workday. An employee accepting county-paid Catastrophic Illness Benefits while performing work duties for another employer during the same workday may be subject to disciplinary action up to and including termination.

Section 9-2-e. Catastrophic Illness Leave and Other Leave Time

(a) Non-paid Leave

Employees will not accrue Catastrophic Illness Leave credit during a month in which they experience two (2) or more days of non-paid leave time unless such additional non-paid leave time was recommended by their elected official or department administrator and was approved by the County Commission unless the employee was on Military Leave, Jury Duty or on leave covered as a work related injury.

(b) Holidays

If a holiday falls during a said Catastrophic Illness Leave, employees eligible for such holiday will be paid holiday pay and not charged for paid Catastrophic Illness Leave.

(c) Personal Leave

Illness or injury occurring while an employee is on personal leave will not be charged to Catastrophic Illness Leave unless a physician's verification of the illness or injury is provided to the employee's elected official or department administrator. If verification is not provided, the personal leave will remain as personal leave.

(d) Family and Medical Leave Act (FMLA)

Once Catastrophic Illness Time commences during an FMLA qualified leave, such leave runs concurrent with FMLA leave.

Section 9-3 Special Leave

Special Leave is a benefit provided by the County to offset the impact of having to be off work for reasons beyond the control of the employee and which are not related to sickness or injury.

a. Bereavement Leave

(1) Immediate Family

Full-time employees and eligible part-time (with benefits and with limited benefits) employees may take up to three (3) days paid of bereavement leave per event in the event of death in the immediate family. Verification of the leave is required.

(2) Other Family

Where there is a death in the family of the employee, other than the "immediate family" as defined above, an employee may, upon request, be granted one day of funeral leave with regular compensation, generally the day of the funeral. "Other family" is defined as the employee's niece, nephew, aunt, uncle or first cousin or the employee's spouse's grandparents. Verification of the leave is required.

(3) Pallbearer and Other Requests

Employees requested to be pallbearers may be excused with regular compensation, but not to exceed one day. Verification of the leave is required.

(4) Personal Leave and Catastrophic Illness Leave

Leave granted as bereavement leave will not be charged as personal leave or Catastrophic Illness Leave. An employee may use available accrued personal leave or compensatory time for additional time off as necessary. If bereavement leave coincides with a recognized holiday no additional days will be granted.

b. Jury Duty

The County encourages employees to fulfill their civic responsibilities by serving jury duty when required. The following provisions will apply when an employee is summoned to jury duty or to appear in court as a witness.

- (1) Full-time and eligible part-time (with benefits and with limited benefits) employees will receive jury duty pay of their regular rate of pay.
- (2) Part-time employees without benefits, introductory, and temporary employees will be given time off to serve on jury and witness duty without pay.
- (3) Employees must show their jury duty summons or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. There is no time limit for jury/witness duty, however, employees are expected to report for work whenever the court schedule permits.
- (4) Employees who appear before a judicial, legislative or administrative body in compliance with an authorized subpoena or summons for a cause of action arising from the employee's county position may record such time as ours worked on time sheets.
- (5) Subpoena Leave – Employees testifying pursuant to subpoena on behalf of the County shall receive their regular rate of pay.

c. Military leave

A military leave of absence will be granted to all full-time and part-time employees who are members of the National Guard or of any reserve component of the armed forces of the U.S. to attend scheduled drills or training or if called to active duty with the U.S. armed services in accordance with applicable federal law.

d. Educational Leave

Leaves of absence may be granted, at the discretion of the department's elected official to full-time and part-time employees for educational development in accordance with the provision of 9-1-1(d) for academic work toward a college or advanced degree. Requests for such leave will be filed in writing to the elected official. The request must include: (1) the name of the institution or program to be attended; (2) the dates of attendance; (3) the benefits to the employee; and (4) the expected value of such training to the county. An unpaid leave of absence may be granted in accordance with this Chapter.

Chapter 10

FAMILY AND MEDICAL LEAVE ACT

- **Purpose**
- **Responsibility**
- **Policy Statement**
- **Eligibility Requirements**
- **Determination of a 12-Month Period**
- **Coordination of Paid Leave**
- **Leave Provisions for Spouses Both Working for Franklin County**
- **Advance Notice**
- **Medical Certification**
- **Leave Taken Intermittently or a reduced Leave Schedule**
- **Job Benefits and Protection**
- **Reinstatement**

Section 10-1 Purpose

In accordance with FMLA, Franklin County provides unpaid family/medical leaves of absences to eligible employees who are temporarily unable to work due to one of the following reasons:

- (a) For the birth of a child and to care for such child, or placement of a child for adoption or foster care;
- (b) For the care of the employee's spouse, child, or parent who has a "serious previous health condition" as defined by FMLA; or
- (c) For the employee's own "serious health condition" which prevents the employee from performing their own job as defined by FMLA.
- (d) Military Family Leave/Military Caregiver Leave/Exigency Leave
 - (1) New Qualifying Reason for Leave. Eligible employees are entitled up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency". In the interim, employees are encouraged to provide this type of leave to qualifying employees.
 - (2) An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment (January 28, 2008). This military caregiver leave is available during a "single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

To qualify for FMLA leave, the employee must meet the requirements of the FMLA and accompanying regulations. Any FMLA leave granted will count against an employee's annual FMLA leave entitlement.

Section 10-2 Responsibility

It is the responsibility of the employee to make requests for family and medical leave with their employer, Franklin County, through their elected official or department administrator. All requests for FMLA leave will be coordinated with the Human Resources Department.

Section 10-3 Policy Statement

It is the policy of Franklin County to adhere to the requirement of the Family and Medical Leave Act of 1993 (FMLA) and create a friendly environment between the employee and the County.

Section 10-4 Eligibility Requirements

Employees are eligible for unpaid family/medical leave benefits if they meet all requirements of provisions of the Family Leave medical Act.

Section 10-5 Determination of 12-Month Period

Eligible employees may request up to 12 weeks of unpaid family/medical leave within a rolling 12-month period.

Section 10-6 Coordination of Paid Leave

Employees will be charged all available paid leave and benefits time, to run concurrent with approved FMLA leave.

Section 10-7 Leave Provisions for Spouses Both Working for Franklin County

In any case in which spouses entitled to leave under FMLA are both employed by Franklin County and leave is taken for the birth and care of a healthy child or for placement with the employee for adoption or foster care, or to care for a sick parent, the maximum combined leave for both spouses is 12 weeks during a 12 month period. If leave is taken to care for an ill child or spouse, each spouse is entitled to 12 total weeks of leave during a 12 month period.

Section 10-8 Advance Notice

As soon as practical after an eligible employee becomes aware of the need for a FMLA leave of absence, they must request and submit a "Request for Family and Medical Leave of Absence" to their supervisor.

Employees ordinarily must provide 30 days advance notice when the leave is foreseeable. When an employee is requesting leave for their own planned medical treatment or for planned medical treatment of a family member, under FMLA, the employee must make a reasonable effort to schedule such leave so as not to unduly disrupt the operation of their department. This is best achieved by advance consultation with the employee's supervisor.

Section 10-9 Medical Certification

Failure to provide the required medical certification from a health care provider, as defined by FMLA, as set forth herein may result in denial of the requested FMLA leave.

(a) Employee Medical Leave

Employees requesting medical leave for themselves will be required to provide a medical certification form verifying the seriousness of the health condition, unless it is inpatient medical care, in which a medical certification will be required in every instance. Any major changes in medical status must be promptly reported to their elected official or department supervisor. Recertification may be requested every 30 days.

(b) Family Medical Leave

Employees requesting family leave related to caring for a child, spouse, or parent with a "serious health condition", will be required to provide a medical certification verifying the illness, its beginning and expected ending dates, and the need of the employee to provide care. Such medical certification will be provided with the employee's request for leave, except for an unforeseen event, when the certification must then be provided within three business days.

(c) Second Opinion

If the submitted medical certification is not sufficient, the elected official or department supervisor may require a second opinion at the county's expense. If the first and second opinions do not agree, the county and the employee will coordinate the selection for a third opinion at the county's expense. The third opinion will be final and binding. The requirement for additional opinions shall apply to employees as well as family members who are the basis for requesting leave.

Section 10-10 Leave Taken Intermittently or on a Reduced Leave Schedule

Employees may request intermittent leave, or leave on a reduced leave schedule, under FMLA when this type of leave is medically necessary for the employee.

If an available alternative position for which the employee is qualified accommodates the recurring periods of leave better than the regular employment position of the employee, an elected official or department supervisor may require an employee to transfer temporarily to the alternative position provided there is equivalent pay and benefits. If an exempt employee takes unpaid leave for partial or full days, their exempt status under the Fair Labor Standard Act will not be impacted.

Section 10-11 Job Benefits and Protection

County-provided health insurance contributions shall continue during an employee's approved FMLA period. If the employee is unable to return to work following the expiration of the FMLA leave, and the employee has exhausted all available paid leave, the employee will be afforded the opportunity to elect COBRA coverage at the employee's expense.

Section 10-12 Reinstatement. Upon return to work from approved FMLA leave, the employee will be reinstated to his/her position, provided the position has not been eliminated during the leave.

Chapter 11

EMPLOYEE CONDUCT AND GENERAL WORK RULES

- **Employee Conduct**
- **Termination for Cause**
- **Personal Appearance**
- **Use of Telephone and Mail Systems**
- **Acceptable Use of Computer and Business Equipment**
- **Solicitation**
 - **Campaign and Speech Activity**
- **Smoking**
- **Safety**
- **Drug Free Workplace Act**
- **Workplace Violence**

Section 11-1 Employee Conduct

Franklin County employees represent the County and are especially susceptible to public criticism. Therefore, it is necessary for all employees to conduct themselves with professionalism and integrity at all times.

Because County employees are working for the citizens of Franklin County, the time spent on the job should be used to the fullest extent in order to maximize efficiency. A friendly and courteous attitude by County employees is also expected toward the public and co-workers at all times. In addition, employees are expected to deliver prompt, thorough, and efficient service to the public to the best of their ability.

Disciplinary action may be in the form of verbal and/or written reprimand, probation, temporary or indefinite suspension, demotion, reduction in benefits or compensation, transfer or dismissal.

Section 11-2 Termination for Cause

Conduct which may result in termination for cause includes, but is not limited to, the following:

- Theft or inappropriate removal or possession of property.
- Falsification of personnel and other records, including, but not limited to, employment forms and time records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty, or while operating county-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Conviction of or pleading guilty to a felony or a misdemeanor involving moral turpitude or assault (sexual or otherwise) on another person.
- Advocating the overthrow of the government of the United States by means of force or violence.
- Boisterous or disruptive activity in the workplace or while on duty outside the workplace or while operating county vehicles or equipment.
- Inducing or attempting to induce an employee of the county or accepting inducement to commit an unlawful act in violation of a department regulation or order.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Unauthorized possession of dangerous or other unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized absence from a secure duty work station during the workday.
- Unauthorized engagement in outside activities on county time.
- Unauthorized use of telephone, mail system, or other county-owned equipment, property, or services.
- Unauthorized use of position or authority for personal gain.
- Willfully allowing access to secure areas within county buildings to individuals lacking property authorization or right of access.
- Unauthorized release or disclosure of confidential documents, records, or information.
- Failure to report accidents in accordance with this policy.

Section 11-3 Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of the employees and affect the business image the Franklin County employees present to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Each department will establish its own internal guidelines and procedures with regard to personal appearance and dress in accordance with the duties to be performed by the respective offices.

Section 11-4 Use of Telephone and Mail Systems

Office and County owned cellular telephones are for Franklin County business. Employees should practice discretion in using County telephones for personal use. Personal calls, if allowed on office and cellular phones, should be infrequent and brief. Employees will be required to reimburse the Treasurer for any long-distance, toll call charges or cellular charges resulting from their personal use of the telephone. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. The employee should confirm information received from the caller, and hang up only after the caller has done so.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

Section 11-5 Acceptable Use of Computer and Electronic Equipment

County provides technology and networks available to access the Internet, public web pages and communicate using e-mail, text message and instant message services. Hardware is in place for users to access job-related resources from anywhere in the world for the purpose of assisting them in the performance of their job-related duties and ultimately to provide services incumbent to the citizens of the County.

The County recognizes that although these electronic services and equipment afford access to legitimate sources of information for job-related purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the County's electronic network and devices shall be consistent with the County's mission to serve its residents.

The "System" shall include all computer hardware and software owned or operated by the County, County's electronic mail, the County web site, and the County's on-line services. "Use" of the System shall include use of or obtaining access to the System from any computer terminal or electronic device whether owned or operated by the County.

"Use" of the County's technology system shall include use of or obtaining access to the system from any computer terminal or device whether or not owned or operated by the County.

Employee use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related County ordinances, employment policies and applicable collective bargaining agreements. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

Employees have no expectation of privacy in their use of the System. The County has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on its electronic mail system. The County has the right to and does monitor use of the System by employees, including employees' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and County policies and guidelines. All users should be aware that their personal computer files or system may be subject to public disclosure under the Missouri Sunshine Law.

Access to the System is provided to employees primarily for work-related purposes. Incidental personal use should be minimized.

Use of the technology, Internet, web publications and e-mails constitutes consent to abide by the policies contained in the document.

Use and access to the County's technology and related peripherals and software are not to be used for personal, commercial, and political gain.

This policy outlines expectations for appropriate use of the County's System and in conjunction with the corresponding standards, guidelines and procedures is established to achieve the following:

- Establish appropriate and acceptable practices regarding the use of information resources;
- Ensure compliance with applicable rules and regulations regarding the management of information resources; and
- Educate employees who use County electronic resources and equipment about their responsibilities associated with computer information and resource use.

Employee use of these technologies is neither personal nor private. Employees have no expectation of privacy in their use of the System. The County has the right to access review, copy, delete, or disclose as allowed by law, any message sent, received, or stored on the County's system. The County has the right to and does monitor use of the System by employees, including employees' access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and County policies and guidelines.

Employees will treat all equipment with care and report any abuse or misuse as soon as they become aware of it to the Director of Technology. Further, employees will report any malfunction or problem as soon as they become aware of it to the Director of Technology.

In effort to mitigate security breaches, resolve fault and/or performance issues or respond to a request by official County leadership, authorized County IT employees may access all such files at any time without knowledge of the information services user.

Acceptable Use Requirements

1. Employees will not vandalize or otherwise intentionally damage any County technology hardware or software. If they do, they will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another person, computer software, the network, computer hardware, computer wiring, or computer configuration.
2. All rules in the Employee Handbook apply to information services and this AUP.
3. Employees will not damage, destroy or copy another person's data.
4. Employees will not tamper with or attempt to gain access to computer data or equipment to which they have no security authorization.
5. Any device connected to the County's system and or information resources are subject to scanning and may require approval prior to access being provided.
6. Users are prohibited from downloading or using software, including shareware or freeware not hosted and/or provided by information services without specific approval by their director and information services.
7. Users are required to report any weaknesses in the County's computer security to the information services staff. Weaknesses in computer security include, but are not limited to, unusual behavior or a system, unexpected software no system, pop-up windows or messages that are out of character, or any anomaly which may result in unintentional disclosures of information or exposure to security threats.
8. Users are prohibited from attempting to access any data, documents, email correspondence, and programs contained on County information systems for which they do not have authorization, that are knowingly malicious and knowingly not meant for them.

9. Users are prohibited from divulging information about County information systems that might compromise its security, stability and privacy to anyone without authorization from appropriate information services leadership.
10. Users must not share their account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
11. Users must not make unauthorized copies of protected or copyrighted County owned software (i.e. Office, Windows, Security/Virus protection, etc.).
12. Users are prohibited from engaging in activity that may degrade the performance of information services; deprive an authorized user access to County resources; obtain extra resources beyond those allocated, or circumvent the county information security measures.
13. Users are prohibited from downloading, installing, or running programs that reveal or exploit weaknesses in the security of County information resources.
14. County information resources must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation of performance of any activity that is prohibited by any local, state or federal law.
15. Access to the Internet from County information resources, regardless of connection location (i.e. Home, remote, etc.) must adhere to all acceptable use policies and procedures.
16. Employees must not allow family members or other non-employees to access non-public accessible County information systems.
17. Employees identified as a security risk may be denied access to the System.

Prohibited Uses. The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in this policy, applicable Collective Bargaining Agreements, and the County's Employee Handbook. The System shall not be used to:

1. Engage in activities which are not related to County duties or which are contrary to the instructions from the employee's supervisor as to the system's use.
2. Access, retrieve, or view obscene, hateful, profane, or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those material which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political, or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or County policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the system to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, County employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.

7. Disrupt or interfere with the System.
8. Gain unauthorized access to or vandalize the data or files of another user.
9. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
10. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
11. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
12. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
13. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
14. Send mass electronic mail to multiple users without prior authorization by the County Administrator.
15. Conceal or misrepresent the user's identity while using the System.
16. Post material on the County web site without the authorization of the Director of Technology.
17. Attempt to gain unauthorized access to the System or use the system to access any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
18. Make deliberate attempts to disrupt computer performance or destroy data by any means including spreading computer viruses. These actions are illegal.
19. Use the System to engage in any other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
20. Use data created outside the System and brought in on a removable storage device without permission from the Director of Technology and scanning the data for viruses.
21. Use obscene, profane, lewd, vulgar rude, inflammatory, threatening, or disrespectful language.
22. Engage in person attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization.
23. Harass another person
24. Post personal contact information about themselves or other people. Personal contact information includes home address and telephone number and personal email address. Employees will not post private information about another person.
25. Utilize social networking sites and instant messaging to communicate with other employees.
26. Repost a message that was sent to them privately without permission of the person who sent the message.
27. Plagiarize another person's work.

28. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request written permission from the copyright owner.
29. Post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
30. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.

Incidental Use

While the County understands that, occasionally, employees may need to use a County system for personal use, the County considers all information systems to be for business use only. For that reason, all activity conducted on County information resources is considered property of the County and is subject of monitoring, searching and destruction without knowledge of the user.

1. Incidental use must not interfere with the normal performance of an employee's work duties.
2. Incidental personal use of the System, including but not limited to, electronic mail, Internet access, fax machines, printers, and copiers, is restricted to approved users only and does not include family member or others not affiliated with the County.
3. Incidental use must not result in direct costs to the County, cause legal action against, or cause embarrassment to the County.
4. Non-business related email messages, voice messages, files and documents within County Computer resources are not private, are subject to the Missouri sunshine Law and storage of such messages on County information resources must be nominal and are not subject to County archival process. These files might be deleted by information services staff without notification of owner.
5. Information services staff is not expected to support or maintain any personal email messages, voice messages, files or documents.

The Director of Technology, in collaboration with the County Administrator, Director of HR and County Counsel, will resolve incidental use questions and issues using these guidelines.

Section 11-6 Solicitation

In an effort to assure a productive and harmonious work environment, persons not employed by Franklin County may not solicit in the workplace at any time for any purpose, unless approved by the department's elected official or department supervisor and the County Commission. In addition, employees may not solicit financial contributions, or solicit for any other cause during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind to them.

Section 11-6-a Campaign Speech and Activity

1. No County employee shall solicit any contribution for the campaign fund of any candidates for a County office or take part in the political campaign fund of any candidate for a County office. All employees may exercise their rights as a private citizen to express opinions and if a registered voter in the County, sign a nominating petition for any County candidate and vote in any County election. Political affiliation, participation or contribution shall not be considered in making any County employment decision. No

County officer, employee or member of a board or commission shall use official authority or official influence for the purpose of interfering with or affecting the result of any election to or nomination for a County office. No County officer, employee or member of a board or commission shall directly or indirectly coerce, attempt to coerce, command, advise, or solicit a County employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political or electoral purposes.

2. No employee of the County while on duty or while in uniform that identifies the individual as an employee of the County shall:
 - a. Canvas on behalf of any candidate, political party or political issue;
 - b. Display a political picture, sticker, badge or button;
 - c. Attend a political rally, fund-raising function or other political gathering;
 - d. Circulate or sign a political petition; or
 - e. Service as an election judge or clerk.
 - f. No employee shall place or allow to remain upon a County vehicles used by the employee in the course of employment any political picture, sticker, badge or button.
 - g. Nothing in this section shall be construed to restrict an employee's freedom to express an opinion or exercise the right to vote.
 - h. No employee of the County shall use County equipment, vehicles, personnel, facilities, or resources to promote or help promote any civic, social, business, personal or political candidate, or for any non-County purpose without the express written consent of the County Commission.

To safeguard the property of Franklin County and its employees and to help prevent the possession, sale, and use of illegal drugs on county's premises, the county reserves the right to question employees and all other persons entering and leaving premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from county-owned property.

Franklin County reserves the right to search any employee's office, desk, files, locker, or any other area, as well as the articles found within them, at any time by an officeholder, department administrator or representative at any time, with or without notice, when the County has reason to believe an employee is violating any policy regarding contraband, controlled substances or other rules. Entry on the County premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by an authorized county representative constitutes insubordination and a violation of county policy subject to disciplinary action up to and including termination.

Section 11-7 Smoking

Pursuant to the Missouri Clean Indoor Air law, all County facilities and vehicles are smoke-free. This includes the use of any nicotine-containing device or product.

Section 11-8 Safety

Information is provided to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. If an employee is in doubt about the proper procedures to follow on the job, they should consult their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who

fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

Each employee is expected to obey safety rules and to exercise caution in all work activities. The responsibilities of all employees in this regard include:

- (a) Exercising maximum care and good judgment at all times to prevent accident and injuries;
- (b) Reporting to supervisors and seeking first aid for all injuries, regardless of how significant the injury may appear;
- (c) Reporting unsafe conditions, equipment or practices to supervisory personnel;
- (d) Using safety equipment provided by the county at all times.
- (e) Observing conscientiously all safety rules and regulations at all times; and;
- (f) Notifying their supervisors, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

Section 11-9 Drug Free Workplace Act

The County is dedicated to providing safe and efficient service to the citizens of the county. Therefore, it is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The provisions of this policy will apply to all county employees and to all applicants for county positions. While state law allows for the legal use of medical cannabis, the terms of this policy continue to apply to employees' use and influence of same during working hours.

(a) Statement of Policy

While on county premises and while conducting business-related activities off the county premises, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or alcohol is strictly prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The use of medicinal cannabis on County property or during work hours is prohibited.

(b) Consequences of Violation of the Policy

Violations of this policy will lead to severe disciplinary action, up to and including immediate termination of employment and or required participation in a substance abuse rehabilitation or treatment program at the employee's expense. Such violations may also have legal consequences.

(c) Notification of Employees

In accordance with the provisions of the Drug-Free Workplace Act, every employee who is engaged in the performance of any work connected with a federal grant will be given a copy of this policy and will, as a condition of employment:

- 1) Abide by the terms of the substance Abuse Policy;
- 2) Notify Franklin County of a criminal conviction of controlled substance-related violation in the workplace, including pleas of nolo contendere (i.e. no contest), within five days of such conviction or plea. Franklin County will notify the federal agency through which a grant is administered within

10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

(d) Drug-free "Awareness Program

Employees will periodically receive information to educate employees about the dangers and effects of substance abuse; the county's policy of maintaining a drug-free workplace; the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and rehabilitation resources available to employees.

(e) Health Insurance Benefits for Chemical Dependency

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take available sick and/or unpaid leave to participate in a rehabilitation or treatment program. The county's health insurance program provides benefits for treatment of chemical dependency, including alcoholism, as part of the overall medical benefits program for eligible full-time employees (For further information, refer to the Medical Benefits Booklet).

(f) Alcohol and Controlled Substance Testing

Employees whose jobs are classified as safety-sensitive are subject to alcohol and controlled substance testing. Employees in these positions will be provided a copy of the applicable alcohol and controlled substance testing policy and will be required to sign an acknowledgment of receipt of the policy.

(1) DOT Drivers – Highway Department

Employees whose jobs are classified as safety-sensitive and/or require a Class A or B Commercial Driver's License (CDL) to operate commercial motor vehicles are subject to the "Alcohol and Controlled substance Testing Policy Applicable to Department of Transportation covered Positions".

(2) Non-DOT Authorized Drivers

Authorized drivers of county vehicles and/or employees, who are required to maintain a valid motor vehicle license as a requirement of their position, will be subject of the provisions of the "Alcohol and Controlled substance Testing Policy Applicable to Non-DOT Drivers".

I. PURPOSE

The purpose of this policy is to promote safety for all employees and citizens of the County by implementing a controlled substances and alcohol testing policy for authorized drivers of county-owned vehicles, employees who operate heavy equipment and employees who sustain an alleged work-related injury, including the following positions:

Assessor
Collector of Revenue
Health Department
Planning and Zoning
Public Administrator
Public Works
Highway – Non-DOT
Recorder of Deeds
Treasurer
911 Addressing
Auditor
County Clerk
Emergency Management

Information Technology/Geographic Information
Prosecuting Attorney to include Child Support Enforcement
Any employee reporting a work-related injury

II. Definitions.

Alcohol – refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other alcohols including methyl and isopropyl alcohol.

Alcohol Concentration – is the alcohol in volume of breath in terms of grams of alcohol in 210 liters of breath as indicated by an evidential breath test as described in this policy.

Alcohol Use – refers to the consumption of any beverage, mixture or preparation, including medication, which contains alcohol.

Breath Alcohol Technician or BAT – an individual who instructs and assists persons in the alcohol testing process and operates an EBT.

Cannabis – all parts of the plant genus Cannabis in any species or form thereof including, but not limited to, Cannabis sativa L., Cannabis indica, Cannabis Americana, Cannabis ruderalis, and Cannabis gigantean, whether growing; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, sale, derivative, mixture, or preparation of the plant; its seeds or resin. It does not include the mature stalks of the plant; fiber produced from the stalks; oil or cake made from the seeds of the plant; any other compound, manufacture, sale, derivative, mixture, or preparation of the mature stalks except the resin extracted therefrom; fiber, oil, or cake; or the sterilized seed of the plant which is incapable of germination.

Drug – includes controlled substances as defined above as well as any other illegal substance or drug.

Medical Review Officer – a licensed doctor of medicine or osteopathy with a knowledge of drug abuse disorders who is employed or used by the county to conduct drug testing in accordance with Federal law, responsible for receiving laboratory results generated by the county's drug testing program who has been medically trained to interpret and any other relevant biomedical information.

On Duty – includes all working hours, as well as meal periods and break periods, regardless of whether on premises.

Reasonable Suspicion – is the belief that an employee has violated the alcohol or controlled substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

Refusal to Submit – refers to refusal to submit to an alcohol or controlled substance test and means that an employee: (1) Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing; (2) Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he/she had received notice of the requirement for urine testing; (3) Engages in conduct that clearly obstructs the testing process.

Substance Abuse Professional or SAP – refers to a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional or addition counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Confirmation Test – (1) For alcohol, means a second test, following a screening test with a result of 0.02 or greater that provides quantitative results of alcohol concentration, (2) For controlled substances, this means a second analytical procedure to verify the presence of a specific drug. Gas Chromatography/mass spectrometry is the only authorized method for controlled substances, as defined in this policy.

(g) Conduct Prohibited By This Policy

1. Alcohol

- a. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.04 or greater. No supervisor having actual knowledge that a driver has an alcohol concentration of 0.04 or greater shall allow an employee to perform driving functions.
- b. No employee shall perform driving functions within four hours after using alcohol. No supervisor having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform a driving function.
- c. No employee shall possess any quantity of alcohol while on duty or while performing a driving function. This includes any medicines, both prescription and over-the-counter, that contain alcohol, unless the packaging seal is unbroken. No supervisor having actual knowledge of the possession of alcohol may permit an employee to drive or continue to drive a motor vehicle or heavy equipment.
- d. No employee shall use alcohol while performing a driving function.
- e. When involved in an accident that requires a post-accident alcohol test, the employee shall not use alcohol within eight hours of the accident or prior to submitting to a post-accident test, whichever comes first.
- f. No employee shall refuse an alcohol test as required by this policy. An employee who refuses to submit to testing will subject to disciplinary action, up and including, termination of employment.

2. Controlled Substances

- a. No employee shall report for duty or remain on duty when using controlled substances, except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not adversely affect the user's ability to safely operate a motor vehicle. No supervisor having actual knowledge that an employee has used a controlled substance shall permit the driver to perform or continue to perform driving functions.
- b. No employee shall report for duty or remain on duty if the employee tests positive for controlled substances. No supervisor having actual knowledge that an employee has tested positive for controlled substance shall permit the driver to perform or continue to perform driving functions.
- c. No employee shall refuse a controlled substance test as required by this policy. An employee who refuses to submit to testing will be subject to disciplinary action up to and, including, termination of employment.

3. Controlled Substance and Alcohol Testing

Franklin County shall provide, for all positions covered by this policy, the following tests: (1) pre-employment; (2) random testing; (3) reasonable suspicion testing; (4) post-accident testing; (5) return-to-duty; and (6) follow-up testing.

1. PRE-EMPLOYMENT TESTING

- a. Controlled Substance Testing

- (1) All employees who Franklin County intends to employ will be tested for controlled substances prior to performing driving functions for the county.
- (2) All prospective employees will be notified that a urine sample will be tested for controlled substance.
- (3) Franklin County will not allow a prospective employee to perform a driving function unless the results of the controlled substances test are negative, and verified by the MRO.
- (4) Any person who refuses to submit to a controlled substance test, or who tests positive for controlled substances will not be offered employment with the country.

2. Reasonable Suspicion Testing

A. Alcohol Testing

- (1) If there is a reasonable suspicion to believe the employee has violated this policy, the employee shall undergo alcohol testing.
- (2) Conduct by employees constituting reasonable suspicion must be witnessed by a supervisor or another trained employee. The supervisor or a trained employee who has reasonable suspicion of violation of this policy by an employee shall report the matter to their officeholder or department administrator. Failure to do so shall subject the supervisor or the trained employee who has actual knowledge of the violation to disciplinary action. This observation must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior and speech or body odors of the employee.
- (3) Reasonable suspicion testing for alcohol is authorized only if the observation as described in (B) above, is made during, just before, or just after the employee has been, will be, or was performing an employment function. A reasonable suspicion test for alcohol must be conducted within two hours after the employee was notified. If the test is not conducted within two hours, a written record stating the reasons for the delay must be done. If the test is not done within eight hours following the notification, the county shall cease its attempts and state in the record the reason for not administering the test.
- (4) A written record shall be made documenting the employee's conduct with respect to reasonable suspicion and signed by the supervisor who observed the behavior within 24 hours of the observation or before the results of the alcohol test are released, whichever is earlier.

B. Controlled Substances

1. If there is a reasonable suspicion to believe the employee has violated this policy, the employee shall undergo controlled substances testing.
2. Conduct by employees constituting reasonable suspicion must be witnessed by a supervisor or another trained employee. The supervisor or a trained employee who has reasonable suspicion of violation of this policy by an employee shall report the matter to the officeholder or department administrator. Failure to do so shall subject the trained employee who has actual knowledge of the violation to disciplinary action. This observation must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the

employee. Observation may also include the indications of chronic and withdrawal effects of controlled substances.

3. Reasonable suspicion testing for controlled substances is authorized only if the observation as described in (B) above, is made during, just before, or just after the employee has been, will be, or was performing a work-related function. A reasonable suspicion test for controlled substances must be conducted within two hours after the employee was notified. If the test is not conducted within two hours, a written record stating the reasons for the delay must be done. If the test is not done within eight hours following notification, the county shall cease its attempt to state in the record the reason for not administering the test.
4. A written test shall be made documenting the employee's conduct with respect to reasonable suspicion and signed by the supervisor who observed the behavior within 24 hours of the observation or before the results of the controlled substance are released, whichever is earlier.

C. Post-Accident Testing

Nothing in this policy shall be construed as to require the delay of necessary medical attention for injured person following an accident, or to prohibit a driver from obtaining necessary emergency medical care. Within two (2) hours of a work-related accident, the employee shall be tested for alcohol and controlled substances. If additional time is required in order to provide for medical care, approval must be obtained from the Director of Human resources.

D. Return-To-Duty and Follow-Up Testing

1. RETURN-TO-DUTY: Before an employee returns to duty after engaging in prohibited conduct regarding substance misuse, the employee will be required to take an alcohol and drug test. To return to duty, an employee must have a breath alcohol of under 0.02 and test negative for controlled substances.
2. FOLLOW-UP: any employee who has violated the substance-related prohibitions in this policy shall, after returning to duty, be subject to unannounced follow-up alcohol and drug testing. The number and frequency of the tests shall be determined by a substance abuse professional (SAP) and must consist of at least six tests in the first twelve months following the employee's return to duty.

E. Consequences of Alcohol Misuse and Drug Use

1. No employee who is found to have breath alcohol concentration of 0.02 or greater but less than 0.04 will perform or continue to perform driving functions for the county, nor shall the county permit the employee to perform or continue to perform driving functions until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
2. A first-time offender who tests positive for a controlled substance or has an alcohol concentration of 0.04 or greater will be suspended for at least 30 days without pay. The employee will not be eligible for sick leave or vacation during the suspension.
3. During the suspension, the employee will be referred to a substance abuse professional who can determine what action is needed to assist the driver in resolving their problem of alcohol misuse and drug use. The cost of rehabilitation will be the responsibility of the employee. However, a portion of the medical expenses may be

covered by the county group medical insurance plan. An employee's refusal to seek treatment will result in immediate termination of employment.

4. At the end of the suspension and before returning to work, the employee will not perform driving functions unless the employee has:
 - a) Been advised of the resources available for evaluating and treating alcohol and/or controlled substance abuse;
 - b) Been evaluated by a substance abuse professional to determine what rehabilitation, if any, is required by the employee and a determination that the employee has successfully complied with any required rehabilitation; and
 - c) Taken a return-to-duty test with either a negative test result for substance abuse or a result of less than 0.02 for alcohol concentration, as applicable. A return-to-duty test that is positive for a controlled substance or greater than 0.02 for alcohol, as applicable will result in termination of employment with the county.
5. An employee who tests positive for the first time and completes their period of suspension, rehabilitation, if required, and subsequent negative testing will be reinstated but will be required to undergo follow-up testing as outlined in Section E herein.
6. If at any time a driver tests positive a second time, he or she will be terminated immediately from employment with the county.

Section 11-10 Workplace Violence

Due to the increased violence in society, which has also filtered into many workplaces throughout the United States, it is the policy of Franklin County to expressly prohibit any acts or threats of violence by any county employee or former employee against any other employee, visitor, or customer on county property or elsewhere at any time. Workplace violence includes, but is not limited to, physical assaults, verbal assaults, harassment, threats, abusive language, carrying concealed weapons, stalking, or intimidation.

- (a) Any employee who engages in workplace violence or in violence/harassment off-the-job that is work related will be subject to severe disciplinary action, up to and including immediate termination.
- (b) The county will take appropriate action when dealing with employees, former employees, or visitors to county facilities who engage in violent behavior. Such action may include notifying the sheriff, police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- (c) With the exception of law enforcement personnel authorized to possess firearms by the Sheriff, the county prohibits employees, former employees, and visitors from bringing unauthorized firearms or other weapons onto county premises. The carrying of weapons of any kind, except by law enforcement personnel, in county owned vehicles is prohibited.
- (d) Any employee who is the victim of violence or observes such activity is responsible to reporting it to their elected official or department administrator. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible.

Chapter 12

SEPARATION OF EMPLOYMENT

- **Employment at Will**
- **Retirement**
- **Reduction in Workforce/Layoff**
- **Payment upon Employment Separation**
- **Return of County Property**

Section 12-1 Employment at Will

Since employment with Franklin County is based on mutual consent, both the employee and the county have the right to terminate at will, with or without cause, at any time. An employee who chooses to resign should give their supervisor written notice stating the reason for leaving as far in advance as possible. The county requests the professional courtesy of a two-week notice.

Section 12-2 Retirement

An employee who chooses to retire should give their supervisor written notice as far in advance as possible and contact the Human Resources Department to file their application for retirement at least 30 days, but no more than 90 days from the date it is to be effective. All LAGERS and CERF retirements are effective on the first day of the month.

Section 12-3 Reduction in Workforce/Layoff

An elected official or department supervisor may separate an employee for non-disciplinary reasons because of lack of funds, lack of work or the elimination of a department or position after giving proper notice. An elected official or department administrator may appoint an employee who is to be laid off to any existing vacancy in a lower job classification for which the employee is qualified. Employee's qualifications, abilities, and demonstrated individual performance will be considered when determining who will be laid off. The county will provide at least two weeks' notice or equivalent compensation to persons being laid off.

Section 12-4 Payment upon Employment Separation

Upon separation of employment due to resignation or death, employees who are not in an introductory status will be paid for unused personal leave time that has been earned and accrued. In the event of separation due to death of the employee, compensation will be paid to the employee's beneficiary. In no event shall an employee be paid for more days than the total of the maximum number of days which an employee may carry over plus the number of days which the employee has earned but not used since the employee's most recent anniversary date.

Section 12-5 Return of County Property

All separating employees are required to return all Franklin County property, materials, equipment, keys, identification cards including commissions for law enforcement personnel, or other written information issued to them or in their possession or control prior to the separation of employment. The county may withhold from the employee's final paycheck the cost of any items that are not returned for or for damaged county property provided that the employee receives at least the current "minimum wage" as required by federal and state wage and hour laws. Benefits otherwise due to the employees may also be withheld. In addition, the county may take legal actions to recover its property.

Chapter 13

WORKER'S COMPENSATION

Franklin County hereby recognizes and adopts all provisions Missouri Worker's Compensation law.

All employees who suffer what is believed to be work related injury or illness must report such injury or illness as soon as possible after the injury occurs or the onset of the illness. Employees who fail to notify County Representatives (supervisor, department head or elected official) within two (2) days of the injury or illness may jeopardize their ability to receive compensation and any other benefits under Missouri Worker's Compensation law. An employee reporting an injury may be required to submit to drug and alcohol testing.

Franklin County provides a comprehensive workers' compensation insurance program as required by Missouri law. If a county employee sustains an injury or illness in the course of their employment with Franklin County, the following policy and procedure will apply.

(a) Reporting Requirements

All work-related injuries must be reported to the employee's supervisor as soon as possible. State law requires that a Report of Injury form be filed with the insurance carrier within three days of the accident. To report a work-related injury the following reports must be filed with the Human Resources Department no later than the next working day following the incident.

- (1) Division of Workers' Compensation Report of Injury. The supervisor of the injured employee must complete a Report of Injury and notify Human Resources immediately. Employee's Statement of Injury. The injured employee must complete this form on the date the injury occurs unless their injuries are so severe that they are unable to. Witness Statement any witness to the accident must complete a Witness Statement.

(b) Selection of Health Care Provider

According to Missouri Workers' Compensation Law, Section 287.140 RSMo., the County Commission has the right to designate the health care provider for work-related injuries or illness. The County Commission shall from time to time designate the physician who shall serve as the Workers' Compensation physician for the County.

If an employee requires emergency medical attention due to the severity of an injury, the emergency room at the nearest hospital should be used. The employee should inform the emergency room physician as to the name of the County's Worker's Compensation physician.

Employees who do not wish to be treated by the physician designated by the County will be required to seek treatment at their own expense in accordance with Section 287.

(c) Coordination with Other Benefits

All work related injuries or illnesses which meet the FMLA definition of a "serious health condition" and which result in the employee being absent from work shall automatically trigger utilization of time off under FMLA (See 10-1 and following).



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Order

IN THE MATTER OF ESTABLISHING PROCEDURES FOR FUNERAL DIRECTORS, MEDICAL TRANSPORT AND CREMATORIES

WHEREAS, on March 17, 2020 the County Commission of the County of Franklin, Missouri adopted Commission Order No. 2020-123 Declaring a State of Emergency in Franklin County, Missouri; and

WHEREAS, County of Franklin, Missouri, is being impacted by the worldwide spread of COVID-19 which may, in time, impact the County; and

WHEREAS, the President of the United States and the governor of the State of Missouri, have both declared States of Emergency; and

WHEREAS, the disease has spread to Franklin County; and

WHEREAS, the spread of infectious diseases poses a significant risk to the health, safety and wellbeing of the people of the County of Franklin, Missouri; and

WHEREAS, measures to limit the spread of this virus may place a strain upon the resources of citizens, businesses, municipalities, and the County of Franklin, Missouri, and

WHEREAS, the County of Franklin, Missouri may establish relationships and work cooperatively with other governmental units in matters relating to public health, safety and welfare and all other government functions in which the people of the County could gain through those cooperative relationships in this time of emergency; and

WHEREAS, the County Commission of the County of Franklin, Missouri has the authority pursuant to the provisions of state law including, but not limited to, Section 192.300 RSMo. to make and promulgate orders, rules or regulations, respectively as will tend to enhance the public health and prevent the entrance of infectious, contagious, communicable or dangerous diseases into the County of Franklin, Missouri; and

WHEREAS, after the promulgation and adoption of such orders, rules or regulations by the County Commission of the County of Franklin, Missouri the County Commission shall make and enter an order or record declaring such orders, rules or regulations to be printed and available for distribution to the public in the Office of the County Clerk, and shall require a copy of such order to be published in some newspaper in the County in three successive weeks, not later than thirty days after the entry of such order, rule or regulation; and

WHEREAS, the County Commission of the County of Franklin, Missouri and the Franklin County Health Department have been closely monitoring an outbreak of respiratory illness caused by COVID-19. Infections with COVID-19 have been reported around the world. The first confirmed instance of person-to-person spread of the virus in the United States was reported on January 30, 2020; and

WHEREAS, this Order is authorized pursuant to Section 192.300 of the Revised Statutes of Missouri.

IT IS THEREFORE ORDERED by the County Commission of the County of Franklin, Missouri that as follows:

Burial, Cremation or Direct Internment
of Persons Who Have Died of COVID-19, Suspected COVID-19
or for Unknown Reasons But Are Not Medical Examiner Cases

- Decedents shall be buried or cremated within 10 days of the date of death unless the Franklin County Health Director shall provide an exception for a defined number of days, which exception shall only be granted for good cause shown.
- Decedents who have remained unclaimed for more than 14 days without known family or responsible party (such as the Public Administrator or court appointed guardian or administrator) shall be referred to the County Counselor. The County Counselor shall seek an order of a court of competent jurisdiction to allow the person to be cremated or buried. Any decedent referred for such action shall be photographed, fingerprinted and a DNA sample shall be taken.
- Decedents who are unable to be transported directly to a funeral home or crematorium due to the COVID-19 declared State of Emergency shall be transferred to the Interjurisdictional Location to allow the family or responsible party time to make decisions regarding cremation or burial and funeral arrangements.

Infection Control at Funeral Homes

-Utilize standard infection control practices for anyone who has died from COVID-19

-As of April 2020, the Centers of Disease Control (“CDC”) noted that funeral directors in the United States have appropriate training, credentials and experience to safely embalm decedents with viral pathogens, such as COVID-19, by using currently accepted standards of care and standard operating procedures consistent with OSHA regulations. Implementing these standard operating procedures and general industry practices and standards of care should minimize hazards inherent in embalming and protect funeral home workers.

In affirming the safety of embalming victims of confirmed or suspected COVID-19, the CDC noted:

- Proper PPE should be used (e.g. disposable gown, faceshield or goggles, and facemask). If aerosols are likely to be generated, then respiratory protection (e.g., NIOSH-approved N-95 respirator or higher level of protection) should be worn.
 - See: [CDC recommendations about selecting appropriate PPE](#).
 - Additional information about PPE for aerosol-generating procedures can be found in the [CDC’s Postmortem Guidance](#) (see the section “PPE Recommendations for Autopsies”).
 - Noted embalming experts have created [videos for funeral professionals](#) explaining safety protocols, including how to minimize aerosolization of fluids.
 - The CDC indicated one control option may be to embalm without aspiration to minimize the production of aerosols.
- While guidance for autopsies recommends negative-pressure isolation rooms as a first choice, most funeral homes do not have those types of rooms. In the absence of isolation rooms, when aerosols may be generated, the CDC offers other recommendations, such as keeping the door to the prep room closed.
 - The CDC offers other environmental controls in its [Postmortem Guidance](#) (see the section “Engineering Control Recommendations for Autopsies”).

- It is important to sanitize the prep room with [products with EPA-approved emerging viral pathogens claims](#) expected to be effective against COVID-19.
 - Sanitizing the prep room, along with [proper removal and disposal of PPE](#) and hand hygiene should help prevent cross contamination to other areas of the funeral home.
- Funeral home owners and managers should know the importance of [OSHA requirements](#) to conduct hazard assessments/risk determinations to prevent workers' exposure to health and safety risks. If risks cannot be controlled using the [hierarchy of controls](#) approach, then the procedure(s) should not be conducted because the risks may not be properly managed.
 - Another administrative control that should be considered is whether funeral directors over the age of 65 or with [preexisting medical conditions](#) should embalm confirmed or suspected COVID-19 cases.

-If washing the body or shrouding are important religious or cultural practices, families are encouraged to work with their community's cultural and religious leaders and funeral home staff on how to reduce their exposure. At a minimum, people conducting these activities should wear disposable gloves, gown, face shield or goggles and facemask, especially if splashing of fluids is expected. Routine hand hygiene should be performed. <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

- Clean and disinfect the mortuary work area after use using an EPA register hospital grade disinfectant (https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2- list_03-03-2020.pdf).

Funeral Guidance

- Decedents shall be buried or cremated in accordance with current Missouri statutory and regulatory requirements
 - Funerals shall be limited to gatherings of no more than 10 people, with social distancing as per the Order of the Director of the Missouri Department of Health and Senior Services announced by the Governor of the State of Missouri on April 3, 2020.
 - Funeral homes shall, at a minimum, inform all participants and families to practice social distancing (separation of at least 6 feet) at the service.
 - Funeral homes shall supply tissues and alcohol- based hand rubs and have an adequate supply of soap and paper towels in the rest rooms.
 - People who feel sick or are part of an at-risk population (elderly, immune-compromised, other underlying health conditions) shall be instructed to stay home.
 - The CDC advises that there is currently no known risk associated with being in the same room at a funeral or visitation service with the body of someone who has died of COVID-19 if the person has been embalmed, however attendees should not touch or kiss the body of someone who has died of COVID-19. Each funeral home shall develop a plan to comply with these guidelines. The funeral home management should stay informed regarding current CDC guidelines to protect their staff and the families of the deceased.
- IT IS FURTHER ORDERED**, that if any part of this Commission Order is invalid for any reason, such invalidity shall not affect the remainder of this Order.

IT IS FURTHER ORDRED, that a copy of this Order be provided to Tim Baker, County Clerk and Angie Hittson, Health Director, and that a copy of this order be printed in the Missourian for three successive weeks commencing immediately upon the adoption of this Order.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Amendment

**IN THE MATTER OF APPROVING
AN AMENDMENT TO SALE
CONTRACT FOR THE SALE OF
CERTAIN REAL PROPERTY LOCATED
ON SOUTH POINT ROAD IN THE
CITY OF WASHINGTON, MISSOURI**

WHEREAS, the County Commission of the County of Franklin, Missouri previously entered into a Sale Contract with the City of Washington, Missouri and B&M Metro Properties, LLC for the sale of certain real property owned by the County of Franklin and the City of Washington on South Point Road in the City of Washington, Missouri; and

WHEREAS, the parties desire to extend the buyer's due diligence period by an additional 60 days for a total of 120 days; and

WHEREAS, the parties desire to extend the Closing Date to June 15, 2020 or sooner.

IT IS THEREFORE ORDERED, that the Presiding Commissioner of the County of Franklin, Missouri is here authorized and directed to execute an Amendment to Sale Contract by and between the County of Franklin, Missouri, City of Washington, Missouri, and B&M Metro Properties, LLC, a copy of which is marked Exhibit A and is attached hereto and incorporated herein by reference, and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS FURTHER ORDERED, that the County shall, and the officials, agents and employees of the County are hereby authorized and directed to, take such further action, and execute and deliver such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Order.

IT IS FURTHER ORDERED, that a copy of this Order shall be provided to Tim Baker, County Clerk.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

This document has legal consequences.
If you do not understand it, consult your attorney.
The text of this form may not be altered in any manner
without written acknowledgement of all parties.

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To be used exclusively by REALTORS®

Form # 2089 01/20

Exhibit A

AMENDMENT TO SALE CONTRACT

1 SALE CONTRACT DATE: 01/27/2020

2 PROPERTY: 4811 South Point Road, Washington, MO 63090

3 BY AND BETWEEN: B&M Metro Properties, LLC., Buyer(s)
4 and the undersigned Seller(s).

5 Buyer and Seller agree to amend the Sale Contract only as to those matters checked below:

6 New Closing date: 06/15/2020 or sooner

7 New Possession date (check one): Closing or _____ m (time) of _____ (date)

8 New Loan Contingency date: _____

9 New Purchase price: \$ _____

10 New Loan Amount: _____ % of the purchase price, or \$ _____

11 New Interest Rate not to exceed: _____ %

12 New Amortization term: _____ years

13 New Loan type: _____ (If FHA/VA, attach form #2135fha or #2135va)

14 Seller agrees to pay, at Closing, a cost not to exceed _____ % of purchase price or \$ _____
15 (\$0 if none stated) towards Buyer's closing costs, prepaids, points and other fees allowed by lender.

16 New contingency deadline date: _____ Describe contingency: _____
17 _____

18 Paragraph# 18, Line# _____ or Rider# _____ is changed as follows: Buyers Due Diligence period is extended an
19 additional 60 days for a total of 120 days.

20 Paragraph# _____, Line# _____ or Rider# _____ is changed as follows: _____
21 _____

22 _____
23 _____
24 _____
25 _____

26 *Eric Merchant*

dotloop verified
03/19/20 1:53 PM CDT
RNAQ-OSY0-KRRL-12FG

27 BUYER SIGNATURE

DATE

SELLER SIGNATURE

DATE

28 Eric Merchant (Managing Member of B&M Metro Properties, LLC)
29 Buyer Printed Name

Seller Printed Name

30 BUYER SIGNATURE

DATE

SELLER SIGNATURE

DATE

32 Buyer Printed Name

Seller Printed Name



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Contract/Agreements

**IN THE MATTER OF AUTHORIZING THE
ACCEPTANCE OF A FEDERAL LAW
ENFORCEMENT GRANT ISSUED
BY THE U.S. DEPARTMENT OF JUSTICE**

WHEREAS, the U.S. Department of Justice from time to time authorizes grants to assist local agencies with law enforcement activities; and

WHEREAS, the Franklin County Sheriff's Office has been identified as being eligible to receive the following grant authorized by the Office of National Drug Control Policy

High Intensity Drug Trafficking Areas, (HIDTA) in the amount of \$137,500.00; and

WHEREAS, the Franklin County Commission finds and determines that it is in the best interest of the citizens of Franklin County to authorize acceptance of such grant.

IT IS THEREFORE ORDERED by the Franklin County Commission that the acceptance of the aforesaid grant is hereby authorized and approved.

IT IS FURTHER ORDERED that Lt. Scott Reed with the Franklin County Sheriff's Department is authorized to execute any and all documents necessary to effectuate acceptance of the grants.

IT IS FURTHER ORDERED that a copy of this Order be provided to Lt. Scott Reed; Sheriff Steve Pelton; Angela Gibson, Interim Auditor; and Christa Buchanan.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



Midwest High Intensity Drug Trafficking Area
Missouri Accountant
P.O. Box 568
Jefferson City, Missouri 65102
Phone (573) 526-6122 Fax (573) 526-5577

April 12, 2020

Memorandum

TO: HIDTA Subaward Recipient

FROM: Tessy Shoun
Midwest HIDTA Accountant

SUBJECT: 2020 Subaward Recipient Agreement

Attached you will find the Subaward Recipient Agreement for the 2020 HIDTA Award. Please follow the instructions below and return a completed copy to me.

- Agreement page 2 – sign and date
- Appendix A – complete
- Attachment #2 – complete
- Attachment #3 – sign and date

Thank you!

Tessy

SUBAWARD RECIPIENT AGREEMENT WITH
FRANKLIN COUNTY

1. **PURPOSE:** This agreement is entered into by and between Franklin County (hereinafter referred to as "Subrecipient") and the Missouri State Highway Patrol (hereinafter referred to as "Fiduciary"). The Subrecipient has been selected by, and agrees to accept funds awarded from the United States Office of National Drug Control Policy (hereinafter referred to as "ONDCP") and Fiduciary pursuant to this sub-award agreement. The funds will be administered by the Fiduciary on behalf of ONDCP. The purpose of this agreement is to clarify the conditions under which the funds are to be accepted and may be used by the Subrecipient and to outline the responsibilities of the participating parties.
2. **AUDIT READINESS AND COMPLIANCE:** The Subrecipient agrees to maintain appropriate and detailed records of its receipt and use of the funds in accordance with the generally accepted accounting principles applying to government agencies. The Subrecipient understands that it may be subject to audit by the Fiduciary, representatives of ONDCP, and/or any other applicable agency and agree to fully cooperate with any or all of those entities in the event of inquiry or audit. The Subrecipient further agrees to maintain an inventory control system to account for all expenditures of these funds.
3. **STANDARDS AND GUIDELINES:** The Subrecipient acknowledges receipt and understanding of the HIDTA Program Policy and Budget Guidance produced by ONDCP as well as other guidelines that have been or will be approved by the Executive Board, and agrees to abide by them. The Subrecipient further agrees to comply with the terms of the Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", as well as all relevant state, county and municipal financial and accounting rules, regulations, standards and guidelines(www.whitehouse.gov). Subrecipient further agrees to abide by all regulations and guidelines governing the use of ONDCP funds distributed for the purchase of evidence or information ("PEPI" Funds).
4. **TERMINATION, SUSPENSION OR DELAY:** The Subrecipient agrees that the Missouri State Highway Patrol has the right to terminate, suspend or delay any payment to Subrecipient if the payment request clearly fails to meet budgetary guidelines.
5. **SUPPLEMENTAL AGREEMENTS ATTACHED:** The Subrecipient acknowledges the following documents are attached to this agreement and that the policies set forth therein are acceptable to the Subrecipient and considered an integral portion of the Subaward Agreement.

Documents are as follows:

- Appendix "A" – Agency Information
- Attachment #1 – Special Conditions – HIDTA Subaward Recipient Agreement

- Attachment #2 – Disclosure of Lobbying Activities
 - Attachment #3 – Confidential Funds Certification and HIDTA Program Policy and Budget Guidance for Confidential Funds
 - Attachment #4 – Subrecipient and Pass-through Entity Information
6. REQUESTS FOR REIMBURSEMENT AND CLOSEOUT OF SUBAWARD: Requests for reimbursement should be submitted for processing on a monthly basis and no more than on a quarterly basis. The requests should be submitted no later than 30 days past the end of the month or quarter. Final reimbursements for each calendar year are due 60 days after the end of the year. The subaward is considered closed after this final payment has been made.

UNDERSTOOD AND AGREED TO:

FOR THE FIDUCIARY AGENCY

FOR THE SUBRECIPIENT

Missouri State Highway Patrol

BY: Eric T. Olson
 Name Eric T. Olson Title Superintendent

BY: Dwayne S. Reed
 Name DWAYNE S. REED Title LIEUTENANT

DATE: 03/27/2020

DATE: 04/13/2020

APPENDIX

A

AGENCY NAME: Franklin County Sheriff's Office

ADDRESS: 1 Bruns Lane
Union, MO 63084

Telephone: 636-583-2560

AGENCY HEAD NAME and TITLE: Steve Pelton, Franklin County Sheriff

AGENCY CHIEF FINANCIAL OFFICER NAME and TITLE: Debbie Aholt, County Treasurer

SUBAWARD NUMBER: G20MW0001A – HH

CFDA #: 95.001

ATTACHMENT

#1

Page 1 of 2

Office of National Drug Control Policy Attachment to Award G20MW0001A

Special Conditions

Midwest HIDTA Subaward Recipient Agreement

The following special conditions are incorporated into each award document.

1. This grant is awarded for the Franklin County Narcotics Enforcement Unit initiative. Variation from the description of activities approved by ONDCP and/or the budget attached must comply with the reprogramming requirements as set forth in ONDCP's HIDTA Program Policy and Budget Guidance, dated July 5, 2012.
2. This award is subject to the requirements in ONDCP's HIDTA Program Policy and Budget Guidance.
3. No HIDTA funds shall be used to supplant state or local funds that would otherwise be designated for the same purposes.
4. The requirements of 28 CFR Part 23, which pertain to information collection and management of criminal intelligence systems, shall apply to any such systems supported by this award.
5. Special accounting and control procedures must govern the use and handling of HIDTA program funds for confidential expenditures (the purchase of information, evidence, and services for undercover operations). Those procedures are described in Section 6-12 of the HIDTA Program Policy and Budget Guidance.
6. The grant recipient agrees to account for and use program income in accordance with the "Common Rule" and the HIDTA Program Policy and Budget Guidance. Asset forfeiture proceeds generated by the HIDTA-funded initiatives shall not be considered as program income earned by HIDTA grantees.
7. Property acquired with these HIDTA grant funds is to be used for activities of the Midwest HIDTA. If your agency acquires property with these funds and then ceases to participate in the HIDTA, you should make this equipment available to the Midwest HIDTA Executive Board for use by other HIDTA participants.
8. All law enforcement entities that receive funds from this grant must report all methamphetamine laboratory seizure data to the National Clandestine Laboratory Database/National Seizure System at the El Paso Intelligence Center.

ATTACHMENT

#1

Page 2 of 2

Office of National Drug Control Policy Attachment to Award G20MW0001A

9. The recipient agrees to comply with the organizational audit requirements of OMS Circular A-133, "Audits of State and Local Governments". The management letter must be submitted with the audit report. Audits must be submitted no later than nine (9) months after the close of the recipient organization's audited fiscal year. The audit report shall be submitted to:

Missouri State Highway Patrol

Budget & Procurement Division

P.O. Box 568

Jefferson City, MO 65102-0568

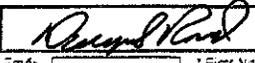
10. The recipient agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Forms (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

Attachment #2

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0018

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Franklin County Narcotics Unit * Street 1: 3033 Hwy A Suite 105 Street 2: _____ * City: Washington State: MO Zip: 63090 Congressional District, if known: _____		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: 	7. * Federal Program Name/Description: HIDTA CFDA Number, if applicable: _____	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$ 137,500.00	
10. a. Name and Address of Lobbying Registrant: Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
b. Individual Performing Services (including address if different from No. 10a): Prefix: _____ * First Name: _____ Middle Name: _____ * Last Name: _____ Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the beneficiary when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature:  * Name: Prefix: _____ * First Name: DWAYNE Middle Name: SCOTT * Last Name: REED Suffix: _____ Title: LIEUTENANT Telephone No.: 636 239 9700 Date: 04/13/2020		
Federal Use Only		Authorized for Local Reproduction Standard Form - 281 (Rev. 7-97)

ATTACHMENT

#3

CONFIDENTIAL FUNDS CERTIFICATION

This is to certify that I have read, understand and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of HIDTA Program Policy and Budget Guidance.

DATE: 04/13/2020

PROJECT DIRECTOR SIGNATURE:  _____

AWARD: G20MW0001A

SUBAWARD ATTACHMENT

#4

SUBRECIPIENT AND PASS-THROUGH ENTITY INFORMATION

Federal Award Identification: High Intensity Drug Trafficking Areas (HIDTA) Program

Federal Awarding Agency: Office of National Drug Control Policy

CFDA Number: 95.001

CFDA Name: High Intensity Drug Trafficking Areas Program

Award Type: B-Projects

Subrecipient Name: County of Franklin

Subrecipient DUNS number: 556206266

Federal Award Identification Number: G20MW0001A

Subaward Identification Number: G20MW0001A – HH

Federal Award Date: February 24, 2020

Subaward Period of Performance:

Start Date January 1, 2020

End Date December 31, 2021

Total amount of Federal Funds obligated/committed to subrecipient by this award:

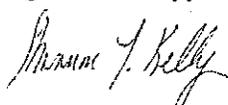
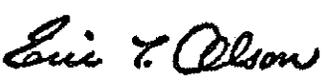
\$137,500

Federal Award Project Description: This grant will support initiatives designed to implement the Strategy proposed by the Midwest HIDTA Executive Board and approved by the Office of National Drug Control Policy.

Pass-through entity name: Missouri State Highway Patrol

Pass-through entity contact name: Colonel Eric T. Olson

R&D Award: No

Executive Office of the President Office of National Drug Control Policy	Grant Agreement	
1. Recipient Name and Address Eric T. Olson Missouri State Highway Patrol 1510 E Elm Jefferson City, MO 65102-0568	4. Award Number (FAIN): G20MW0001A	
	5. Period of Performance: From 01/01/2020 to 12/31/2021	
2. Total Amount of the Federal Funds Obligated: \$3,226,817	6. Federal Award Date: February 24, 2020	7. Action: Initial
2A. Budget Approved by the Federal Awarding Agency \$3,226,817	8. Supplement Number	
3. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program - 95.001</i>	9. Previous Award Amount:	
3A. Project Description <i>High Intensity Drug Trafficking Areas (HIDTA) Program</i>	10. Amount of Federal Funds Obligated by this Action: \$3,226,817.00	
	11. Total Amount of Federal Award: \$3,226,817.00	
12. This Grant is non-R&D and approved subject to such conditions or limitations as are set forth on the attached pages.		
13. Statutory Authority for Grant: <i>Public Law 116-93</i>		
AGENCY APPROVAL	RECIPIENT ACCEPTANCE	
14. Typed Name and Title of Approving Official Shannon Kelly National HIDTA Director Office of National Drug Control Policy	15. Typed Name and Title of Authorized Official Colonel Eric T. Olson Missouri State Highway Patrol	
16. Signature of Approving ONDCP Official 	17. Signature of Authorized Recipient/Date  EO 2/25/2020	
AGENCY USE ONLY		
18. Accounting Classification Code DUNS: 098638075 EIN: 1431736878A1	19. HIDTA AWARD OND1070DB2021XX OND6113 OND2000000000 OC 410001	

GRANT CONDITIONS

A. General Terms and Conditions

1. This award is subject to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the “Part 200 Uniform Requirements”), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

For more information on the Part 200 Uniform Requirements, see <https://cfo.gov/cofar/>. For specific, award-related questions, recipients should contact ONDCP promptly for clarification.

2. This award is subject to the following additional regulations and requirements:
 - 28 CFR Part 69 – “New Restrictions on Lobbying”
 - Conflict of Interest and Mandatory Disclosure Requirements, set out in paragraph 7 of these terms and conditions
 - Non-profit Certifications (when applicable)
3. Audits conducted pursuant to 2 CFR Part 200, Subpart F, “Audit Requirements” must be submitted no later than nine months after the close of the grantee’s audited fiscal year to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>.
4. Grantees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). Federal Financial Report is required to be submitted quarterly and within 90 days after the grant is closed out.
5. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
6. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent (s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.

These general terms and conditions, as well as archives of previous versions of the general terms and conditions, are available online at www.whitehouse.gov/ondcp/grants-programs.

7. Conflict of Interest and Mandatory Disclosures

A. Conflict of Interest Requirements

As a non-Federal entity, you must follow ONDCP's conflict of interest policies for Federal awards. Recipients must disclose in writing any potential conflict of interest to an ONDCP Program Officer; recipients that are pass-through entities must require disclosure from subrecipients or contractors. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

- i. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- ii. None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- iii. If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Native American tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

B. Mandatory Disclosure Requirement

As a non-Federal entity, you must disclose, in a timely manner, in writing to ONDCP all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII "Award Term and Condition for Recipient Integrity and Performance Matters," are required to report certain civil, criminal, or administrative proceedings to System for Award Management (SAM). Failure to make required disclosures can result in remedies such as: temporary withholding of payments pending correction of the deficiency, disallowance of all or part of the costs associated with noncompliance, suspension, termination of award, debarment, or other legally available remedies outlined in 2 CFR 200.338 "Remedies for Noncompliance".

8. Federal Funding Accountability and Transparency (FFATA) / Digital Accountability and Transparency Act (DATA Act). Each applicant is required to (i) Be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; (iii) continue to maintain an active System for Award Management registration with current information at all times during which it has an active Federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
9. Subawards are authorized under this grant award. Subawards must be monitored by the award recipient as outlined in 2 CFR 200.331.

10. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180, dealing with all sub-awards and contracts issued under the grant.
11. As specified in the HIDTA Program Policy and Budget Guidance, recipient must:
 - a) Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that Federal award funds are managed in compliance with Federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
 - c) Evaluate and monitor compliance with applicable statute and regulations, and the terms and conditions of the Federal award.
 - d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
 - e) Take reasonable measures to safeguard protected PII and other information ONDCP or the recipient designates consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

B. Recipient Integrity and Performance Matters

Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain and report current information to the SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition (below). This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent 5 year period; and
- c. Is one of the following:

- (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition (below);
- (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
- (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
- (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5 year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and state level, but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

- (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

- (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

C. Program Specific Terms and Conditions

The following special conditions are incorporated into each award document.

1. This grant is awarded for above program. Variation from the description of activities approved by ONDCP and/or from the budget attached to this letter must comply with the reprogramming requirements as set forth in ONDCP's HIDTA Program Policy and Budget Guidance (PPBG).
2. This award is subject to the requirements in ONDCP's HIDTA PPBG.
3. No HIDTA funds shall be used to supplant state or local funds that would otherwise be made available for the same purposes.
4. The requirements of 28 CFR Part 23, which pertain to information collection and management of criminal intelligence systems, shall apply to any such systems supported by this award.
5. Special accounting and control procedures must govern the use and handling of HIDTA Program funds for confidential expenditures; i.e., the purchase of information, evidence, and services for undercover operations. Those procedures are described in Section 7 of the HIDTA Program Policy and Budget Guidance.
6. Property acquired with these HIDTA grant funds is to be used for activities of the Midwest HIDTA. If your agency acquires property with these funds and then ceases to participate in the HIDTA, this equipment must be made available to the HIDTA's Executive Board for use by other HIDTA participants.
7. All law enforcement entities that receive funds from this grant must report all methamphetamine laboratory seizure data to the National Clandestine Laboratory Database/National Seizure System at the El Paso Intelligence Center.

D. Federal Award Performance Goals

1. All entities that receive funds from this award are responsible for achieving performance goals established in the HIDTA Performance Management Process (PMP) and approved by the HIDTA's Executive Board and ONDCP.
2. All entities that receive funds from this award must report progress in achieving performance goals at least quarterly using the PMP.

See also Section A. 4 regarding Federal Financial Reports.

E. Payment Basis

1. A request for Advance or Reimbursement shall be made using the HHS/DPM system (<https://pms.psc.gov/>).
2. The grantee, must utilize the object classes specified within the initial grant application each time they submit a disbursement request to ONDCP. Requests for payment in the DPM system will not be approved unless the required disbursements have been entered using the corresponding object class designations. Payments will be made via Electronic Fund Transfer to the award recipient's bank account. The bank must be Federal Deposit Insurance Corporation (FDIC) insured. The account must be interest bearing.

3. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450), awardees and sub-awardees shall promptly, but at least annually, remit interest earned on advances to HHS/DPM using the remittance instructions provided below.

Remittance Instructions - Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN), reason for check (remittance of interest earned on advance payments), check number (if applicable), awardee name, award number, interest period covered, and contact name and number. The remittance must be submitted as follows:

Through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

(i) For ACH Returns:

Routing Number: 051036706

Account number: 303000

Bank Name and Location: Credit Gateway—ACH Receiver St. Paul, MN

(ii) For Fedwire Returns*:

Routing Number: 021030004

Account number: 75010501

Bank Name and Location: Federal Reserve Bank Treas NYC/Funds Transfer Division New York, NY

(* Please note organization initiating payment is likely to incur a charge from your Financial Institution for this type of payment)

For recipients that do not have electronic remittance capability, please make check** payable to: "The Department of Health and Human Services."

Mail Check to Treasury approved lockbox:

HHS Program Support Center, P.O. Box 530231, Atlanta, GA 30353-0231

(** Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account)

Any additional information/instructions may be found on the PMS Web site at <http://pms.psc.gov/>.

4. The grantee or subgrantee may keep interest amounts up to \$500 per year for administrative purposes.

RECIPIENT ACCEPTANCE OF GRANT CONDITIONS

Eric T. Olson

EO

Date: *2/25/2020*

Eric T. Olson

Missouri State Highway Patrol

Budget Detail

2020 - Midwest

Initiative - Franklin County Narcotics Enforcement Unit

Investigation

Award Recipient - Missouri State Highway Patrol (G20MW0001A)

Resource Recipient - Franklin County Sheriff's Office

Indirect Cost: 0.0%

Awarded Budget (as approved by ONDCP)

\$3,226,817.00

Travel	Quantity	Amount
Administrative		\$8,500.00
Total Travel		\$8,500.00
Facilities	Quantity	Amount
Lease	1	\$27,000.00
Total Facilities		\$27,000.00
Services	Quantity	Amount
Communications - mobile phones & pagers		\$15,200.00
Service contracts		\$6,800.00
Vehicle lease - passenger	1	\$50,240.00
Total Services		\$72,240.00
Supplies	Quantity	Amount
Investigative/Operational		\$29,760.00
Total Supplies		\$29,760.00
Total Budget		\$137,500.00



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Taxes-Property

**IN THE MATTER OF TAX CHARGES OF
PERSONAL PROPERTY TO DOUG TRENTMANN,
COLLECTOR OF REVENUE, FOR THE YEAR
ENDED FEBRUARY 29, 2020**

WHEREAS, Doug Trentmann, Collector of Revenue, presents to the County Commission statements describing erroneously assessed Personal Property for 2019 and prior years, and the amount of taxes levied on said property and charged against him; and

WHEREAS, the Collector also presents statements describing erroneously assessed Personal Property for 2019 and prior years, for which he was not charged on the respective tax books; and

WHEREAS, the County Commission after examining and inquiring into all said statements finds that certain properties were doubly assessed, erroneously described, assessed in the wrong school district or otherwise erroneous assessed, and taxes levied on said properties should be stricken from the record or adjusted as outlined in the various statements submitted by Doug Trentmann, Collector of Revenue.

IT IS HEREUPON ORDERED by the County Commission that adjustments be and hereby are made on taxes charged for 2019 and prior to Doug Trentmann, Collector of Revenue, as required in his statements and recapitulated in attachments.

IT IS FURTHER ORDERED that a copy of this order be delivered to Doug Trentmann, Collector of Revenue; the Missouri Department of Revenue, P.O. Box 453, Jefferson City, Missouri 65105-0453; Angela Gibson, Franklin County Auditor; and to Jeannine Stevens, Chief Deputy County Clerk.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

2019 ANNUAL SETTLEMENT

Personal Property													
Delinquent 2018 & Prior													
	State Tax	County Tax	Rd & Br Tax	School Tax	Hospital Tax	Fire Dist Tax	College Dist T	Library Tax	Ambulance	Frankl Co SI	City Tax	Late Filing I	Total Tax
Charges:	12,181.38	51,579.99	87,790.77	1,672,788.62	1,925.31	188,460.46	153,048.35	79,070.25	75,781.94	40,711.39	107,667.86	96,720.00	2,567,726.32
Mar-19	806.20	3,379.46	5,791.81	110,430.74	88.90	12,397.57	10,147.17	4,838.39	4,887.70	2,686.05	6,441.11	19,405.00	181,300.10
Apr-19	662.91	2,779.87	4,763.63	91,758.37	2.80	11,113.17	8,114.52	4,115.67	4,439.23	2,209.19	5,575.36	14,075.00	149,609.72
May-19	513.67	2,153.43	3,690.68	70,068.90	57.70	7,128.46	6,600.59	3,163.12	2,960.05	1,711.42	4,016.48	9,990.00	112,054.50
Jun-19	959.09	4,021.32	6,891.71	134,405.88	2.40	20,467.03	10,465.65	6,269.82	8,996.84	3,196.35	14,710.34	6,905.00	217,291.43
Jul-19	405.99	1,702.74	2,916.57	56,219.48	132.10	6,321.78	5,152.95	2,355.57	2,312.32	1,352.54	3,060.85	8,205.00	90,137.89
Aug-19	323.89	1,357.86	2,326.91	44,479.33	1.00	4,679.82	4,142.53	1,995.81	1,771.68	1,079.17	2,643.77	6,695.00	71,496.77
Sep-19	252.89	1,060.03	1,816.90	34,724.61	41.40	3,582.99	3,316.20	1,552.83	1,383.70	842.55	2,334.68	5,490.00	56,398.78
Oct-19	277.03	1,161.39	1,990.33	38,120.87		3,637.58	3,711.13	1,705.05	1,383.68	923.00	2,364.08	5,785.00	61,059.14
Nov-19-1-20	524.16	2,197.55	3,766.11	72,648.44	301.80	8,282.07	6,566.60	3,337.93	3,297.71	1,746.56	4,402.30	12,690.00	119,761.23
Feb-20	82.54	346.05	593.09	11,306.82		1,017.55	1,062.18	511.57	405.53	275.06	687.96	2,575.00	18,863.35
													0.00
													0.00
Total Charges	16,989.75	71,739.69	122,338.51	2,336,952.06	2,553.41	267,088.48	212,327.87	108,916.01	107,620.38	56,733.28	153,904.79	188,535.00	3,645,699.23

2019 ANNUAL SETTLEMENT

Changes:	State Tax	County Tax	Rd & Br Tax	School Tax	Hospital Tax	Fire Dist Tax	College Dist T	Library Tax	Ambulance	Frankl Co SI	City Tax	Late Filing I	Total Tax
Mar-19	3.78	15.94	27.39	537.32		-43.71	23.33	21.44	11.97	12.68	71.11	180.00	861.25
Apr-19	-10.96	-46.37	-78.83	-1,429.21		-74.94	-163.98	-65.82	-25.57	-36.56	-159.95	-70.00	-2,162.19
May-19	0.40	1.68	2.88	74.65		-7.82	-0.40	0.75	3.42	1.31	20.40	60.00	157.27
Jun-19	-2.55	-10.62	-18.20	-308.80		-20.08	-71.70	-8.68	11.78	-8.43	8.65	-55.00	-483.63
Jul-19	-7.95	-33.21	-56.99	-1,155.47	25.80	-187.35	-69.06	-50.20	-71.79	-26.46	-81.07	-5.00	-1,718.75
Aug-19	-7.33	-31.49	-52.36	-1,005.83		-150.39	-87.00	-47.65	-51.69	-24.35	-78.38	80.00	-1,456.47
Sep-19	-6.45	-26.94	-46.21	-951.31		-152.18	-61.34	-40.67	-53.28	-21.45	-60.07	-40.00	-1,459.90
Oct-19	-10.48	-43.99	-75.38	-1,490.83		-241.83	-106.39	-61.93	-86.67	-34.96	-146.00	35.00	-2,263.46
Purged 11-'19	-917.67	-4,326.48	-6,876.26	-127,829.24	-139.61	-12,522.68	-11,028.68	-6,731.41	-6,486.11	-3,182.51	-9,283.06	-9,860.00	-199,183.71
2nd purge adj	-168.00	3,331.75	-1,207.04	-22,750.95	-287.66	-1,966.12	-2,245.61	-1,042.31	-769.34	-554.96	899.37	-3,745.00	-30,505.87
Nov-19-1-20	128.98	540.70	926.53	17,786.54	72.90	1,837.85	1,576.61	831.89	731.37	429.66	-1,800.75	-345.00	22,717.28
Feb-20	39.98	167.70	287.49	5,638.93		697.45	480.81	263.94	228.84	133.32	329.23	25.00	8,292.69
													0.00
													0.00
													0.00
total changes	-958.25	-461.33	-7,166.98	-132,884.20	-328.57	-12,831.80	-11,753.41	-6,930.65	-6,557.07	-3,312.71	-10,280.52	-13,740.00	-207,205.49



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Taxes-Property

**IN THE MATTER OF TAX CHARGES OF
REAL ESTATE PROPERTY TO DOUG TRENTMANN,
COLLECTOR OF REVENUE, FOR THE YEAR
ENDED FEBRUARY 29, 2020**

WHEREAS, Doug Trentmann, Collector of Revenue, presents to the County Commission statements describing erroneously assessed Real Estate Property for 2019 and prior years, and the amount of taxes levied on said property and charged against him; and

WHEREAS, the Collector also presents statements describing erroneously assessed Real Estate Property for 2019 and prior years, for which he was not charged on the respective tax books; and

WHEREAS, the County Commission after examining and inquiring into all said statements finds that certain properties were doubly assessed, erroneously described, assessed in the wrong school district or otherwise erroneous assessed, and taxes levied on said properties should be stricken from the record or adjusted as outlined in the various statements submitted by Doug Trentmann, Collector of Revenue.

IT IS HEREUPON ORDERED by the County Commission that adjustments be and hereby are made on taxes charged for 2019 and prior to Doug Trentmann, Collector of Revenue, as required in his statements and recapitulated in attachments.

IT IS FURTHER ORDERED that a copy of this order be delivered to Doug Trentmann, Collector of Revenue; the Missouri Department of Revenue, P.O. Box 453, Jefferson City, Missouri 65105-0453; Angela Gibson, Franklin County Auditor; and to Jeannine Stevens, Chief Deputy County Clerk.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

2019 ANNUAL SETTLEMENT

Real Estate Back Tax														Real Estate	
2018 & Prior														2019 & Pr	
Changes:	State Tax	County Tax	Rd & Br Tax	School Tax	Hospital Tax	Fire Dist Tax	College Dis	Library Tax	Ambulance	Frank Co S	City Tax	Sur Tax	Sewer Dis	Tif Dist	Total Tax
Mar-19															0.00
Apr-19	-3.14	-13.14	-22.51	-400.93		-14.48	-47.41	-20.96	-2.69	-10.44	-74.24				-609.94
May-19															0.00
Jun-19															0.00
Jul-19															0.00
Aug-19															0.00
Sep-19															0.00
Oct-19															0.00
Purged 011-'19	349.02	1,244.76	2,159.19	45,007.51		5,040.93	3,759.20	1,082.19	2,163.76	1,085.00	1,351.40	101.54	108.05		63,452.55
2nd purge		-4,807.91	97.71	1,935.86			209.99	46.26		46.26	279.73		12.42		-2,179.68
Nov-19	-253.14	-1,071.76	-1,815.21	-36,289.51		-6,581.48	-2,147.65	-1,693.21	-2,962.23	-842.74	-3,359.99	-3,266.16	-71.50		-60,354.58
Feb-20															0.00
															0.00
															0.00
															0.00
total changes	92.74	-4,648.05	419.18	10,252.93	0.00	-1,555.03	1,774.13	-585.72	-801.16	278.08	-1,803.10	-3,164.62	48.97	0.00	308.35

2019 ANNUAL SETTLEMENT

Real Estate															
Current 2019															
BOE/STC Stip	State Tax	County Tax	Rd & Br Tax	School Tax	Hospital Tax	Fire Dist Tax	College Dist Tax	Library Tax	Ambulance Dist Tax	Frankl Co SB40	City Tax	Sur Tax	Sewer Dist Tax	Tif District	Total Tax
Oct-19														0.00	0.00
Nov-19														0.00	0.00
Dec-19	-118.96	-504.74	-833.47	-16,512.39		-1,065.45	-1,614.42	-783.59	-76.71	-386.59	-1,715.15	-358.53		0.00	-23,970.00
Jan-20	-2.78	-11.78	-19.46	-385.93			-41.35	-18.51		-9.03	-54.97	-109.36		0.00	-653.17
Feb-20	-8.64	-36.67	-60.57	-1,201.39			-128.72	-57.19		-28.09	-171.13	-1,415.38		0.00	-3,107.78
Total changes	-130.38	-563.19	-913.50	-18,099.71	0.00	-1,065.45	-1,784.48	-859.29	-76.71	-423.71	-1,941.26	-1,883.27	0.00	0.00	0.00



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Taxes-Property

**IN THE MATTER OF ADJUSTMENT OF TAX CHARGES
ON PERSONAL PROPERTY TAX BOOK FOR THE YEAR
2019 & PRIOR TO DOUG TRENTMANN, COLLECTOR OF
REVENUE FOR FRANKLIN COUNTY**

WHEREAS, Doug Trentmann, Collector of Revenue presents to the Franklin County Commission statements describing Personal Property for 2019 and prior for which he was not charged on the respective books; and

WHEREAS, the Commission, after examining and inquiring into all the said statements finds that the described Personal Property submitted by him shall be charged to the Collector for the year ending February 29, 2020.

IT IS HEREBY ORDERED by this Commission that adjustments be and are made on taxes charged to Doug Trentmann, Collector for the year 2019 and prior for additional charges as required in statements and recapitulated as follows:

2019 Additional Personal Property Valuation	\$1,946,578.00
2019 Additional Personal Property Tax	\$133,455.11
2018 Additional Personal Property Valuation	\$256,521.00
2018 Additional Personal Property Tax	\$17,643.55
2017 Additional Personal Property Valuation	\$18,530.00
2017 Additional Personal Property Tax	\$1219.80
2016 Additional Personal Property Valuation	\$0.00
2016 Additional Personal Property Tax	\$0.00
2015 & Prior Additional Personal Property Valuation	\$0.00
2015 & Prior Additional Personal Property Tax	\$0.00
Total Additional Personal Property Valuation	\$2,221,629.00
Total Additional Personal Property Tax	\$152,318.46

IT IS HEREBY ORDERED that the above Personal Property be shown in its entirety on order written finalizing charges to the Collector of Revenue for the month of February and the year ending February 29, 2020.

IT IS FURTHER ORDERED that a copy of this order be delivered to Doug Trentmann, Collector; Jeannine Stevens, Chief Deputy County Clerk and to Angela Gibson, Auditor.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

Add On Report

From Business Date: 02/01/2020 To Business Date: 02/29/2020

Report Generated: 17:15:10 03/04/2020

		2020	2019	2018	2017	2016	Other Year	Year Total
CITY,NEW HAVEN	PERSONAL_PROPERTY	0.00	398.99	13.90	0.00	0.00	0.00	410.89
	Acct Total	0.00	398.99	13.90	0.00	0.00	0.00	410.89
CITY,OAK GROVE VILLAGE	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Acct Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CITY,PACIFIC	PERSONAL_PROPERTY	0.00	434.88	34.52	1.50	0.00	0.00	471.00
	Acct Total	0.00	434.88	34.52	1.50	0.00	0.00	471.00
REGISTRY,PACIFIC	PERSONAL_PROPERTY	0.00	290.00	30.00	5.00	0.00	0.00	325.00
	Acct Total	0.00	290.00	30.00	5.00	0.00	0.00	325.00
CITY,PARKWAY VILLAGE	PERSONAL_PROPERTY	0.00	13.75	0.00	0.00	0.00	0.00	13.75
	Acct Total	0.00	13.75	0.00	0.00	0.00	0.00	13.75
CITY,ST CLAIR	PERSONAL_PROPERTY	0.00	580.06	63.56	0.00	0.00	0.00	623.62
	Acct Total	0.00	580.06	63.56	0.00	0.00	0.00	623.62
CITY,SULLIVAN	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Acct Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CITY,UNION	PERSONAL_PROPERTY	0.00	1,672.85	202.98	42.71	0.00	0.00	1,918.54
	Acct Total	0.00	1,672.85	202.98	42.71	0.00	0.00	1,918.54
CITY,WASHINGTON	PERSONAL_PROPERTY	0.00	1,190.57	234.88	31.54	0.00	0.00	1,456.99
	Acct Total	0.00	1,190.57	234.88	31.54	0.00	0.00	1,456.99
CITY,TOTAL	PERSONAL_PROPERTY	0.00	4,709.35	608.26	81.70	0.00	0.00	5,397.31
	Acct Total	0.00	4,709.35	608.26	81.70	0.00	0.00	5,397.31
RETIREMENT FUND	MERCHANT	20.00	20.00	0.00	0.00	0.00	0.00	40.00
	Acct Total	20.00	20.00	0.00	0.00	0.00	0.00	40.00
LT FILE FEE	PERSONAL_PROPERTY	0.00	16,100.00	2,445.00	130.00	0.00	0.00	18,675.00
	Acct Total	0.00	16,100.00	2,445.00	130.00	0.00	0.00	18,675.00
COUNTY OPERATING FUND TOTAL	PERSONAL_PROPERTY	0.00	16,100.00	2,445.00	130.00	0.00	0.00	18,675.00
	MERCHANT	20.00	20.00	0.00	0.00	0.00	0.00	40.00
	Acct Total	20.00	16,120.00	2,445.00	130.00	0.00	0.00	18,715.00
COUNTY CLERK	MERCHANT	5.00	5.00	0.00	0.00	0.00	0.00	10.00
	Acct Total	5.00	5.00	0.00	0.00	0.00	0.00	10.00
COUNTY CLERK TOTAL	MERCHANT	5.00	5.00	0.00	0.00	0.00	0.00	10.00
	Acct Total	5.00	5.00	0.00	0.00	0.00	0.00	10.00
TOTAL ALL ACCOUNTS	PERSONAL_PROPERTY	0.00	133,455.11	17,643.55	1,219.80	0.00	0.00	152,318.46
	MERCHANT	25.00	25.00	0.00	0.00	0.00	0.00	50.00
	Acct Total	25.00	133,480.11	17,643.55	1,219.80	0.00	0.00	152,368.46
TOTAL VALUATION ALL ACCOUNTS	PERSONAL_PROPERTY	0.00	1,946,578.00	256,521.00	18,530.00	0.00	0.00	2,221,629.00
	Acct Total	0.00	1,946,578.00	256,521.00	18,530.00	0.00	0.00	2,221,629.00

Add On Report

From Supplement Date: 02/01/2020 To Business Date: 02/29/2020

Report Generated: 17:15:10 03/04/2020

Add Date	Sta	Year	Account	Name	Base Tax Amt	Tif
02-03-2020	PERSONAL_PROPERTY	2019	341519	CAUDLE,SHIRLEY ASHLEY	104.52	
02-03-2020	PERSONAL_PROPERTY	2018	90383	CUNNINGHAM,SEAN M & JANA D	275.91	
02-03-2020	PERSONAL_PROPERTY	2018	64326	CLINES,DAVID W & SMITH,MELINDA K	1225.68	
02-03-2020	PERSONAL_PROPERTY	2019	362678	PETERSEN,RYAN P	6.97	
02-03-2020	PERSONAL_PROPERTY	2019	356389	UTTECH,DANIELLE K	289.75	
02-03-2020	PERSONAL_PROPERTY	2019	52500	YOEST,DANIEL INS AGENCY INC	315.27	
02-03-2020	PERSONAL_PROPERTY	2019	347839	PATTERSON,AUSTIN L	487.36	
02-03-2020	PERSONAL_PROPERTY	2018	320801	DAMES,JENNIFER LOUISE	62.93	
02-03-2020	PERSONAL_PROPERTY	2019	362681	HOERATH,IAN M & JESSICA R	528.18	
02-03-2020	PERSONAL_PROPERTY	2019	345706	LODNEY,NATHAN E & AMBER L	168.88	
02-03-2020	PERSONAL_PROPERTY	2019	362440	LANDMANN,LOGAN J	521.71	
02-03-2020	PERSONAL_PROPERTY	2019	271862	GASPERSON,CARL R	30.48	
02-03-2020	PERSONAL_PROPERTY	2019	234896	HOPWOOD,TIMOTHY & CHRISTINE	164.97	
02-03-2020	PERSONAL_PROPERTY	2019	325613	CARROLL,KIMBERLEY	32.67	
02-03-2020	PERSONAL_PROPERTY	2019	362587	HILSMAN,SARA M	17.70	
02-03-2020	PERSONAL_PROPERTY	2019	331365	POGUE,CODY	110.43	
02-03-2020	PERSONAL_PROPERTY	2019	64326	CLINES,DAVID W & SMITH,MELINDA K	1030.57	
02-03-2020	PERSONAL_PROPERTY	2019	71239	WAKEFIELD,DAN R	194.70	
02-03-2020	PERSONAL_PROPERTY	2018	52500	YOEST,DANIEL INS AGENCY INC	340.60	
02-03-2020	PERSONAL_PROPERTY	2019	320801	DAMES,JENNIFER LOUISE	59.75	
02-03-2020	PERSONAL_PROPERTY	2019	67238	BROWN,SHERRY D	170.55	
02-03-2020	PERSONAL_PROPERTY	2017	349733	DESMOND,JODI A	13.97	
02-03-2020	PERSONAL_PROPERTY	2019	54541	SCHINDLER,MICHAEL P	153.11	
02-03-2020	PERSONAL_PROPERTY	2019	12362	BOUCHER,ROBIN L	128.66	
02-03-2020	PERSONAL_PROPERTY	2018	12362	BOUCHER,ROBIN L	142.55	
02-03-2020	PERSONAL_PROPERTY	2019	336265	WILSON,MARVIN D	26.74	
02-03-2020	PERSONAL_PROPERTY	2019	330533	JOMP,JOHN W	111.44	
02-03-2020	PERSONAL_PROPERTY	2018	362678	PETERSEN,RYAN P	7.27	
02-03-2020	MERCHANT	2019	802527	RENT ONE #332	25.00	
02-03-2020	PERSONAL_PROPERTY	2019	335292	BRENDEL,RYAN F	39.95	
02-03-2020	PERSONAL_PROPERTY	2018	230191	STRAUSBAUGH,BRANDON & ELLEN	126.03	
02-03-2020	PERSONAL_PROPERTY	2019	347895	BRANSON,CASEY J	131.55	
02-03-2020	PERSONAL_PROPERTY	2018	349733	DESMOND,JODI A	5.61	
02-03-2020	PERSONAL_PROPERTY	2019	362567	MUICH,BRANDON D	178.57	
02-03-2020	PERSONAL_PROPERTY	2019	298584	HUTCHINSON,JOSEPH D	27.80	
02-03-2020	PERSONAL_PROPERTY	2019	325491	JOHNSON,JAVELIN J & CARISSA (SCHNEIDER)	215.08	
02-03-2020	PERSONAL_PROPERTY	2018	341519	CAUDLE,SHIRLEY ASHLEY	34.79	
02-03-2020	PERSONAL_PROPERTY	2019	203871	POGUE,DAVID	78.37	
02-03-2020	PERSONAL_PROPERTY	2019	90383	CUNNINGHAM,SEAN M & JANA D	515.64	
02-03-2020	PERSONAL_PROPERTY	2019	77420	WHITED,DONALD W & MARY	592.07	

Add On Report

From Business Date: 02.01.2020 To Business Date: 02.29.2020

Report Generated: 17:16:10 03.04.2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-03-2020	PERSONAL_PROPERTY	2019	362675	MORITZ,CRYSTAL E	18.39	
02-03-2020	PERSONAL_PROPERTY	2019	287139	ASHBAUGH,LISA J	29.93	
02-03-2020	PERSONAL_PROPERTY	2018	335292	BRENDEL,RYAN F	41.08	
02-03-2020	PERSONAL_PROPERTY	2018	347895	BRANSON,CASEY J	155.56	
Sub Total					8956.94	
02-04-2020	PERSONAL_PROPERTY	2019	362461	WALZ,JONATHAN G	46.41	
02-04-2020	PERSONAL_PROPERTY	2019	226334	THURSTON,ANTHONY & PATRICIA (FURGUSON)	202.98	
02-04-2020	PERSONAL_PROPERTY	2019	254006	NUNN,TRACY A	400.19	
02-04-2020	PERSONAL_PROPERTY	2019	360935	DAVIS,NICK W & MELISSA R	418.90	
02-04-2020	PERSONAL_PROPERTY	2018	280028	WHITE,SARA L	26.84	
02-04-2020	PERSONAL_PROPERTY	2019	323706	FOULKS,VICKY	21.37	
02-04-2020	PERSONAL_PROPERTY	2019	355549	HESS,KEVIN S & KIMBERLY E	20.54	
02-04-2020	PERSONAL_PROPERTY	2019	362695	UNNERSTALL,VALORIE L	243.82	
02-04-2020	PERSONAL_PROPERTY	2019	348815	BROUSSARD,SUSAN (ALISE)	39.24	
02-04-2020	PERSONAL_PROPERTY	2019	362665	TESAR,RILYN R	19.96	
02-04-2020	PERSONAL_PROPERTY	2019	205890	GUMPENBERGER,MARY BETH	26.37	
02-04-2020	PERSONAL_PROPERTY	2019	352920	PADILLA,VICTOR JABIOR	178.80	
02-04-2020	PERSONAL_PROPERTY	2019	328603	EMERY,ROBERT C JR	47.91	
02-04-2020	PERSONAL_PROPERTY	2019	356571	KUHLMANN,WILLIAM D	20.57	
02-04-2020	PERSONAL_PROPERTY	2019	362694	BALLEW,VICTOR B	88.08	
02-04-2020	PERSONAL_PROPERTY	2018	254006	NUNN,TRACY A	30.99	
02-04-2020	PERSONAL_PROPERTY	2019	280028	WHITE,SARA L	23.23	
02-04-2020	PERSONAL_PROPERTY	2019	227554	JACKSON,GREGGORY & JENIFER	332.12	
02-04-2020	PERSONAL_PROPERTY	2018	355549	HESS,KEVIN S & KIMBERLY E	27.30	
02-04-2020	PERSONAL_PROPERTY	2019	321220	HOELSCHER,HEATHER	23.90	
02-04-2020	PERSONAL_PROPERTY	2019	311352	MITCHELL,KYLE T & REBECCA	103.14	
02-04-2020	PERSONAL_PROPERTY	2019	330927	STHR,TYLER R	100.10	
02-04-2020	PERSONAL_PROPERTY	2019	207207	SMITH,LEROY D & TERESA	414.15	
02-04-2020	PERSONAL_PROPERTY	2019	307219	GRIMM,SONJA L	185.87	
02-04-2020	PERSONAL_PROPERTY	2019	341376	KRIEGER,RONALD L	20.57	
02-04-2020	PERSONAL_PROPERTY	2019	355448	YATES,ROBBY A & CORBAN L	49.82	
02-04-2020	PERSONAL_PROPERTY	2019	362673	BAXTER,JILLIAN C	98.70	
02-04-2020	PERSONAL_PROPERTY	2019	362690	KLEE,PRESTON L & MARIAH L	185.07	
02-04-2020	PERSONAL_PROPERTY	2018	328603	EMERY,ROBERT C JR	51.64	
02-04-2020	PERSONAL_PROPERTY	2019	36778	BRANDT,KEVIN L & STEPHANIE	376.63	
02-04-2020	PERSONAL_PROPERTY	2019	39611	SCHUTT,MATTHEW H & TAMMY J	814.76	
Sub Total					4640.17	
02-05-2020	PERSONAL_PROPERTY	2018	349224	COLEMAN,PHILLIP	741.30	
02-05-2020	PERSONAL_PROPERTY	2019	361625	HERNANDEZ,JORGE O & CLARA E	840.90	
02-05-2020	PERSONAL_PROPERTY	2019	321674	HOWARD,JADEN M & BELLE RAE	776.56	

Add On Report

From Business Date: 02-01-2020 To Business Date: 02-29-2020

Report Generated: 17:15:10 03-04-2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-05-2020	PERSONAL_PROPERTY	2019	340435	MCBEE,JOHNATHAN M & ANNE M (PERRY)	300.81	
02-05-2020	PERSONAL_PROPERTY	2018	340435	MCBEE,JOHNATHAN M & ANNE M (PERRY)	198.34	
02-05-2020	PERSONAL_PROPERTY	2018	341836	BURKS,THOMAS W & JOANN	188.87	
02-05-2020	PERSONAL_PROPERTY	2019	298431	GRAHAM,ROY B	313.39	
02-05-2020	PERSONAL_PROPERTY	2019	5931	LIPE,LONNIE E	113.04	
02-05-2020	PERSONAL_PROPERTY	2019	362607	WERKMEISTER,DENNIS J & KATHY V	324.37	
02-05-2020	PERSONAL_PROPERTY	2019	362705	WALTERS,CHASE A	5.55	
02-05-2020	PERSONAL_PROPERTY	2019	362704	GRANTHAM,RESHEAL M	12.34	
02-05-2020	PERSONAL_PROPERTY	2019	43707	HAWKINS,HARRY L	66.35	
02-05-2020	PERSONAL_PROPERTY	2019	349224	COLEMAN,PHILLIP	1055.72	
02-05-2020	PERSONAL_PROPERTY	2019	362689	BREWSTER,LARRY R & ALLISON M (ROSE)	164.98	
02-05-2020	PERSONAL_PROPERTY	2017	337923	MARTIN,KYLE A	6.91	
02-05-2020	PERSONAL_PROPERTY	2019	362490	CONLEY,LISA A	87.92	
02-05-2020	PERSONAL_PROPERTY	2019	317217	ROBBINS,JEFFREY A	146.65	
02-05-2020	PERSONAL_PROPERTY	2019	288283	KRUPINSKI,MATT B	489.38	
02-05-2020	PERSONAL_PROPERTY	2019	227948	SULLENTRUP,JIM & KELLIE	415.20	
02-05-2020	PERSONAL_PROPERTY	2019	362688	MATHERS,ASHLEY G	18.61	
02-05-2020	PERSONAL_PROPERTY	2019	58861	WERNER,ANTHONY N & BEVERLY A	69.83	
02-05-2020	PERSONAL_PROPERTY	2019	341836	BURKS,THOMAS W & JOANN	148.66	
02-05-2020	PERSONAL_PROPERTY	2019	50151	DIVERSIFIED CONCRETE FORMING	551.42	
				Sub Total	7037.20	
02-06-2020	PERSONAL_PROPERTY	2019	349417	DOORACK,ANDREW D & NORA M	600.62	
02-06-2020	PERSONAL_PROPERTY	2019	255122	STRUBBERG,ANTHONY R II	38.84	
02-06-2020	PERSONAL_PROPERTY	2019	362470	BROCATO,DYLAN M	219.17	
02-06-2020	PERSONAL_PROPERTY	2019	362716	TROKEY,BENJAMIN E	120.57	
02-06-2020	PERSONAL_PROPERTY	2019	362717	RADLER,PATRICK J & KATHERINE M	168.19	
02-06-2020	PERSONAL_PROPERTY	2019	361755	BAY,CHRISTOPER J	242.81	
02-06-2020	PERSONAL_PROPERTY	2018	351755	BAY,CHRISTOPER J	307.10	
02-06-2020	PERSONAL_PROPERTY	2019	11446	BECKMANN,JAMES L & LINDA	353.63	
02-06-2020	PERSONAL_PROPERTY	2019	12112	BOBS AUTO SALES	53.91	
02-06-2020	PERSONAL_PROPERTY	2019	230918	BELL,WILLIAM L	12.28	
02-06-2020	PERSONAL_PROPERTY	2018	350025	SWARTZ,WYATT W	96.59	
02-06-2020	PERSONAL_PROPERTY	2019	344950	MILLER,AUSTIN L	29.43	
02-06-2020	PERSONAL_PROPERTY	2018	343312	FRIEDMANN,JAMES R	40.29	
02-06-2020	PERSONAL_PROPERTY	2019	325952	HOUSE,ALICA A	167.30	
02-06-2020	PERSONAL_PROPERTY	2019	362671	TWIGGS,JOSHUA M & JENNIFER N	992.95	
02-06-2020	PERSONAL_PROPERTY	2019	311721	MULLIS,WATSON H & LISA	96.68	
02-06-2020	PERSONAL_PROPERTY	2018	343715	TRENTMANN,JOSHUA A	111.35	
02-06-2020	PERSONAL_PROPERTY	2019	343312	FRIEDMANN,JAMES R	35.62	
02-06-2020	PERSONAL_PROPERTY	2019	348082	DAWES,PAMELA L	199.01	

Add On Report

From Business Date: 02-01-2020 To Business Date: 02-29-2020

Report Generated: 17:15:10 03/04/2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-06-2020	PERSONAL_PROPERTY	2019	349207	BRUMITT,KIMBERLY A	71.56	
02-06-2020	PERSONAL_PROPERTY	2019	283960	LASHLEY,ARIC V	155.76	
02-06-2020	PERSONAL_PROPERTY	2019	295057	BAILEY,MICHAEL C	439.70	
02-06-2020	PERSONAL_PROPERTY	2019	343715	TRENTMANN,JOSHUA A	94.18	
02-06-2020	PERSONAL_PROPERTY	2019	63595	GRIFFITH,BRENDA L	44.98	
				Sub Total	4690.52	
02-07-2020	PERSONAL_PROPERTY	2019	362728	BENEDICT,JOYCE A	22.91	
02-07-2020	PERSONAL_PROPERTY	2018	362728	BENEDICT,JOYCE A	26.03	
02-07-2020	PERSONAL_PROPERTY	2019	226555	SIMMONS,ANGELIA B	63.08	
02-07-2020	PERSONAL_PROPERTY	2018	362734	ESCHENBACH,NATHAN C	41.89	
02-07-2020	PERSONAL_PROPERTY	2019	347443	MURPHY,TERRY J	108.36	
02-07-2020	PERSONAL_PROPERTY	2018	297885	SWIFT,CATRINA A	120.25	
02-07-2020	PERSONAL_PROPERTY	2019	339634	HINCH,DEVIN M	156.77	
02-07-2020	PERSONAL_PROPERTY	2019	295975	MOHRLOCK,CHRISTOPHER A	591.32	
02-07-2020	PERSONAL_PROPERTY	2019	313666	HEDRICK,JONATHAN S &	234.51	
02-07-2020	PERSONAL_PROPERTY	2019	225712	HURT,GLENN M & COURTNEY M	488.99	
02-07-2020	PERSONAL_PROPERTY	2018	348192	SUTTON,ALYSSA	5.85	
02-07-2020	PERSONAL_PROPERTY	2019	273959	SHAUL,MICHAEL E	37.92	
02-07-2020	PERSONAL_PROPERTY	2019	80655	WILLIAMS,VIRGINIA F	47.89	
02-07-2020	PERSONAL_PROPERTY	2019	356139	SAUBERAN,OLIVIA N	153.68	
02-07-2020	PERSONAL_PROPERTY	2019	359460	RAINEY,ALEXIS M	31.20	
02-07-2020	PERSONAL_PROPERTY	2018	362556	SUMPTER,ASHLEE R	79.04	
02-07-2020	PERSONAL_PROPERTY	2019	362736	WILLIAMS,JACOB C	11.91	
02-07-2020	PERSONAL_PROPERTY	2019	201450	LANCASTER,MICHAEL E	131.33	
02-07-2020	PERSONAL_PROPERTY	2018	201450	LANCASTER,MICHAEL E	163.55	
02-07-2020	PERSONAL_PROPERTY	2019	362432	POLITTE,ROBERT L	828.04	
02-07-2020	PERSONAL_PROPERTY	2019	285636	MARTIN,BRIAN JAMES	487.33	
02-07-2020	PERSONAL_PROPERTY	2019	297885	SWIFT,CATRINA A	107.81	
02-07-2020	PERSONAL_PROPERTY	2019	206410	WHITE,MICHAEL W	240.77	
02-07-2020	PERSONAL_PROPERTY	2019	229441	DOTSON,HEATHER	153.94	
02-07-2020	PERSONAL_PROPERTY	2019	230191	STRAUSSBAUGH, BRANDON & ELLEN	169.67	
02-07-2020	PERSONAL_PROPERTY	2019	215559	DUVALL,MICHAEL A	105.23	
02-07-2020	PERSONAL_PROPERTY	2019	353679	SLIMMER,BRIAN E & SANDRA L(LYON)	314.67	
02-07-2020	PERSONAL_PROPERTY	2019	362743	BARSALOUX,TIMOTHY J	95.76	
02-07-2020	PERSONAL_PROPERTY	2017	300648	MEYER,ADRIENNE	154.07	
02-07-2020	PERSONAL_PROPERTY	2017	348192	SUTTON,ALYSSA	5.88	
02-07-2020	PERSONAL_PROPERTY	2019	254983	BREWER,CHRISTOPHER B & WENDI	110.39	
02-07-2020	PERSONAL_PROPERTY	2019	355749	QUICK,JOSH S & SARAH A	405.98	
02-07-2020	PERSONAL_PROPERTY	2019	355122	CALDWELL,PAUL E	366.48	
02-07-2020	PERSONAL_PROPERTY	2019	326794	REDHAGE,KILEY (OTOOLE)	100.56	

Add On Report

From Billable Date: 02.01.2020 To Billable Date: 02.29.2020

Report Generated: 17:16:10 03.04.2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-07-2020	PERSONAL_PROPERTY	2019	348040	EATON,TAYLOR N	20.56	
02-07-2020	PERSONAL_PROPERTY	2018	348040	EATON,TAYLOR N	20.82	
02-07-2020	PERSONAL_PROPERTY	2019	286605	HOUSE,MICHAEL J & ANGELINE	146.72	
02-07-2020	PERSONAL_PROPERTY	2019	291081	LANGE,SHANNON L	456.21	
02-07-2020	PERSONAL_PROPERTY	2018	362739	EDGAR,DEBORAH J	21.82	
02-07-2020	PERSONAL_PROPERTY	2019	362740	YOUNG,SHERRY J	46.41	
02-07-2020	PERSONAL_PROPERTY	2019	343117	SELTZER,JONATHAN A & JORDAN	208.12	
02-07-2020	PERSONAL_PROPERTY	2019	361937	OLEARY,DIANA L	41.54	
02-07-2020	PERSONAL_PROPERTY	2019	349915	WADE,BOBBY J	169.47	
02-07-2020	PERSONAL_PROPERTY	2019	382618	MAKELA,JERROD B	56.89	
02-07-2020	PERSONAL_PROPERTY	2019	315876	MUELLER,MOLLY K	197.53	
02-07-2020	PERSONAL_PROPERTY	2019	251274	BRYAN,JAMMY & SALLY M	6.53	
02-07-2020	PERSONAL_PROPERTY	2017	348040	EATON,TAYLOR N	22.18	
02-07-2020	PERSONAL_PROPERTY	2019	362556	SUMPTER,ASHLEE R	66.75	
02-07-2020	PERSONAL_PROPERTY	2019	274947	FULTS,LUCAS S	155.19	
02-07-2020	PERSONAL_PROPERTY	2018	227646	CROWE,DAVID A	115.60	
02-07-2020	PERSONAL_PROPERTY	2019	227646	CROWE,DAVID A	104.73	
02-07-2020	PERSONAL_PROPERTY	2019	362739	EDGAR,DEBORAH J	19.37	
				Sub Total	8057.08	
02-10-2020	PERSONAL_PROPERTY	2019	15132	DAVIS,BURL W	31.26	
02-10-2020	PERSONAL_PROPERTY	2019	299028	FARRAR,PATRICK K	42.66	
02-10-2020	PERSONAL_PROPERTY	2019	362757	JUST,NICHOLAS J III & BETTYJANE	709.90	
02-10-2020	PERSONAL_PROPERTY	2019	382804	WALLACE,GLORIA G	17.62	
02-10-2020	PERSONAL_PROPERTY	2019	356926	CARD,KYLE J	49.05	
02-10-2020	PERSONAL_PROPERTY	2018	313864	SATTERFIELD,CHRISTIAN J	258.32	
02-10-2020	PERSONAL_PROPERTY	2019	72438	MERRILL,GAVIN G & MAXEY,STACIE	84.99	
02-10-2020	PERSONAL_PROPERTY	2017	229573	DISMANG,MARTINA	116.02	
02-10-2020	PERSONAL_PROPERTY	2019	45412	BROEKER,JEREMY	150.50	
02-10-2020	PERSONAL_PROPERTY	2019	362721	STAHLMAN,WILLIAM B	63.46	
02-10-2020	PERSONAL_PROPERTY	2018	362774	MCINTYRE,DAVID II & LITTLE,SHELLI	124.60	
02-10-2020	PERSONAL_PROPERTY	2019	276365	SMURPHAT,LORA S & CARL T	21.14	
02-10-2020	PERSONAL_PROPERTY	2019	361591	GRAY,MARCELLA C	50.32	
02-10-2020	PERSONAL_PROPERTY	2019	362776	RHINE,JAMES B & CHEYANNE P	24.27	
02-10-2020	PERSONAL_PROPERTY	2019	362749	HOLZ,MATTHEW R II	5.88	
02-10-2020	PERSONAL_PROPERTY	2018	362749	HOLZ,MATTHEW R II	5.82	
02-10-2020	PERSONAL_PROPERTY	2019	357827	CONWAY,THOMAS BRUCE & DAWN M	32.79	
02-10-2020	PERSONAL_PROPERTY	2018	247864	HASS,WILLIAM J	126.03	
02-10-2020	PERSONAL_PROPERTY	2019	319866	PRICE,NICK & JESSIE (STEINHOFF)	500.46	
02-10-2020	PERSONAL_PROPERTY	2019	313864	SATTERFIELD,CHRISTIAN J	237.59	
02-10-2020	PERSONAL_PROPERTY	2019	362770	CLARKE,JAMES R	99.26	

Add On Report

From Election Date: 02-01-2020 To Billing Date: 02-29-2020

Report Generated: 17-16-10 03.04.2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-10-2020	PERSONAL_PROPERTY	2019	362714	ANDERSON,TANYA S	218.53	
02-10-2020	PERSONAL_PROPERTY	2019	343318	BRADY,TIMOTHY D JR & SAMANTHA M	577.73	
02-10-2020	PERSONAL_PROPERTY	2018	362757	JUST,NICHOLAS J III & BETTYJANE	112.79	
02-10-2020	PERSONAL_PROPERTY	2019	247864	HASS,WILLIAM J	109.17	
02-10-2020	PERSONAL_PROPERTY	2019	358908	MACE,LILLIE B	93.09	
02-10-2020	PERSONAL_PROPERTY	2019	355468	PFITZINGER,CAROLYN K	213.85	
02-10-2020	PERSONAL_PROPERTY	2019	60277	HEITMANN,JASON J & MELISSA(MEYER)	264.53	
02-10-2020	PERSONAL_PROPERTY	2019	274029	ADAMS,JUSTIN D & RACHEL L	95.55	
02-10-2020	PERSONAL_PROPERTY	2019	358909	CROFT,KATHERINE M	21.37	
02-10-2020	PERSONAL_PROPERTY	2019	36463	SUTT,JERRY & JACKIE	89.28	
02-10-2020	PERSONAL_PROPERTY	2019	362774	MCINTYRE,DAVID II & LITTLE,SHELLI	126.77	
02-10-2020	PERSONAL_PROPERTY	2018	337524	DESMOND,KELLY R	125.35	
02-10-2020	PERSONAL_PROPERTY	2019	211205	LEACH,MARTY J	26.29	
02-10-2020	PERSONAL_PROPERTY	2019	324411	GRAY,NICOLE A	160.73	
02-10-2020	PERSONAL_PROPERTY	2019	316390	WHITFORD,NATHAN J & MELISSA	810.83	
02-10-2020	PERSONAL_PROPERTY	2019	358625	MASE,MICHAEL J & JOAN J	309.87	
02-10-2020	PERSONAL_PROPERTY	2019	40444	MATTINGLY,HEATHER & DEAN	1647.49	
02-10-2020	PERSONAL_PROPERTY	2019	295525	WIDEMAN,BRITTANY L	20.18	
02-10-2020	PERSONAL_PROPERTY	2019	358717	FELTMAN,MICHELLE C	49.68	
02-10-2020	PERSONAL_PROPERTY	2019	231149	BERRON,DAVID E	451.58	
02-10-2020	PERSONAL_PROPERTY	2018	319868	PRICE,NICK & JESSIE (STEINHOFF)	526.23	
02-10-2020	PERSONAL_PROPERTY	2018	362770	CLARKE,JAMES R	16.84	
02-10-2020	PERSONAL_PROPERTY	2019	336516	JUERGENS,KATIE L	106.47	
02-10-2020	PERSONAL_PROPERTY	2019	362775	TESAR,TRE	44.45	
02-10-2020	PERSONAL_PROPERTY	2019	337524	DESMOND,KELLY R	114.98	
02-10-2020	PERSONAL_PROPERTY	2018	211205	LEACH,MARTY J	91.29	
02-10-2020	PERSONAL_PROPERTY	2019	330616	DAUGHERTY,JAMES R III	259.06	
02-10-2020	PERSONAL_PROPERTY	2019	362594	GUTIERREZ,STEPHEN P	439.84	
				Sub Total	9875.70	
02-11-2020	PERSONAL_PROPERTY	2019	362790	WERLEY,CAIGE E	68.03	
02-11-2020	PERSONAL_PROPERTY	2019	362741	ADKISSON,KATHRYN A	22.49	
02-11-2020	PERSONAL_PROPERTY	2018	345295	JACKSON,SARAH E	19.87	
02-11-2020	PERSONAL_PROPERTY	2019	362797	RUSSELL,TYLER C	30.59	
02-11-2020	PERSONAL_PROPERTY	2019	308423	OWENS,MONICA L	204.89	
02-11-2020	PERSONAL_PROPERTY	2019	362801	ENGLAND,STEPHEN C	78.50	
02-11-2020	PERSONAL_PROPERTY	2019	303109	WILKINSON,HARRY S II	23.51	
02-11-2020	PERSONAL_PROPERTY	2018	336372	CAPPS,HELEN ELIZABETH	231.72	
02-11-2020	PERSONAL_PROPERTY	2019	323383	POPE,DAKOTA A	21.14	
02-11-2020	PERSONAL_PROPERTY	2019	345312	GRIM,BRIEN J	267.67	
02-11-2020	PERSONAL_PROPERTY	2018	345312	GRIM,BRIEN J	292.91	

Add On Report

From Business Date: 02/01/2020 To Business Date: 02/29/2020

Report Generated: 17:15:10 03/04/2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Ttl
02-11-2020	PERSONAL_PROPERTY	2019	343942	POWELL,NANCEE M	74.96	
02-11-2020	PERSONAL_PROPERTY	2019	345295	JACKSON,SARAH E	15.95	
02-11-2020	PERSONAL_PROPERTY	2019	343479	BUFFER,TREVOR W	190.74	
02-11-2020	PERSONAL_PROPERTY	2019	350649	BECKMANN,MATTHEW T	48.13	
02-11-2020	PERSONAL_PROPERTY	2019	336372	CAPPS,HELEN ELIZABETH	224.18	
				Sub Total	1815.28	
02-12-2020	PERSONAL_PROPERTY	2018	354394	KUPER,WILLIAM R & TRINITY K	132.55	
02-12-2020	PERSONAL_PROPERTY	2019	303476	MOODY,JENNI R	95.89	
02-12-2020	PERSONAL_PROPERTY	2019	302362	BUHR,SCOTT L	1162.09	
02-12-2020	PERSONAL_PROPERTY	2018	355476	SALAMEH,THAER W	99.77	
02-12-2020	PERSONAL_PROPERTY	2019	206686	MORITZ,SHEILA F	36.47	
02-12-2020	PERSONAL_PROPERTY	2017	340882	ROBERTS,SHERYL DEE	37.86	
02-12-2020	PERSONAL_PROPERTY	2019	362805	JUERGENS,DEVIN A	207.68	
02-12-2020	PERSONAL_PROPERTY	2019	355281	LAROSE,DESTINIE S	20.33	
02-12-2020	PERSONAL_PROPERTY	2019	307886	BODENSCHATZ,CRAIG A & TAYLOR A	60.01	
02-12-2020	PERSONAL_PROPERTY	2019	293171	GRAELER,DWAYNE J & CHRISTINE M	265.12	
02-12-2020	PERSONAL_PROPERTY	2019	362812	JENKINS,PHILLIP A	1749.30	
02-12-2020	PERSONAL_PROPERTY	2019	362644	BLANCHARD,RICH E	20.84	
02-12-2020	PERSONAL_PROPERTY	2019	65331	JUERGENS,JAMES V JR & TRACY L	84.26	
02-12-2020	PERSONAL_PROPERTY	2019	272899	MCGEE,PATRICIA K-TRUST	20.65	
02-12-2020	PERSONAL_PROPERTY	2019	362806	DOLAN,SAMUEL S	150.22	
02-12-2020	PERSONAL_PROPERTY	2018	362644	BLANCHARD,RICH E	21.63	
02-12-2020	PERSONAL_PROPERTY	2019	354394	KUPER,WILLIAM R & TRINITY K	111.45	
02-12-2020	PERSONAL_PROPERTY	2019	355476	SALAMEH,THAER W	67.48	
02-12-2020	PERSONAL_PROPERTY	2017	362644	BLANCHARD,RICH E	23.43	
02-12-2020	PERSONAL_PROPERTY	2019	328777	RANSOM,JULIE A	74.18	
				Sub Total	4441.19	
02-13-2020	PERSONAL_PROPERTY	2019	362827	BENZABEH,DEBRA	70.50	
02-13-2020	PERSONAL_PROPERTY	2019	341244	LARUE,REBECCA A	97.12	
02-13-2020	PERSONAL_PROPERTY	2018	288255	TAYLOR,BENJAMIN A	20.80	
02-13-2020	PERSONAL_PROPERTY	2017	322327	HAWTHORNE,DOUGLAS M	151.62	
02-13-2020	PERSONAL_PROPERTY	2019	254692	VILLINGER,GREG	26.29	
02-13-2020	PERSONAL_PROPERTY	2019	331962	MYLER,CHARLES & REBECCA	146.17	
02-13-2020	PERSONAL_PROPERTY	2017	288255	TAYLOR,BENJAMIN A	15.76	
02-13-2020	PERSONAL_PROPERTY	2019	325146	CLEMENTS,CARTER R	169.02	
02-13-2020	PERSONAL_PROPERTY	2019	315993	MCKIBBEN,JOHN & JOYCE C	37.61	
02-13-2020	PERSONAL_PROPERTY	2019	344709	CHANCE,MIKE D	44.75	
02-13-2020	PERSONAL_PROPERTY	2019	330748	OTTE,BRANDEN J & MOLLY M	192.59	
02-13-2020	PERSONAL_PROPERTY	2019	285281	STANFIELD,CRISTEFER D	6.63	
02-13-2020	PERSONAL_PROPERTY	2019	331158	UNGER,ROBERT & SAMANTHA	335.10	

Add On Report

From Business Date: 02.01.2020 To Business Date: 02.29.2020

Report Generated: 17:15:10 03.04.2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Til
02-13-2020	PERSONAL_PROPERTY	2019	362838	HENDERSON, CALEB M	109.05	
02-13-2020	PERSONAL_PROPERTY	2018	330748	OTTE, BRANDEN J & MOLLY M	102.27	
02-13-2020	PERSONAL_PROPERTY	2018	325146	CLEMENTS, CARTER R	239.52	
02-13-2020	PERSONAL_PROPERTY	2019	357445	PEFFERMANN, CURTIS L	150.05	
02-13-2020	PERSONAL_PROPERTY	2018	357445	PEFFERMANN, CURTIS L	20.61	
02-13-2020	PERSONAL_PROPERTY	2019	323013	BROWN, TODD J & SARA A	31.26	
Sub Total					1966.92	
02-14-2020	PERSONAL_PROPERTY	2019	356753	JULIUS, NATHANIEL A	58.28	
02-14-2020	PERSONAL_PROPERTY	2019	358925	DUNN, JOHN A	5.24	
02-14-2020	PERSONAL_PROPERTY	2019	330528	SNIDER, MICHAEL R	611.42	
02-14-2020	PERSONAL_PROPERTY	2019	302240	WOODRUFF, ECHO L	292.35	
02-14-2020	PERSONAL_PROPERTY	2018	329480	ORTMEYER, KYLE S	107.48	
02-14-2020	PERSONAL_PROPERTY	2019	345693	SOHN, JESSE R	33.61	
02-14-2020	PERSONAL_PROPERTY	2019	362851	JOHNSON, FRANK R & JANETTA A	101.20	
02-14-2020	PERSONAL_PROPERTY	2019	304492	MUIR, MICHAEL & LISA	161.70	
02-14-2020	PERSONAL_PROPERTY	2019	321543	TYREE, MATTHEW S	435.03	
02-14-2020	PERSONAL_PROPERTY	2019	274834	MILLER, MIKE & BETSY	54.20	
02-14-2020	PERSONAL_PROPERTY	2019	277608	GREMAUD, JEREMY & BRANDI	177.91	
02-14-2020	PERSONAL_PROPERTY	2018	277608	GREMAUD, JEREMY & BRANDI	190.46	
02-14-2020	PERSONAL_PROPERTY	2019	337139	REAGAN, AMANDA K & AARON K	199.51	
02-14-2020	PERSONAL_PROPERTY	2019	362706	SISLER, HEATHER L	104.40	
02-14-2020	PERSONAL_PROPERTY	2019	329480	ORTMEYER, KYLE S	101.50	
02-14-2020	PERSONAL_PROPERTY	2019	320245	AXTON, DAVID L	551.69	
02-14-2020	MERCHANT	2020	802528	SPRAY GUNS USA	25.00	
02-14-2020	PERSONAL_PROPERTY	2019	340492	JONES, DANIEL C	258.42	
02-14-2020	PERSONAL_PROPERTY	2019	347853	PALMER, TIMOTHY R & DAWN M	47.07	
02-14-2020	PERSONAL_PROPERTY	2019	356242	MCKEEVER, JAMES D	27.95	
02-14-2020	PERSONAL_PROPERTY	2019	328295	JACOBS, ELIZABETH	402.91	
02-14-2020	PERSONAL_PROPERTY	2019	290968	RUCKS, ROGER E	88.71	
02-14-2020	PERSONAL_PROPERTY	2019	362473	COTTINGHAM, DAVID W & LISA N	596.86	
02-14-2020	PERSONAL_PROPERTY	2019	319398	HORNBUCKLE, JOSHUA G	73.88	
02-14-2020	PERSONAL_PROPERTY	2019	227848	CURTMAN, ZACHARY F & KATIE L	185.12	
02-14-2020	PERSONAL_PROPERTY	2019	280513	MAHURIN, RYAN	92.86	
02-14-2020	PERSONAL_PROPERTY	2019	340449	SLOVER, MICHAEL W	188.46	
02-14-2020	PERSONAL_PROPERTY	2018	340449	SLOVER, MICHAEL W	106.89	
02-14-2020	PERSONAL_PROPERTY	2018	290968	RUCKS, ROGER E	97.71	
02-14-2020	PERSONAL_PROPERTY	2019	362845	BRIDGES, RONNIE D	283.27	
02-14-2020	PERSONAL_PROPERTY	2019	362400	KLOBE, AUSTIN	145.17	
02-14-2020	PERSONAL_PROPERTY	2019	362497	STEPHENS, PAMELA A	173.50	
02-14-2020	PERSONAL_PROPERTY	2019	347950	FARNHAM, ROBERT D	177.66	

Add On Report

From Election Date: 02-01-2020 To Election Date: 02-29-2020

Report Generated: 17:15:10 03/04/2020

Attd Date	Sic	Year	Account	Name	Base Tax Amt	Tif
02-14-2020	PERSONAL_PROPERTY	2019	284368	ALFERMAN,CHRISTOPHER G JR & MEAGAN R	364.69	
02-14-2020	PERSONAL_PROPERTY	2019	69982	PIOTRASCHKE,MARK A	450.76	
02-14-2020	PERSONAL_PROPERTY	2018	69982	PIOTRASCHKE,MARK A	34.37	
02-14-2020	PERSONAL_PROPERTY	2019	323173	BONE,KENNETH D & CATHERINE C	28.66	
Sub Total					7035.90	
02-18-2020	PERSONAL_PROPERTY	2019	359040	MOSLEY,SEAN L & KAYLA K (IRWIN)	115.48	
02-18-2020	PERSONAL_PROPERTY	2019	203517	BACON,RAYMOND & LINDA	302.76	
02-18-2020	PERSONAL_PROPERTY	2019	298273	ELBERT,JESSICA D	369.92	
02-18-2020	PERSONAL_PROPERTY	2018	324473	CRAWFORD,JENNIFER L	378.23	
02-18-2020	PERSONAL_PROPERTY	2019	382855	LAY,ERVIN III	29.18	
02-18-2020	PERSONAL_PROPERTY	2019	314911	DUVALL,GARY	193.22	
02-18-2020	PERSONAL_PROPERTY	2019	362735	VANDERPOOL,ASHLEY D	40.73	
02-18-2020	PERSONAL_PROPERTY	2019	382429	JONES,MADYSEN E	44.80	
02-18-2020	PERSONAL_PROPERTY	2019	357439	MARCELLAN,ASHLEY N	39.27	
02-18-2020	PERSONAL_PROPERTY	2019	323601	MORRIS,DUSTIN J	101.78	
02-18-2020	PERSONAL_PROPERTY	2019	344439	GIFFORD,JOSHUA E & KASSANDRA M (BECKER)	669.51	
02-18-2020	PERSONAL_PROPERTY	2019	304383	ROBBINS,GREG A & ELIZABETH	701.70	
02-18-2020	PERSONAL_PROPERTY	2019	72389	LINDQUIST,JAMES P JR	60.90	
02-18-2020	PERSONAL_PROPERTY	2019	291021	LEUTHAUSER,DAN S	38.90	
02-18-2020	PERSONAL_PROPERTY	2018	291021	LEUTHAUSER,DAN S	42.46	
02-18-2020	PERSONAL_PROPERTY	2017	291021	LEUTHAUSER,DAN S	41.87	
02-18-2020	PERSONAL_PROPERTY	2019	361562	TOP GUN STORAGE SOLUTIONS LLC	591.55	
02-18-2020	PERSONAL_PROPERTY	2019	351453	WELCH,JOSEPH P & KELLY M	545.75	
02-18-2020	PERSONAL_PROPERTY	2018	298273	ELBERT,JESSICA D	68.52	
02-18-2020	PERSONAL_PROPERTY	2019	216422	WECKTER,DOUGLAS R & ANGELA M	117.92	
02-18-2020	PERSONAL_PROPERTY	2019	345990	DINGER,SCOTT M	1495.30	
02-18-2020	PERSONAL_PROPERTY	2019	347685	KENRICK,MITCHEL	118.37	
02-18-2020	PERSONAL_PROPERTY	2019	362800	OGG,ZACHARY L	176.18	
02-18-2020	PERSONAL_PROPERTY	2019	24410	MARROCCO,TONY B & LAURA A	427.71	
02-18-2020	PERSONAL_PROPERTY	2019	362742	COOK,KATHERINE M	44.98	
02-18-2020	PERSONAL_PROPERTY	2019	232420	LACKEY,KEVIN J & KATHERINE E	39.33	
02-18-2020	PERSONAL_PROPERTY	2019	348237	KRZYZANOWSKI,JASON L	28.63	
02-18-2020	PERSONAL_PROPERTY	2018	216422	WECKTER,DOUGLAS R & ANGELA M	131.95	
02-18-2020	PERSONAL_PROPERTY	2019	362885	BLISS,JEFF D	13.51	
02-18-2020	PERSONAL_PROPERTY	2019	31338	LITTTRELL,LARRY W & DIANE M	116.98	
02-18-2020	PERSONAL_PROPERTY	2019	324473	CRAWFORD,JENNIFER L	327.97	
02-18-2020	PERSONAL_PROPERTY	2019	339345	ROBINSON,ADRIANE S	526.81	
02-18-2020	PERSONAL_PROPERTY	2019	362889	FRILLMAN,EDGAR FRANCIS III	6.83	
Sub Total					7949.00	
02-19-2020	PERSONAL_PROPERTY	2019	304598	GILES,KRISSY D	24.53	

Add On Report

From Bookend Date: 02-01-2020 To Bookend Date: 02-29-2020

Report Generated: 17:15:10 03.04.2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tax
02-19-2020	PERSONAL_PROPERTY	2019	362896	PAYNE,KEVIN D		87.82
02-19-2020	PERSONAL_PROPERTY	2019	310902	GAJDOSIK,STACIE N		294.33
02-19-2020	PERSONAL_PROPERTY	2018	310902	GAJDOSIK,STACIE N		327.48
02-19-2020	PERSONAL_PROPERTY	2017	310902	GAJDOSIK,STACIE N		135.31
02-19-2020	PERSONAL_PROPERTY	2019	353750	HUNTER,DUSTIN W		576.69
02-19-2020	PERSONAL_PROPERTY	2019	358535	MUNGER,TRISHA L		401.28
02-19-2020	PERSONAL_PROPERTY	2019	80749	BYRD,LINDA C		146.32
02-19-2020	PERSONAL_PROPERTY	2019	348214	DUHR,ZACHARY J & KRISTEN L (GREEN)		1616.62
02-19-2020	PERSONAL_PROPERTY	2019	92716	WALLACE,CHARLES L SR		189.03
02-19-2020	PERSONAL_PROPERTY	2019	272830	HARRIS,RICK D		5.43
02-19-2020	PERSONAL_PROPERTY	2019	275256	HOLAWAY,GLENN H JR		59.57
02-19-2020	PERSONAL_PROPERTY	2019	354014	WEISER,BRIAN N & EMILY M		1218.78
02-19-2020	PERSONAL_PROPERTY	2019	362830	WOEHRLE,DONALD C & ANNE M		402.76
02-19-2020	PERSONAL_PROPERTY	2018	92716	WALLACE,CHARLES L SR		220.52
02-19-2020	PERSONAL_PROPERTY	2019	317410	MARQUART,DANIEL N		179.65
02-19-2020	PERSONAL_PROPERTY	2019	325088	WATERS,MICHELLE R		386.86
02-19-2020	PERSONAL_PROPERTY	2019	281587	TURNER,AARON & MADONNA		728.24
02-19-2020	PERSONAL_PROPERTY	2019	362737	CRAVEN,JOSH P & STEPHANIE A		78.80
02-19-2020	PERSONAL_PROPERTY	2019	359135	ROMANOV,NICHOLAS A		210.46
02-19-2020	PERSONAL_PROPERTY	2019	362916	TUCKER,ZACHARY N		19.37
				Sub Total		7309.85
02-20-2020	PERSONAL_PROPERTY	2019	362920	BURGESS,GREGORY A		6.48
02-20-2020	PERSONAL_PROPERTY	2019	310381	FOWLER,GEORGE R & LOUISE M		378.72
02-20-2020	PERSONAL_PROPERTY	2018	347048	STOSZ,KARA D (THOMPSON)		100.39
02-20-2020	PERSONAL_PROPERTY	2019	357617	BUFFALO RIDGE FARMS LLC		179.41
02-20-2020	PERSONAL_PROPERTY	2018	313288	CARSON,TREVER J		290.47
02-20-2020	PERSONAL_PROPERTY	2019	307793	ANDERSON,BRETT W		173.61
02-20-2020	PERSONAL_PROPERTY	2019	338153	CANZIANI,STEVEN M		151.01
02-20-2020	PERSONAL_PROPERTY	2019	319208	GOODSON,TIMOTHY S JR		331.20
02-20-2020	PERSONAL_PROPERTY	2018	290642	LENAU,ANTHONY J & JAQUEALYN M		61.40
02-20-2020	PERSONAL_PROPERTY	2019	361017	HOKE,BRENDA J		560.57
02-20-2020	PERSONAL_PROPERTY	2019	331437	JONES,CASEY J & EMILY C		1047.71
02-20-2020	PERSONAL_PROPERTY	2019	357724	DAGOSTINO,CHRISTOPHER J		70.34
02-20-2020	PERSONAL_PROPERTY	2019	313288	CARSON,TREVER J		199.35
02-20-2020	PERSONAL_PROPERTY	2019	343725	WINSTOERFER,ASHLEY N		37.68
02-20-2020	PERSONAL_PROPERTY	2018	343725	WINSTOERFER,ASHLEY N		40.09
02-20-2020	PERSONAL_PROPERTY	2019	362927	BRITTON,TRISTIN E		6.37
02-20-2020	PERSONAL_PROPERTY	2019	344999	CERVANTES,JOSE FRANCISCO		30.66
02-20-2020	PERSONAL_PROPERTY	2019	352472	ZINSELMEIER,ZACHARY G		104.64
02-20-2020	PERSONAL_PROPERTY	2019	341841	HAAS,JOSHUA M & ANGELA M		563.72

Add On Report

From Business Date: 02/01/2020 To Business Date: 02/29/2020

Report Generated: 17:15:10 03/04/2020

Add Date	Sic	Year	Account	Name	Base Tax Amt	Ttl
02-20-2020	PERSONAL_PROPERTY	2019	362906	SANDERS,BRENDON T	28.78	
02-20-2020	PERSONAL_PROPERTY	2018	319208	GOODSON,TIMOTHY S JR	29.17	
02-20-2020	PERSONAL_PROPERTY	2019	362923	WHITAKER,BRENTON J & CHARMAYNE L	90.72	
02-20-2020	PERSONAL_PROPERTY	2019	347947	BANNISTER,ANDREW D & KARIZMA N	45.06	
02-20-2020	PERSONAL_PROPERTY	2019	308680	CAGLE,APRIL M (MALONE)	17.47	
02-20-2020	PERSONAL_PROPERTY	2019	84166	SOHN,EVAGENE F & JAYME D	1091.41	
02-20-2020	PERSONAL_PROPERTY	2019	355074	EVERLY,DEANA R	307.46	
02-20-2020	PERSONAL_PROPERTY	2018	362906	SANDERS,BRENDON T	5.71	
02-20-2020	PERSONAL_PROPERTY	2019	362631	MYERS,DOMINIQUE E	18.79	
02-20-2020	PERSONAL_PROPERTY	2019	4838	VITT,TIMOTHY J & KELLY	1924.91	
02-20-2020	PERSONAL_PROPERTY	2019	311080	ARNOLD,KARLA J & JOHN R	1118.95	
02-20-2020	PERSONAL_PROPERTY	2019	321636	MCGINLEY,DEBRA L	62.83	
02-20-2020	PERSONAL_PROPERTY	2019	362928	VASQUEZ,MELISSA L	194.47	
				Sub Total	9569.55	
02-21-2020	PERSONAL_PROPERTY	2019	303469	SHARP,TRAFTON C	293.65	
02-21-2020	PERSONAL_PROPERTY	2018	296260	DOUGLAS,STEPHANIE D	130.92	
02-21-2020	PERSONAL_PROPERTY	2019	304949	PRICE,DAVID E & LAURIE	1491.68	
02-21-2020	PERSONAL_PROPERTY	2019	47807	PEWITT,DALE W & BETTY JO	167.74	
02-21-2020	PERSONAL_PROPERTY	2019	352739	PEWITT,DUSTIN W	240.22	
02-21-2020	PERSONAL_PROPERTY	2019	254808	FISHER,JAMES A	225.82	
02-21-2020	PERSONAL_PROPERTY	2019	201834	HEMPEL,JAMES L	387.41	
02-21-2020	PERSONAL_PROPERTY	2017	362841	FANTROY,CHARLINE M	28.80	
02-21-2020	PERSONAL_PROPERTY	2019	362939	FEDDERSEN,SETH M	16.92	
02-21-2020	PERSONAL_PROPERTY	2019	314910	SHARP,ANGELA A	239.46	
02-21-2020	PERSONAL_PROPERTY	2019	362442	ELLINGTON,NICKLOUS E	147.66	
02-21-2020	PERSONAL_PROPERTY	2019	315066	RONE,JOHN T	154.42	
02-21-2020	PERSONAL_PROPERTY	2018	344306	HASSELL,KENNY E & MELISSA M	8.87	
02-21-2020	PERSONAL_PROPERTY	2018	283988	CARVER,DAVID S & BEVERLY	490.41	
02-21-2020	PERSONAL_PROPERTY	2019	335209	DUNCAN,ZACK J	69.68	
02-21-2020	PERSONAL_PROPERTY	2019	295438	STRUBBERG,ANTHONY L & MARCIA L	455.25	
02-21-2020	PERSONAL_PROPERTY	2019	64500	HUTCHISON,TIMOTHY A & JACQUILINE	854.05	
02-21-2020	PERSONAL_PROPERTY	2019	362353	HEINTZ,NATHAN T	124.71	
02-21-2020	PERSONAL_PROPERTY	2019	23869	LONGSDON,TODD A	31.28	
02-21-2020	PERSONAL_PROPERTY	2019	339867	LONGSDON,MICHELLE A	51.53	
02-21-2020	PERSONAL_PROPERTY	2019	351458	COJOCARU,CORNELIA J	82.48	
02-21-2020	PERSONAL_PROPERTY	2019	362948	MCCOMBS,JOHN	5.89	
02-21-2020	PERSONAL_PROPERTY	2018	362948	MCCOMBS,JOHN	5.82	
02-21-2020	PERSONAL_PROPERTY	2019	30107	SCHMIDT,HERBERT H	20.96	
02-21-2020	PERSONAL_PROPERTY	2019	348197	CULP,BRIAN W & BRENDA	230.58	
02-21-2020	PERSONAL_PROPERTY	2019	72204	FEDDERSEN,DAN M & AMY	1299.65	

Add On Report

From Business Date: 02/01/2020 To Business Date: 02/29/2020

Report Generated: 17:16:10 03/04/2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tot
02-21-2020	PERSONAL_PROPERTY	2019	362949	KEYS,MICHAEL A	44.46	
02-21-2020	PERSONAL_PROPERTY	2018	6541	MARKS,JASON M	28.98	
02-21-2020	PERSONAL_PROPERTY	2019	340714	SNIDER,JASON T & TIFFANY L	292.57	
02-21-2020	PERSONAL_PROPERTY	2019	362837	LIESENFELD,MATTHEW H & RHONDA L	890.94	
02-21-2020	PERSONAL_PROPERTY	2019	275510	CAMPBELL,NANCY K	158.37	
02-21-2020	PERSONAL_PROPERTY	2019	317102	PYLES,DAVID S & GILLESPEY,KIMBERLY D	67.54	
02-21-2020	PERSONAL_PROPERTY	2019	382940	PAYNE,KELSEY E	23.78	
02-21-2020	PERSONAL_PROPERTY	2019	351337	SOUTH,ROBERT A	42.26	
02-21-2020	PERSONAL_PROPERTY	2019	309287	WHITE,TONIE M & FRED	94.83	
02-21-2020	PERSONAL_PROPERTY	2018	362841	FANTROY,CHARLINE M	21.91	
02-21-2020	PERSONAL_PROPERTY	2019	296260	DOUGLAS,STEPHANIE D	113.46	
02-21-2020	PERSONAL_PROPERTY	2019	6541	MARKS,JASON M	28.84	
02-21-2020	PERSONAL_PROPERTY	2017	6541	MARKS,JASON M	24.12	
02-21-2020	PERSONAL_PROPERTY	2019	72518	SCHATZ,CATHY	297.24	
02-21-2020	PERSONAL_PROPERTY	2018	340714	SNIDER,JASON T & TIFFANY L	44.75	
02-21-2020	PERSONAL_PROPERTY	2019	80061	WAGNER,MARC L & STEPHANIE L	441.21	
02-21-2020	PERSONAL_PROPERTY	2019	334163	RIFFE,LARRY D II & TERESA	31.58	
02-21-2020	PERSONAL_PROPERTY	2019	231264	DUNCAN,JEREMY & KATI	65.43	
02-21-2020	PERSONAL_PROPERTY	2019	283988	CARVER,DAVID S & BEVERLY	394.57	
02-21-2020	PERSONAL_PROPERTY	2019	362937	TAYLOR,STEPHEN M	18.45	
02-21-2020	PERSONAL_PROPERTY	2019	34248	CUTLER,LYNNE M	228.98	
02-21-2020	PERSONAL_PROPERTY	2019	362841	FANTROY,CHARLINE M	18.81	
02-21-2020	PERSONAL_PROPERTY	2019	325484	GREGORY,ROSE I	38.93	
02-21-2020	PERSONAL_PROPERTY	2019	359232	BARNES,RILEY V	26.29	
				Sub Total	10692.15	
02-24-2020	PERSONAL_PROPERTY	2019	358503	LINDKE,JORDAN L	20.78	
02-24-2020	PERSONAL_PROPERTY	2019	362952	WISKOSKI,ANDREW M & DAWN M	364.52	
02-24-2020	PERSONAL_PROPERTY	2019	307322	DELLEART,DAVID & SARAH M	533.65	
02-24-2020	PERSONAL_PROPERTY	2019	348631	DIXON,LUKE W	31.58	
02-24-2020	PERSONAL_PROPERTY	2019	94109	KORMAN,ALLEN & ANGELA	52.96	
02-24-2020	PERSONAL_PROPERTY	2018	362964	DAWSON,REBECCA L	24.06	
02-24-2020	PERSONAL_PROPERTY	2019	362965	REPP,BRANDON M	180.86	
02-24-2020	PERSONAL_PROPERTY	2019	328525	CREEK,RYAN D & AMBER (SMALL)	1605.61	
02-24-2020	PERSONAL_PROPERTY	2019	362971	STEINBECK,CARLIE F	354.61	
02-24-2020	PERSONAL_PROPERTY	2019	345352	PENDERGRASS,JOSEPH E & STACY	299.90	
02-24-2020	PERSONAL_PROPERTY	2019	91735	BROWNE,RICHARD M & LINDA	285.38	
02-24-2020	PERSONAL_PROPERTY	2019	285360	WEDEMEIER,KIMBERLY S	96.29	
02-24-2020	PERSONAL_PROPERTY	2019	356491	BEACH,EARL C IV	45.49	
02-24-2020	PERSONAL_PROPERTY	2019	304662	ARENZ,KEITH L & KANDI L	150.87	
02-24-2020	PERSONAL_PROPERTY	2019	362763	CARSON,CHRISTOPHER A	517.47	

Add On Report

From Billable Date: 02.01.2020 To Billable Date: 02.29.2020

Report Generated: 17:15:10 03.04.2020

Add Date	Sic	Year	Account	Name	Base Tax Amt	Tif
02-24-2020	PERSONAL_PROPERTY	2019	303612	SIMON,NICHOLAS J & REBEAKAH A	95.79	
02-24-2020	PERSONAL_PROPERTY	2019	250387	CAMINITI,JENNIFER & SALVATORE J	500.13	
02-24-2020	PERSONAL_PROPERTY	2019	284507	SHAW,RYAN S	51.80	
02-24-2020	PERSONAL_PROPERTY	2019	342731	WILL,SHAUN	63.98	
02-24-2020	PERSONAL_PROPERTY	2018	328525	CREEK,RYAN D & AMBER (SMALL)	1544.09	
02-24-2020	PERSONAL_PROPERTY	2019	323813	WEISLAR,CHRISTOPHER L	21.83	
02-24-2020	PERSONAL_PROPERTY	2018	345352	PENDERGRASS,JOSEPH E & STACY	117.96	
02-24-2020	PERSONAL_PROPERTY	2019	362972	HLAVATY,LONNIE & CHRISTINE	422.42	
02-24-2020	PERSONAL_PROPERTY	2019	37579	GRAHAM,HARRY E & JILL	335.41	
02-24-2020	PERSONAL_PROPERTY	2019	322643	WOOLFORD,DARREL W	21.48	
02-24-2020	PERSONAL_PROPERTY	2019	234993	WILDY,KIRK & MICHELLE (FRYER)	378.03	
02-24-2020	PERSONAL_PROPERTY	2018	284507	SHAW,RYAN S	54.75	
02-24-2020	PERSONAL_PROPERTY	2019	200908	SULLIVAN,BRADLEY A & SHAUNA M	49.41	
02-24-2020	PERSONAL_PROPERTY	2019	304785	SIMPSON,RICK A & MACELLA M	504.50	
02-24-2020	PERSONAL_PROPERTY	2019	306843	FLORES,MATEO & NICOLE R (TULLOCK)	558.07	
02-24-2020	PERSONAL_PROPERTY	2019	347447	KIENNE,JOHN R & MICHELLE E	490.73	
02-24-2020	PERSONAL_PROPERTY	2019	362957	PEASEL,HOLLY M	88.12	
02-24-2020	PERSONAL_PROPERTY	2019	206616	KENNEDY,SHAWN A	56.87	
02-24-2020	PERSONAL_PROPERTY	2019	247264	RICHTER,SHANE G	62.10	
02-24-2020	PERSONAL_PROPERTY	2019	362964	DAWSON,REBECCA L	5.70	
02-24-2020	PERSONAL_PROPERTY	2019	235649	SCHWOEPPE,MITCHELL	242.83	
02-24-2020	PERSONAL_PROPERTY	2019	323692	EARNEY,NICHOLAS D	876.44	
02-24-2020	PERSONAL_PROPERTY	2019	324471	PRICE,MAXWELL R & JONI L (SPURGEON)	438.23	
				Sub Total	11544.70	
02-25-2020	PERSONAL_PROPERTY	2019	322870	SITTON,PHILLIP D	53.13	
02-25-2020	PERSONAL_PROPERTY	2019	362976	EVANS,PRUDENCE M	18.79	
02-25-2020	PERSONAL_PROPERTY	2019	24467	GULLET,RICHARD R & MARY JO	321.80	
02-25-2020	PERSONAL_PROPERTY	2019	286590	RITTER,GARY & SUSAN	713.80	
02-25-2020	PERSONAL_PROPERTY	2019	356644	OVERTON,TARA M	51.12	
02-25-2020	PERSONAL_PROPERTY	2018	322870	SITTON,PHILLIP D	56.65	
02-25-2020	PERSONAL_PROPERTY	2019	353115	HEARD,CHRISTOPHER T	290.88	
02-25-2020	PERSONAL_PROPERTY	2019	247265	EALER,MICHAEL D	297.65	
02-25-2020	PERSONAL_PROPERTY	2018	362980	ASHWORTH,RANDY W	26.41	
02-25-2020	PERSONAL_PROPERTY	2019	352496	SHAW,SHANIA M	28.56	
02-25-2020	PERSONAL_PROPERTY	2019	335382	FETH,RHONDA K	115.15	
02-25-2020	PERSONAL_PROPERTY	2019	335124	BAUGH,JUNE RUTH	34.37	
02-25-2020	PERSONAL_PROPERTY	2019	331375	GORMAN,TIMOTHY R & JULIE M	121.23	
02-25-2020	PERSONAL_PROPERTY	2019	307417	PERSEFIELD,BRADLEY	84.60	
02-25-2020	PERSONAL_PROPERTY	2019	362977	BALKENBUSH,GABRIELLE R	149.94	
02-25-2020	PERSONAL_PROPERTY	2019	356884	HILL,JEREMY D	152.86	

Add On Report

From Business Date: 02-01-2020 To Business Date: 02-29-2020

Report Generated: 17:15:10 03/04/2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-25-2020	PERSONAL_PROPERTY	2019	362980	ASHWORTH,RANDY W	18.13	
02-25-2020	PERSONAL_PROPERTY	2018	359477	SIMS,MICHELLE D	33.50	
02-25-2020	PERSONAL_PROPERTY	2019	242040	BLANKENSHIP,CLARENCE & MONICA	451.05	
02-25-2020	PERSONAL_PROPERTY	2019	358050	CARMEAN,RYAN S & MELISSA S	1567.81	
02-25-2020	PERSONAL_PROPERTY	2019	206790	SNIDER,ERIC L & DANNA,HARMON-SNIDER	73.28	
02-25-2020	PERSONAL_PROPERTY	2019	283418	KIMBALL,CHRISTOPHER & CATHY	915.64	
02-25-2020	PERSONAL_PROPERTY	2019	359477	SIMS,MICHELLE D	27.37	
02-25-2020	PERSONAL_PROPERTY	2019	216011	REKOWSKI,ROBERT W	269.90	
02-25-2020	PERSONAL_PROPERTY	2019	353941	HOLMES,MATHINA M	40.68	
02-25-2020	PERSONAL_PROPERTY	2019	323148	MCDANIEL,JOSHUA R	26.91	
02-25-2020	PERSONAL_PROPERTY	2018	60095	WILLIAMS,PATRICIA S & KYLE EUGENE	66.53	
02-25-2020	PERSONAL_PROPERTY	2019	63327	ADAMSE,ALLAN	158.39	
				Sub Total	6166.33	
02-26-2020	PERSONAL_PROPERTY	2019	328146	MILLER,TYLER A & BRITTANY N (DOYLE)	72.02	
02-26-2020	PERSONAL_PROPERTY	2019	321608	PICKENS,CHRISTOPHER & KAREN	71.55	
02-26-2020	PERSONAL_PROPERTY	2019	357523	STEENBOCK,ZACHARY L	28.74	
02-26-2020	PERSONAL_PROPERTY	2019	343585	SHULS,BLAKE A	51.91	
02-26-2020	PERSONAL_PROPERTY	2017	343585	SHULS,BLAKE A	53.29	
02-26-2020	PERSONAL_PROPERTY	2019	296115	LAMBERT,HOPE E	35.86	
02-26-2020	PERSONAL_PROPERTY	2019	363011	MEADE,ELIZABETH A	380.70	
02-26-2020	PERSONAL_PROPERTY	2019	322072	COTTEN,MELISSA M	26.98	
02-26-2020	PERSONAL_PROPERTY	2019	363020	HATCHER,TIMOTHY M	5.96	
02-26-2020	PERSONAL_PROPERTY	2019	362592	LICAVOLI,JOSEPH S & TERESE M	477.06	
02-26-2020	PERSONAL_PROPERTY	2019	47096	LEMAY,JERRY T & JOYCE	251.20	
02-26-2020	PERSONAL_PROPERTY	2019	66569	KING,CHRIS D	959.38	
02-26-2020	PERSONAL_PROPERTY	2019	205746	OBERMARK,VAL L & CATHY	242.42	
02-26-2020	PERSONAL_PROPERTY	2019	342609	RHOADES,LOGAN T	62.02	
02-26-2020	PERSONAL_PROPERTY	2018	214134	DOYLE,KELLY J	20.85	
02-26-2020	PERSONAL_PROPERTY	2019	308227	HARRISON,DANEYLLE	37.09	
02-26-2020	PERSONAL_PROPERTY	2019	343901	SNEED,DEBRA M	49.07	
02-26-2020	PERSONAL_PROPERTY	2019	317634	BOHN,DESIREE A	194.70	
02-26-2020	PERSONAL_PROPERTY	2019	20485	HOLLADAY,LESTER K	49.68	
02-26-2020	PERSONAL_PROPERTY	2019	298167	EDDY,SHAWN ALAN & AMANDA E	96.11	
02-26-2020	PERSONAL_PROPERTY	2019	216681	SUTTON,DAVID L	268.26	
02-26-2020	PERSONAL_PROPERTY	2019	356019	VARVIL,DAWN M	39.33	
02-26-2020	PERSONAL_PROPERTY	2019	362862	HASTINGS,COREY D & KELLY E	321.96	
02-26-2020	PERSONAL_PROPERTY	2019	289879	TURNER,HEIDI	48.86	
02-26-2020	PERSONAL_PROPERTY	2018	289879	TURNER,HEIDI	115.85	
02-26-2020	PERSONAL_PROPERTY	2019	293757	BREWER,DANA L	336.25	
02-26-2020	PERSONAL_PROPERTY	2018	291397	GOLY,ROBERT A III & KESHIA A	25.73	

Add On Report

From Business Date: 02-01-2020 To Business Date: 02-29-2020

Report Generated: 17:15:10 03-04-2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-26-2020	PERSONAL_PROPERTY	2019	242426	HELLE,JANE E	238.08	
02-26-2020	PERSONAL_PROPERTY	2019	276841	AKERS,GEORGE R & SARA J	194.75	
02-26-2020	PERSONAL_PROPERTY	2017	363020	HATCHER,TIMOTHY M	6.04	
02-26-2020	PERSONAL_PROPERTY	2019	282987	MADDUX,TIMOTHY J & TONYA D	17.81	
02-26-2020	PERSONAL_PROPERTY	2019	291009	FRANCIS,JASON E	60.81	
02-26-2020	PERSONAL_PROPERTY	2019	362996	LAWRENCE,DARREN M	11.91	
02-26-2020	PERSONAL_PROPERTY	2019	353788	GULLETT,DUSTIN E	5.88	
02-26-2020	PERSONAL_PROPERTY	2018	353788	GULLETT,DUSTIN E	5.82	
02-26-2020	PERSONAL_PROPERTY	2018	321608	PICKENS,CHRISTOPHER & KAREN	90.02	
02-26-2020	PERSONAL_PROPERTY	2019	321955	FUNSTON,MICHAEL S JR	27.09	
02-26-2020	PERSONAL_PROPERTY	2019	293898	WALKER,HOLLY M	48.88	
02-26-2020	PERSONAL_PROPERTY	2019	20352	HOFFMAN,RONALD W	12.11	
02-26-2020	PERSONAL_PROPERTY	2019	60095	WILLIAMS,PATRICIA S & KYLE EUGENE	291.30	
02-26-2020	PERSONAL_PROPERTY	2018	343901	SNEED,DEBRA M	53.98	
02-26-2020	PERSONAL_PROPERTY	2019	202918	PORTWOOD,LARRY J & BRANDY SUE HALL	184.57	
02-26-2020	PERSONAL_PROPERTY	2019	218954	PEELER,KAREN L	191.90	
02-26-2020	PERSONAL_PROPERTY	2019	295527	LEON,YULIANA	177.29	
02-26-2020	PERSONAL_PROPERTY	2018	317634	BOHN,DESIREE A	223.28	
02-26-2020	PERSONAL_PROPERTY	2018	343555	SHULS,BLAKE A	55.29	
02-26-2020	PERSONAL_PROPERTY	2018	293757	BREWER,DANA L	5.60	
02-26-2020	PERSONAL_PROPERTY	2019	324028	BREIDENBACH,KENNETH R III & RACHEL L	316.58	
02-26-2020	PERSONAL_PROPERTY	2019	323312	WRIGHT,SANDRA F	157.22	
02-26-2020	PERSONAL_PROPERTY	2019	291397	GOLY,ROBERT A III & KESHIA A	38.71	
02-26-2020	PERSONAL_PROPERTY	2019	328986	BOWEN,ASHLEY J & JOHN A JR	46.28	
02-26-2020	PERSONAL_PROPERTY	2019	304146	MAYLEE,DAREL & ANITA	278.42	
02-26-2020	PERSONAL_PROPERTY	2019	363016	HORNER,RYAN M	262.46	
02-26-2020	PERSONAL_PROPERTY	2018	363020	HATCHER,TIMOTHY M	12.05	
02-26-2020	PERSONAL_PROPERTY	2019	357835	WAGNER,ELISA L	86.74	
02-26-2020	PERSONAL_PROPERTY	2019	361122	PATTERSON,JOSHUA S & KRISTAL M	79.08	
02-26-2020	PERSONAL_PROPERTY	2019	247504	VIA,WESLEY & LINDA (GAUGH)	272.54	
02-26-2020	PERSONAL_PROPERTY	2017	343901	SNEED,DEBRA M	15.81	
02-26-2020	PERSONAL_PROPERTY	2019	36061	HUMPHRIES,JOYCE & RONNIE L	961.38	
02-26-2020	PERSONAL_PROPERTY	2019	282293	MATTINGLY,DONALD L	706.00	
02-26-2020	PERSONAL_PROPERTY	2018	328986	BOWEN,ASHLEY J & JOHN A JR	51.83	
02-26-2020	PERSONAL_PROPERTY	2018	322072	COTTEN,MELISSA M	28.65	
02-26-2020	PERSONAL_PROPERTY	2019	309651	WEBSTER,ERICK & AMY	471.20	
02-26-2020	PERSONAL_PROPERTY	2019	353769	GIBSON,DANIEL C	435.58	
				Sub Total	10445.75	
02-27-2020	PERSONAL_PROPERTY	2019	353451	MONTOWINE,KWA W	34.72	
02-27-2020	PERSONAL_PROPERTY	2018	281850	FULBRIGHT,DIANA L	241.60	

Add On Report

From Business Date: 02-01-2020 To Business Date: 02-29-2020

Report Generated: 17:16:10 03.04.2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-27-2020	PERSONAL_PROPERTY	2019	322981	HAUSMANN,AMY J	20.96	
02-27-2020	PERSONAL_PROPERTY	2019	363028	RENCH,MADELINE H	109.17	
02-27-2020	PERSONAL_PROPERTY	2018	363029	ARMSTRONG,DRAVEN D	63.21	
02-27-2020	PERSONAL_PROPERTY	2019	284751	LIGHT,NICHOLAS A & ERIN	363.66	
02-27-2020	PERSONAL_PROPERTY	2019	363031	BRANDON,KAYLA A	48.87	
02-27-2020	PERSONAL_PROPERTY	2019	345547	GILL,CHRISTINA J	71.03	
02-27-2020	PERSONAL_PROPERTY	2018	345547	GILL,CHRISTINA J	47.94	
02-27-2020	PERSONAL_PROPERTY	2019	351077	TYREE,ETHAN M & CAULI D	159.51	
02-27-2020	PERSONAL_PROPERTY	2018	330651	MORELAND,LENNIE W & REBECCA	5.60	
02-27-2020	PERSONAL_PROPERTY	2019	339028	SCHATZ,DAVID A & STEPHANIE	445.50	
02-27-2020	PERSONAL_PROPERTY	2019	14425	CONLEY,LETTY	26.36	
02-27-2020	PERSONAL_PROPERTY	2019	355148	GUDDERMUTH,CHARLES S	26.18	
02-27-2020	PERSONAL_PROPERTY	2019	355747	LEMKE,ALLISON J	35.36	
02-27-2020	PERSONAL_PROPERTY	2019	205446	SITZES,MICHAEL E	366.74	
02-27-2020	PERSONAL_PROPERTY	2018	239302	HETTICH,MICHAEL D & JENNIFER	628.53	
02-27-2020	PERSONAL_PROPERTY	2019	325098	SMITH,STEPHANIE L	20.57	
02-27-2020	PERSONAL_PROPERTY	2019	363024	SPENCE,ANDREA P	6.14	
02-27-2020	PERSONAL_PROPERTY	2017	307256	SAVKA,BILLIE & DAMIAN	200.98	
02-27-2020	PERSONAL_PROPERTY	2019	287194	SPENCE,RANDY J	102.01	
02-27-2020	PERSONAL_PROPERTY	2019	288081	FRUEWIRTH,ERIC & AMANDA	19.37	
02-27-2020	PERSONAL_PROPERTY	2019	354291	EAVES,ROBERT H & JANICE M(EGGERDING)	150.12	
02-27-2020	PERSONAL_PROPERTY	2019	354566	WORLEY,MATTHEW W	29.09	
02-27-2020	PERSONAL_PROPERTY	2019	275257	AUSTIN,WILLIAM S & KAYLA M	178.20	
02-27-2020	PERSONAL_PROPERTY	2019	358256	HAGAN,NATHAN E	51.32	
02-27-2020	PERSONAL_PROPERTY	2019	358548	FRITSCH,CHRIS M	20.76	
02-27-2020	PERSONAL_PROPERTY	2019	255008	ROBINS,ROBERT S & MEAGAN K	252.48	
02-27-2020	PERSONAL_PROPERTY	2019	302638	SCHNEIDER,JARED A&MARIA (HAVENER)	864.90	
02-27-2020	PERSONAL_PROPERTY	2018	362713	ARMSTRONG,TRINITY	25.18	
02-27-2020	PERSONAL_PROPERTY	2019	350174	WILDER,WILLIAM R	169.29	
02-27-2020	PERSONAL_PROPERTY	2018	363030	ROARK,CHRISTOPHER A	146.28	
02-27-2020	PERSONAL_PROPERTY	2019	327069	LUCAS,GREGARY	89.61	
02-27-2020	PERSONAL_PROPERTY	2019	313440	FISHER,RYAN GZ & LISA M	410.92	
02-27-2020	PERSONAL_PROPERTY	2019	356570	HARTING,BARRY K & WHITE,REBECCA L	617.07	
02-27-2020	PERSONAL_PROPERTY	2019	339697	PARKER,DAVID C & MARY A	349.61	
02-27-2020	PERSONAL_PROPERTY	2016	300327	MCCLARD,GARY L & TINA M	120.20	
02-27-2020	PERSONAL_PROPERTY	2019	275725	BACKLUND,STEVEN A	300.42	
02-27-2020	PERSONAL_PROPERTY	2019	279820	SINCLAIR,MATT & MICHELLE M	146.42	
02-27-2020	PERSONAL_PROPERTY	2018	327559	ODDM,STACEE	421.26	
02-27-2020	PERSONAL_PROPERTY	2018	356256	HAGAN,NATHAN E	55.93	
02-27-2020	PERSONAL_PROPERTY	2019	363034	SCHUMACHER,NICHOLAS P	189.76	

Add On Report

From Business Date: 02-01-2020 To Business Date: 02-29-2020

Report Generated: 17:15:10 03/04/2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-27-2020	PERSONAL_PROPERTY	2019	307256	SAVKA,BILLIE & DAMIAN	33.76	
02-27-2020	PERSONAL_PROPERTY	2019	281850	FULBRIGHT,DIANA L	230.56	
02-27-2020	PERSONAL_PROPERTY	2019	357303	WILLIAMS,THOMAS III & BARBARA A	307.40	
02-27-2020	PERSONAL_PROPERTY	2019	363030	ROARK,CHRISTOPHER A	121.90	
02-27-2020	PERSONAL_PROPERTY	2019	274249	LUCAS,LINDA S	21.04	
02-27-2020	PERSONAL_PROPERTY	2018	327069	LUCAS,GREGARY	109.11	
02-27-2020	PERSONAL_PROPERTY	2019	300327	MCCLARD,GARY L & TINA M	85.60	
02-27-2020	PERSONAL_PROPERTY	2019	242070	COPELAND,REBECCA H	41.54	
02-27-2020	PERSONAL_PROPERTY	2019	327559	ODOM,STACEE	373.25	
02-27-2020	PERSONAL_PROPERTY	2019	239302	HETTICH,MICHAEL D & JENNIFER	553.30	
02-27-2020	PERSONAL_PROPERTY	2018	325098	SMITH,STEPHANIE L	20.61	
				Sub Total	9551.00	
02-28-2020	PERSONAL_PROPERTY	2018	345475	DEKKER,MITCHELL P	449.14	
02-28-2020	PERSONAL_PROPERTY	2017	291991	RICE,PAUL W & HIX,DAWN R	165.90	
02-28-2020	PERSONAL_PROPERTY	2019	356790	PALAZZOLA,SAMANTHA R	30.55	
02-28-2020	PERSONAL_PROPERTY	2019	222774	BOLDT,JAMES ALLEN & ANGELA M	81.40	
02-28-2020	PERSONAL_PROPERTY	2019	245658	WILLIAMS,BETTY J	110.20	
02-28-2020	PERSONAL_PROPERTY	2019	299596	MOFIELD,JACOB (JAKE) C	35.18	
02-28-2020	PERSONAL_PROPERTY	2018	313408	BROWN,COURTNEY & KELLY M	158.30	
02-28-2020	PERSONAL_PROPERTY	2019	204103	MITCHELL,CHRIS & KATHLEEN	517.74	
02-28-2020	PERSONAL_PROPERTY	2019	94075	YATZECK,KEVIN E & VALERIE	489.60	
02-28-2020	PERSONAL_PROPERTY	2019	363058	FLEER,MADELINE R	58.30	
02-28-2020	PERSONAL_PROPERTY	2019	254676	LAY,RAYMOND M	249.36	
02-28-2020	PERSONAL_PROPERTY	2019	363056	GEBHART,JASON B	35.25	
02-28-2020	PERSONAL_PROPERTY	2019	310591	SLEETH,JERRY G	118.84	
02-28-2020	PERSONAL_PROPERTY	2019	356173	BLESIGLEN L	96.31	
02-28-2020	PERSONAL_PROPERTY	2019	311577	HARTWIG,CHANCE M	459.25	
02-28-2020	PERSONAL_PROPERTY	2019	363065	HALL,JENNA E	5.65	
02-28-2020	PERSONAL_PROPERTY	2019	345531	HARNESS,DAVID J	27.10	
02-28-2020	PERSONAL_PROPERTY	2019	238876	EMMER,RYAN A & TIFFANY A	308.91	
02-28-2020	PERSONAL_PROPERTY	2019	340104	KOELLING,DANIEL A & SUZANNE M	144.01	
02-28-2020	PERSONAL_PROPERTY	2019	345231	MANLEY,KYE O	21.14	
02-28-2020	PERSONAL_PROPERTY	2019	352119	DOHAGE,ASHLEY N	23.59	
02-28-2020	PERSONAL_PROPERTY	2019	344185	GRILL,CHRISTOPHER M	1020.28	
02-28-2020	PERSONAL_PROPERTY	2019	339638	ALBRIGHT, TIFFANY N	32.91	
02-28-2020	PERSONAL_PROPERTY	2019	213208	DAFFRON,PAULA D	279.90	
02-28-2020	PERSONAL_PROPERTY	2019	291991	RICE,PAUL W & HIX,DAWN R	194.70	
02-28-2020	PERSONAL_PROPERTY	2019	282843	JOHNSON,JOHN M	129.45	
02-28-2020	PERSONAL_PROPERTY	2018	282843	JOHNSON,JOHN M	123.02	
02-28-2020	PERSONAL_PROPERTY	2019	323050	GOODWIN,MEGAN L	226.54	

Add On Report

Print Business Dates: 02-01-2020 To Business Dates: 02-29-2020

Print Generated: 17:15:10 03-04-2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-28-2020	PERSONAL_PROPERTY	2019	313408	BROWN,COURTNEY & KELLY M	135.39	
02-28-2020	PERSONAL_PROPERTY	2018	273335	TEAGUE,CHANEY L	752.15	
02-28-2020	PERSONAL_PROPERTY	2019	29668	SALING,LINDA C	134.73	
02-28-2020	PERSONAL_PROPERTY	2019	307038	RAVAS,JAMES M	187.74	
02-28-2020	PERSONAL_PROPERTY	2018	363065	HALL,JENNA E	5.71	
02-28-2020	PERSONAL_PROPERTY	2019	311698	GRIFFITH,ERICA L	498.53	
02-28-2020	PERSONAL_PROPERTY	2019	343702	YOCOM,BRETT A & KRISTEL A	786.14	
02-28-2020	PERSONAL_PROPERTY	2019	363057	BARNHOUSE,JOEL S & JENNIFER L	358.50	
02-28-2020	PERSONAL_PROPERTY	2019	358641	ONEAL TOOL & MACHINE COMPANY INC	1267.65	
02-28-2020	PERSONAL_PROPERTY	2019	203651	GOZIA,MICHAEL & SANDRA	477.72	
02-28-2020	PERSONAL_PROPERTY	2019	345475	DEKKER,MITCHELL P	903.93	
02-28-2020	PERSONAL_PROPERTY	2019	341333	PARKER,OLON K III	44.75	
02-28-2020	PERSONAL_PROPERTY	2018	291991	RICE,PAUL W & HIX,DAWN R	237.57	
02-28-2020	PERSONAL_PROPERTY	2019	350110	JONES,BREANA L	5.55	
02-28-2020	PERSONAL_PROPERTY	2019	325558	CORN,CLAYTON T	32.70	
02-28-2020	PERSONAL_PROPERTY	2019	238034	BONNEY,DWIGHT & BETTY	82.45	
02-28-2020	PERSONAL_PROPERTY	2018	363058	FLEER,MADELINE R	74.89	
02-28-2020	PERSONAL_PROPERTY	2019	360231	WHITE,TIMOTHY D	6.83	
02-28-2020	PERSONAL_PROPERTY	2019	363061	SNEED,EDWARD ZACHARY	167.61	
02-28-2020	PERSONAL_PROPERTY	2019	363064	ENLOE,CRAIG D & DEBORAH M	603.26	
02-28-2020	PERSONAL_PROPERTY	2019	329830	WELDY,ANGELA F	433.87	
02-28-2020	PERSONAL_PROPERTY	2019	300823	HARVEY,ERICK C & BRITTANY	91.97	
02-28-2020	PERSONAL_PROPERTY	2018	350682	MCGEEHAN,RACHEL R	27.86	
02-28-2020	PERSONAL_PROPERTY	2019	354343	MOFFITT,MICHAEL L & KRISTEN B	116.82	
02-28-2020	PERSONAL_PROPERTY	2019	274172	VAUGHN,GEARY C JR	20.43	
02-28-2020	PERSONAL_PROPERTY	2019	37910	SANDERS,PHILLIP C & STEPHANIE	336.04	
02-28-2020	PERSONAL_PROPERTY	2019	358813	BURKHARD,SHARMAN J	49.68	
02-28-2020	PERSONAL_PROPERTY	2019	358698	BURKHARD,DANIEL J	431.68	
02-28-2020	PERSONAL_PROPERTY	2019	358699	BURKHARD,DEWAYNE J & DETLING-NUSSER,	229.24	
02-28-2020	PERSONAL_PROPERTY	2019	363070	SANDERS,ELIZABETH J	134.38	
02-28-2020	PERSONAL_PROPERTY	2019	44802	EVANS,JIM & MAHEALANI	100.05	
02-28-2020	PERSONAL_PROPERTY	2018	345231	MANLEY,KYE D	20.85	
02-28-2020	PERSONAL_PROPERTY	2019	331154	CARTER,ROBERT WILEY & CHRISTINA (LOWE)	329.96	
02-28-2020	PERSONAL_PROPERTY	2018	352119	DOTHAGE,ASHLEY N	24.05	
02-28-2020	PERSONAL_PROPERTY	2019	316815	STEINBECK,BRYAHNA K	58.32	
02-28-2020	PERSONAL_PROPERTY	2019	363015	MOHESKY,JARED C & WHITNEY N (SWARTZ)	6.14	
02-28-2020	PERSONAL_PROPERTY	2019	215421	GLASS,BRUCE E JR & LORIANN M	728.57	
02-28-2020	PERSONAL_PROPERTY	2019	338899	HAMPSON,REBECCA A	46.76	
02-28-2020	PERSONAL_PROPERTY	2019	349771	PINEDA,RODRIGO S & SAMANTHA	452.82	
02-28-2020	PERSONAL_PROPERTY	2019	305177	WEBER,AMY J	42.77	

Add On Report

From Business Date: 02/01/2020 To Business Date: 02/29/2020

Report Generated: 17:15:10 03/04/2020

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
02-28-2020	PERSONAL_PROPERTY	2019	360126	DOWNING, SIERA A	29.89	
02-28-2020	PERSONAL_PROPERTY	2019	355750	STRAHAN, MICHAEL S & JESSICA A	26.90	
02-28-2020	PERSONAL_PROPERTY	2019	363054	ORANCHAK, CHRISTINA M	164.59	
02-28-2020	PERSONAL_PROPERTY	2019	347603	COMER, GORDON A & MARY E	21.14	
02-28-2020	PERSONAL_PROPERTY	2019	331332	BROWN, GEORGE J & KELLY J	796.43	
02-28-2020	PERSONAL_PROPERTY	2019	347938	NIEDER, JACOB L & CAITLIN M	391.28	
02-28-2020	PERSONAL_PROPERTY	2019	327328	UNGER, DUSTIN & SARAH	777.87	
02-28-2020	PERSONAL_PROPERTY	2019	273335	TEAGUE, CHANEY L	850.29	
02-28-2020	PERSONAL_PROPERTY	2018	265944	JEFFERY, JEREMIAH J & HEATHER	128.00	
02-28-2020	PERSONAL_PROPERTY	2019	360120	REED, SARAH E	228.87	
02-28-2020	PERSONAL_PROPERTY	2018	299757	VANCE, SHANNON M	165.92	
02-28-2020	PERSONAL_PROPERTY	2019	299757	VANCE, SHANNON M	375.33	
02-28-2020	PERSONAL_PROPERTY	2019	245874	EVANS, OMAR G III & KIMBERLY	35.45	
02-28-2020	PERSONAL_PROPERTY	2019	346915	SCHEER, TYLER D	114.96	
02-28-2020	PERSONAL_PROPERTY	2018	311577	HARTWIG, CHANCE M	508.88	
02-28-2020	PERSONAL_PROPERTY	2019	363066	ODELL, BRAD I	10.72	
02-28-2020	PERSONAL_PROPERTY	2018	336683	SINKLEAR, MICHAEL J (SHORT)	103.53	
02-28-2020	PERSONAL_PROPERTY	2019	287459	HALL, ROBERT K	102.09	
02-28-2020	PERSONAL_PROPERTY	2019	363071	STANFILL, ANGEL S	5.54	
02-28-2020	PERSONAL_PROPERTY	2019	82959	LUTES, LINDA S (JONES)	6.97	
Sub Total					20623.23	
Grand Total					152368.46	



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Appointment

**IN THE MATTER OF APPOINTMENT
TO THE FRANKLIN COUNTY SB40
RESOURCE BOARD**

WHEREAS, the Franklin County SB40 Resource Board serves a vital role in helping to meet the needs of the citizens of Franklin County; and

WHEREAS, in order to address the needs of Franklin County, efforts are made to recruit individuals from all parts of Franklin County to serve as members of the Franklin County SB40 Resource Board; and

WHEREAS, the Franklin County Commissioners have determined that Laura Conley be appointed for a term of three (3) years beginning July 1, 2020 and ending June 30, 2023 or until their successor be appointed, according to Section 205.970 (1) RSMo.

IT IS THEREFORE ORDERED by the Franklin County Commission that the following individual will be appointed for a term of three years, to wit:

Laura Conley
2672 Stonecrest Drive
Washington, Missouri 63090

IT IS FURTHER ORDERED by the Franklin County Commission that Elizabeth Hellmann, Executive Administrative Assistant of the County Commission, deliver a copy of this order to the above listed appointee and to Kimberly MacDonald, Executive Director of The Franklin County SB40 Resource Board, 1308 North Church Street Union, Missouri 63084.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Contract/Agreements

**IN THE MATTER OF APPROVING
CHANGE ORDER #6 TO AMERICAN
ELECTRIC & DATA INC. FOR THE
ADDITIONS AND RENOVATION
TO EXISTING FRANKLIN COUNTY
SHERIFF STATION, JAIL AND
COMMUNICATION CENTER**

WHEREAS, the Franklin County Commission accepted the proposal from contractor, American Electric & Data Inc. for general construction for the additions and renovations to the Franklin County Sheriff Station, Jail and Communication Center; and

WHEREAS, it has been determined there is a revision in the contractual allowance in the amount of \$1,397.00 to the project cost at no additional cost; and

WHEREAS, the contract sum will be unchanged by this amount for the revision; and

WHEREAS, Navigate and FGM Architects, Inc. have approved the cost adjustment.

IT IS THEREFORE ORDERED that the proposed Change Order No. 6 for American Electric & Data Inc. is hereby accepted and approved and the Presiding Commissioner is authorized to execute any and all necessary documents on behalf of the County of Franklin and such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS FURTHER ORDERED that a copy of this Order be provided to FGM Architects, Inc.; Navigate, Jen Kissinger; Ann Struttman, Purchasing; and Lynne Maloney, Accounts Payable.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Contract/Agreements

**IN THE MATTER OF APPROVING
CHANGE ORDER #7 TO AMERICAN
ELECTRIC & DATA INC. FOR THE
ADDITIONS AND RENOVATION
TO EXISTING FRANKLIN COUNTY
SHERIFF STATION, JAIL AND
COMMUNICATION CENTER**

WHEREAS, the Franklin County Commission accepted the proposal from contractor, American Electric & Data, Inc. for general construction for the additions and renovations to the Franklin County Sheriff Station, Jail and Communication Center; and

WHEREAS, it has been determined there is a revision in the contractual allowance in the amount of \$28,084.00 to the project cost; and

WHEREAS, the total contract sum will be changed by this amount for the revision to the total sum of \$3,484,370.00; and

WHEREAS, Navigate and FGM Architects, Inc. have approved the cost adjustment.

IT IS THEREFORE ORDERED that the proposed Change Order No. 7 for American Electric & Data, Inc. is hereby accepted and approved and the Presiding Commissioner is authorized to execute any and all necessary documents on behalf of the County of Franklin and such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS FURTHER ORDERED that a copy of this Order be provided to FGM Architects, Inc.; Navigate, Jen Kissinger; Ann Struttmann, Purchasing; and Lynne Maloney, Accounts Payable.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

Change Order

PROJECT: <i>(Name and address)</i> Addition and Renovation Franklin County Sheriff Station, Jail FGM Project No.: 18-2562.01	CONTRACT INFORMATION: Contract For: General Construction Date: May 21, 2019	CHANGE ORDER INFORMATION: Change Order Number: 007 Date: April 8, 2020
OWNER: <i>(Name and address)</i> Franklin County, Missouri 400 East Locust Street Union, Missouri 63084	ARCHITECT: <i>(Name and address)</i> FGM Architects Inc. 475 Regency Park, Suite 325 O'Fallon, Illinois 62269	CONTRACTOR: <i>(Name and address)</i> American Electric & Data, Inc. 112 St. Charles Street P. O. Box 340 New Melle, Missouri 63365

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

ASI 06: Add vending machines..... \$28,084.00

The original Contract Sum was	\$ 3,419,150.00
The net change by previously authorized Change Orders	\$ 37,136.00
The Contract Sum prior to this Change Order was	\$ 3,456,286.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,084.00
The new Contract Sum including this Change Order will be	\$ 3,484,370.00

The Contract Time will be unchanged by ten (10) days.

The new date of Substantial Completion will be New 911 - March 4, 2020; Road Patrol - June 26, 2020; Detention Area - October 5, 2020; Major remodel areas - March 17, 2021 and Training / Break rooms - June 8, 2021.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FGM Architects Inc. _____ ARCHITECT <i>(Firm name)</i>	American Electric & Data, Inc. _____ CONTRACTOR <i>(Firm name)</i>	Franklin County, Missouri _____ OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
Kevin W. Meyer, Project Manager _____ PRINTED NAME AND TITLE	Thomas M. Prade, Owner / President _____ PRINTED NAME AND TITLE	Tim Brinker, Commissioner _____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Contract/Agreements

**IN THE MATTER OF APPROVING
CHANGE ORDER #9 TO RIVER CITY
CONSTRUCTION, LLC FOR THE
ADDITIONS AND RENOVATION
TO EXISTING FRANKLIN COUNTY
SHERIFF STATION, JAIL AND
COMMUNICATION CENTER**

WHEREAS, the Franklin County Commission accepted the proposal from contractor, River City Construction, LLC for general construction for the additions and renovations to the Franklin County Sheriff Station, Jail and Communication Center; and

WHEREAS, it has been determined there is a revision in the contractual allowance in the amount of \$68,726.81 to the project cost; and

WHEREAS, the total contract sum will be changed by this amount for the revision to the total sum of \$12,057,932.88; and

WHEREAS, Navigate and FGM Architects, Inc. have approved the cost adjustment.

IT IS THEREFORE ORDERED that the proposed Change Order No. 9 for River City Construction, LLC is hereby accepted and approved and the Presiding Commissioner is authorized to execute any and all necessary documents on behalf of the County of Franklin and such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS FURTHER ORDERED that a copy of this Order be provided to FGM Architects, Inc.; Navigate, Jen Kissinger; Ann Struttman, Purchasing; and Lynne Maloney, Accounts Payable.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Additions and Renovations to Existing Franklin County Sheriff Station, Jail and Communication Center

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 009

FGM Project No.: 18-2562.01

Date: May 21, 2019

Date: April 8, 2020

OWNER: *(Name and address)*
Franklin County, Missouri
400 East Locust Street
Union, Missouri 63084

ARCHITECT: *(Name and address)*
FGM Architects Inc.
One Metropolitan Square, Suite 1945
St. Louis, Missouri 63102

CONTRACTOR: *(Name and address)*
River City Construction LLC
6640 American Setter Drive
Ashland, Missouri 65010

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PR-013: Unit price site items.....	\$61,325.00
PR-021: ASI 009 Revisions.....	(\$ 829.18)
PR-028: ASI 009 Generator Pad.....	\$ 8,230.99
Total above items.....	\$68,726.81

The original Contract Sum was	\$ 11,661,529.00
The net change by previously authorized Change Orders	\$ 327,677.07
The Contract Sum prior to this Change Order was	\$ 11,989,206.07
The Contract Sum will be increased by this Change Order in the amount of	\$ 68,726.81
The new Contract Sum including this Change Order will be	\$ 12,057,932.88

The Contract Time will be increased by eight (8) days.
The new date of Substantial Completion will be New 911 - March 4, 2020; Road Patrol - June 26, 2020; Detention Area - October 5, 2020; Major remodel areas - March 17, 2021 and Training / Break rooms - June 8, 2021.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FGM Architects Inc. ARCHITECT <i>(Firm name)</i>	River City Construction LLC CONTRACTOR <i>(Firm name)</i>	Franklin County, Missouri OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
Kevin W. Meyer, Project Manager PRINTED NAME AND TITLE	Eric Bursott, Vice President PRINTED NAME AND TITLE	Tim Brinker, Commissioner PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, April 21, 2020
Contract/Agreements

**IN THE MATTER OF APPROVING
CHANGE ORDER #10 TO RIVER CITY
CONSTRUCTION, LLC FOR THE
ADDITIONS AND RENOVATION
TO EXISTING FRANKLIN COUNTY
SHERIFF STATION, JAIL AND
COMMUNICATION CENTER**

WHEREAS, the Franklin County Commission accepted the proposal from contractor, River City Construction, LLC for general construction for the additions and renovations to the Franklin County Sheriff Station, Jail and Communication Center; and

WHEREAS, it has been determined there is a revision in the contractual allowance in the amount of \$1,514.05 to the project cost at no additional cost; and

WHEREAS, the contract sum will be unchanged by this amount for the revision; and

WHEREAS, Navigate and FGM Architects, Inc. have approved the cost adjustment.

IT IS THEREFORE ORDERED that the proposed Change Order No. 10 for River City Construction, LLC is hereby accepted and approved and the Presiding Commissioner is authorized to execute any and all necessary documents on behalf of the County of Franklin and such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS FURTHER ORDERED that a copy of this Order be provided to FGM Architects, Inc.; Navigate, Jen Kissinger; Ann Struttman, Purchasing; and Lynne Maloney, Accounts Payable.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

Change Order

PROJECT: <i>(Name and address)</i> Additions and Renovations to Existing Franklin County Sheriff Station, Jail and Communication Center	CONTRACT INFORMATION: Contract For: General Construction	CHANGE ORDER INFORMATION: Change Order Number: 010
FGM Project No.: 18-2562.01	Date: May 21, 2019	Date: April 8, 2020
OWNER: <i>(Name and address)</i> Franklin County, Missouri 400 East Locust Street Union, Missouri 63084	ARCHITECT: <i>(Name and address)</i> FGM Architects Inc. One Metropolitan Square, Suite 1945 St. Louis, Missouri 63102	CONTRACTOR: <i>(Name and address)</i> River City Construction LLC 6640 American Setter Drive Ashland, Missouri 65010

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Remaining Coordination Allowance (from CO #7).....	(\$122,856.65)
PR-025: ASI 10: Hardware revisions.....	(\$ 1,626.08)
PR-027: Rock for road.....	\$ 3,140.13
New Remaining Coordination Allowance.....	(\$121,342.60)

The original Contract Sum was	\$ 11,661,529.00
The net change by previously authorized Change Orders	\$ 396,403.88
The Contract Sum prior to this Change Order was	\$ 12,057,932.88
The Contract Sum will be unchanged by this Change Order in the amount of	\$
The new Contract Sum including this Change Order will be	\$ 12,057,932.88

The Contract Time will be unchanged by ten (10) days.

The new date of Substantial Completion will be New 911 - March 4, 2020; Road Patrol - June 26, 2020; Detention Area - October 5, 2020; Major remodel areas - March 17, 2021 and Training / Break rooms - June 8, 2021.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FGM Architects Inc. _____ ARCHITECT <i>(Firm name)</i>	River City Construction LLC _____ CONTRACTOR <i>(Firm name)</i>	Franklin County, Missouri _____ OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
Kevin W. Meyer, Project Manager _____ PRINTED NAME AND TITLE	Eric Bursott, Vice President _____ PRINTED NAME AND TITLE	Tim Brinker, Commissioner _____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Quotes

**IN THE MATTER OF ACCEPTING
AND AUTHORIZING THE EXECUTION
OF THE PROPOSAL FROM
WUNDERLICH SURVEYING &
ENGINEERING, INC.**

WHEREAS, West Casco Road, located in Lyon Township, is in need of being realigned with Highway 185; and

WHEREAS, Franklin County Highway Department obtained a proposal from Wunderlich Surveying & Engineering, Inc. on the West Casco re-alignment with Highway 185; and

WHEREAS, the proposal from Wunderlich Surveying & Engineering Inc. is not to exceed the amount of \$2,130.00 as reflected on the proposal attached hereto.

IT IS THEREFORE ORDERED that the proposal submitted by Wunderlich Surveying & Engineering, Inc. is hereby accepted and approved and the Presiding Commissioner is authorized to execute any and all necessary documents on behalf of the County of Franklin and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of and as the act and deed of the County.

IT IS THEREFORE ORDERED that the County shall, and the officials, agents and employees of the County are hereby authorized and directed to take such further action, and execute and deliver such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Order.

IT IS FURTHER ORDERED that a copy of this Order and a copy of the executed proposal be provided to Wunderlich Surveying and Engineering, Inc.; Franklin County Highway Department; Franklin County Purchasing Department; and Franklin County Accounts Payable.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



WUNDERLICH SURVEYING & ENGINEERING, INC.

512 E. MAIN STREET • UNION, MO 63084
(636) 583-8400 Fax: (636) 583-1810

April 2, 2020

Ronald J. Williams, P.E.
Franklin County, Missouri
Highway Administrator/Engineer

RE: Proposal for Surveying services on the West Casco Re-alignment with Highway 185

Dear Mr. Williams:

We propose to complete our work in two steps. On the initial trip to the site, we will mark the limits of the new R/W for clearing and grubbing. We will also mark the limits of the 3 Temporary Construction Easements (TCE).

There are 12 points on the TCE limits and 12 points on the R/W limits. The fee to mark these 24 points will be \$1,250 including office, travel and fieldwork.

After the site has been cleared, we will then mark the Centerline of the new road with cuts/fills to finished grade. The fee to mark 12 centerline stakes with grades will be \$880 including office, travel and fieldwork.

The total cost for the initial trip and return trip will not exceed \$2,130 including office, travel and fieldwork. We can complete the initial work within 3 days of receiving the notice to proceed.

We are pleased to provide you with this professional services proposal. If you have any questions or comments, please contact our office.

Sincerely

A handwritten signature in cursive script that reads "Cameron Lueken".

Cameron Lueken, President
WUNDERLICH SURVEYING & ENGINEERING, INC.

If you find this proposal acceptable, please sign and return to our office.

Signature

Date



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Annexation

**IN THE MATTER OF ANNEXATION
ORDINANCE #3154A FROM THE
CITY OF PACIFIC FILED WITH THE CLERK
OF THE FRANKLIN COUNTY COMMISSION**

WHEREAS, on April 17, 2020, the City of Pacific filed their annexation ordinance #3154A with the Clerk of the Franklin County Commission in accordance with Section 71.012 RSMo; and

WHEREAS, said ordinance #3154A approved the annexation of certain territory into the corporate limits of the City of Pacific; and

WHEREAS, the governing body of the City of Pacific has prior hereto determined that said area meets the criteria required by Missouri Statutes and that the proper procedures have been followed.

IT IS THEREFORE ORDERED, the Franklin County Commission recognizes that the City of Pacific, Missouri has extended its corporate limits to include the territory as described in Bill No. 4069 which is attached hereto and incorporated by reference herein.

IT IS FURTHER ORDERED that Elizabeth Hellmann, Administrative Assistant to the County Commission, deliver a copy of this order and a copy of City of Pacific's Ordinance #3154A to Tim Baker, Franklin County Clerk; Scottie Eagan, Planning & Zoning Director; Jennifer Metcalf, Franklin County Recorder of Deeds; and the City of Pacific.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

FILED
TIM BAKER

APR 17 2020

CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO. DEPUTY

March 6, 2020

State of Missouri)
Counties of Franklin & St. Louis)

I, Kimberly Barfield, City Clerk of the City of Pacific, Franklin & St. Louis Counties, Missouri, do hereby certify that the following constitutes a true and correct copy of:

Ordinance No. 3154A

as adopted by the Board of Aldermen of the City of Pacific, Franklin & St. Louis Counties, Missouri, at a legally convened meeting, as the same appears of record in the City Clerk's records in the office of the City of Pacific, Missouri.

In Testimony Whereof, I hereunto set my hand and affixed the official seal of the City of Pacific, Franklin & St. Louis Counties, Missouri on this 1st day of October, 2019.

Kimberly Barfield

Kimberly Barfield, City Clerk

(SEAL)



AN ORDINANCE APPROVING A PETITION FOR VOLUNTARY ANNEXATION FILED BY TRISTAR COMPANIES REGARDING CERTAIN PROPERTY CONTIGUOUS AND COMPACT TO THE CITY OF PACIFIC, MISSOURI, AND GENERALLY LOCATED AT 2130 OLD GRAY SUMMIT ROAD ANNEXING SAID PROPERTY TO THE CITY; AUTHORIZING OTHER ACTIONS IN CONNECTION WITH SUCH ANNEXATION, AND REPEALING CONFLICTING ORDINANCES.

WHEREAS, a verified petition requesting annexation into the City of Pacific and signed by the owners of all fee interests of record of all the real estate hereinafter described was filed with the City pursuant to the provisions of Sections 71.012 and 71.014 of the Revised Statutes of Missouri; and

WHEREAS, the real estate hereinafter described and described in the petition aforesaid is contiguous and compact to the existing corporate limits of the City of Pacific and is located in unincorporated Franklin County, Missouri; and

WHEREAS, a public hearing was held by the Board of Aldermen on September 3, 2019 after due notice as required by law, at which any interested person was afforded the opportunity to present evidence regarding the proposed annexation, and no written objection to the proposed annexation was filed with the Board of Aldermen within fourteen days after the public hearing;

WHEREAS, the Board of Aldermen hereby finds and determines that the proposed annexation is reasonable and necessary to the proper development of the City; the City has the ability to furnish normal municipal services to the area to be annexed within a reasonable time; annexation of such real estate pursuant to such petition and the Laws of Missouri and the terms set forth and referenced hereinafter is in the best interests of the City and the current and future owners of such real estate, and that all things required by law to accomplish such annexation have been done; and

WHEREAS, The City provides water and sanitary sewer services within its corporate limits;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PACIFIC, MISSOURI, AS FOLLOWS:

Section 1.

Pursuant to the provisions of Sections 71.012 and 71.014 of the Revised Statutes of Missouri, the real estate described below and owned by Tristar Companies is hereby annexed into the City of Pacific, Missouri, and the city limits of the said City are hereby extended to include such real estate, to wit:

A tract of land being part of the Southeast quarter of the Southwest quarter and part of the Southwest quarter of the Southeast quarter of Section 10, and part of the Northeast quarter of the Northwest quarter and part of the Northwest quarter of the Northeast quarter of Section 15, all in Township 43 North, Range 2 East of the Fifth P.M., in Franklin County, Missouri, more fully described as follows: Beginning at a Stone at the Southeast corner of Lot 3 of Stevens Place, a subdivision recorded in Plat Book 0, Page 92 in the Franklin County Recorder of Deeds office, said point also being the Southwest corner of the Southeast quarter of the Southwest quarter of Section 10, thence $N01^{\circ}20'43''E$ along the east line of said subdivision for 698.77' to a wood post at the Northeast corner of Lot 2 of said Stevens Place, said point being on the Southern R/W of Missouri Pacific Railroad, thence leaving said Subdivision line and along the southern Railroad R/W. $N86^{\circ}28'45''E$ 1479.09' to an iron rod. thence leaving said Railroad R/W, $S00^{\circ}00'45''W$ 1911.09' to an iron rod on the Northern R/W of Old Gray Summit Road, thence along said R/W, $S88^{\circ}37'27''W$ 59.92', and $S78^{\circ}05'37''W$ 46.74', and $S60^{\circ}23'37''W$ 43.28', and $S48^{\circ}53'54''W$ 16.75', and $N01^{\circ}02'52''E$ 13.59', and $S48^{\circ}53'54''W$ 35.47', and $S42^{\circ}23'03''W$ 71.01', and $S48^{\circ}40'55''W$ 84.01', and $S63^{\circ}50'31''W$ 78.86', and $S76^{\circ}02'22''W$ 64.48', and $S80^{\circ}39'53''W$ 51.92', and $S87^{\circ}35'48''W$ 72.91', and $N86^{\circ}04'30''W$ 84.01', and $N74^{\circ}12'57''W$ 85.57', and $N61^{\circ}55'25''W$ 115.75', and $N54^{\circ}40'04''W$ 118.33', and $N41^{\circ}22'21''W$ 147.52', and $N52^{\circ}17'46''W$ 89.38', and $N66^{\circ}32'26''W$ 83.99', and $N78^{\circ}24'28''W$ 77.24', and $N86^{\circ}59'08''W$ 8.72' to an iron rod at the intersection of the Northern R/W of Old Gray Summit Road and the East line of Anderson Farm Estates, a subdivision recorded in Plat Book N, Page 474 in the Franklin County Recorder of Deeds office, thence leaving said R/W and along the East line of Anderson Farm Estates and its extension, $N01^{\circ}12'49''E$ 964.26' to an iron rod at the Northeast corner of Lot 4 of Meadow Ridge, a subdivision recorded in Plat Book N, Page 909 in the Franklin County Recorder of Deeds office. thence along the North line of Lot 4 of Meadow Ridge, $N87^{\circ}02'12''W$ 267.96' to the point of beginning.
Containing 59.67 Acres

Section 2.

The Mayor of the City of Pacific and other appropriate city officials are hereby authorized and instructed to execute the Annexation Agreement attached hereto as Exhibit A on behalf of the City, and to take any and all other steps necessary to carrying out its purpose.

Section 3.

The City Clerk is hereby authorized and instructed to cause a certified copy of this Ordinance to be filed with the appropriate officials of Franklin County, Missouri, including three certified copies of the to be filed with the Franklin County Assessor and Franklin County Clerk and one certified copy to be filed with the Franklin County Board of Elections, and to take any and all other steps necessary or appropriate to effectuate the annexation provided hereby.

Section 4.

Any and all ordinances or parts thereof in conflict herewith are hereby repealed.

Section 5.

This Ordinance shall be in full force and effect from and after approval and recording of the subdivision plat by Franklin County, Missouri.

PASSED this 1 day of October, 2019.


Steve Myers, MAYOR

APPROVED this 1 day of October, 2019.


Steve Myers, MAYOR

ATTEST:

Kimberly Barfull
City Clerk



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Annexation

**IN THE MATTER OF AMENDING
ORDINANCE NUMBER 3154A FROM
THE CITY OF PACIFIC, MISSOURI**

WHEREAS, on April 17, 2020, the City of Pacific filed their annexation ordinance #3154A with the Clerk of the Franklin County Commission in accordance with Section 71.012 RSMo; and

WHEREAS, said ordinance #3154A approved the annexation of certain territory into the corporate limits of the City of Pacific; and

WHEREAS, on April 17, 2020, the City of Pacific filed ordinance #3177 with the Clerk of the Franklin County Commission amending annexation ordinance #3154A to include a limited waiver of streetlight requirements of the Pacific Code of Ordinance.

IT IS THEREFORE ORDERED, the Franklin County Commission recognizes that the City of Pacific, Missouri has amended annexation ordinance #3154A as described in Bill No. 4093 which is attached hereto and incorporated by reference herein.

IT IS FURTHER ORDERED that Elizabeth Hellmann, Administrative Assistant to the County Commission, deliver a copy of this order and a copy of City of Pacific's Ordinance #3177 to Tim Baker, Franklin County Clerk; Scottie Eagan, Planning & Zoning Director; Jennifer Metcalf, Franklin County Recorder of Deeds; and the City of Pacific.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

FILED
TIM BAKER

APR 17 2020

CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO. DEPUTY

March 6, 2020

State of Missouri)
Counties of Franklin & St. Louis)

I, Kimberly Barfield, City Clerk of the City of Pacific, Franklin & St. Louis Counties, Missouri, do hereby certify that the following constitutes a true and correct copy of:

Ordinance No. 3177

as adopted by the Board of Aldermen of the City of Pacific, Franklin & St. Louis Counties, Missouri, at a legally convened meeting, as the same appears of record in the City Clerk's records in the office of the City of Pacific, Missouri.

In Testimony Whereof, I hereunto set my hand and affixed the official seal of the City of Pacific, Franklin & St. Louis Counties, Missouri on this 3rd day of March, 2020.



Kimberly Barfield, City Clerk

(SEAL)



BILL NO. 4093
SPONSOR: Neeneth

ORDINANCE NO. 3177

AN ORDINANCE AMENDING ORDINANCE NUMBER 3154A APPROVING A PETITION FOR VOLUNTARY ANNEXATION FILED BY TRISTAR COMPANIES REGARDING CERTAIN PROPERTY CONTIGUOUS AND COMPACT TO THE CITY OF PACIFIC, MISSOURI, AND GENERALLY LOCATED AT 2130 OLD GRAY SUMMIT ROAD ANNEXING SAID PROPERTY INTO THE CITY.

WHEREAS, the Board of Aldermen adopted Ordinance 3154A on October 1, 2019, approving a voluntary annexation filed by TriStar Companies; and

WHEREAS, Ordinance 3154A included an Annexation Agreement that provided for specific site development issues for Longview Meadows Subdivision, previously approved by Franklin County.

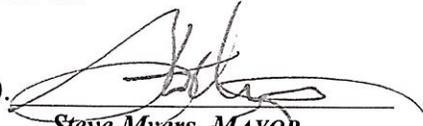
NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PACIFIC, MISSOURI, AS FOLLOWS:

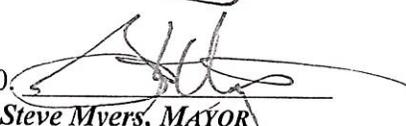
Section 1. Ordinance 3154A shall be amended to include a limited waiver of the streetlight requirements of the Pacific Code of Ordinances, upon the following conditions:

- a. Three streetlights required for Longview Meadows Subdivision: Entrance, midpoint and cul-de-sac.
- b. Additional streetlights may be installed subject to Homeowner's Association review and cost participation.

Section 2.

This Ordinance shall be in full force and effect from and after approval and recording of the subdivision plat by Franklin County, Missouri.

PASSED this 3RD day of MARCH, 2020. 
Steve Myers, MAYOR

APPROVED this 3RD day of MARCH, 2020. 
Steve Myers, MAYOR

ATTEST:

Kimberly Bayfull



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Order

**IN THE MATTER OF AMENDING
COMMISSION ORDERS NO.
2020-143 AND 2020-145
RELATING TO LIMITS ON PUBLIC
GATHERINGS AND LIMITS
ON OUTDOOR WORKOUTS**

WHEREAS, on March 17, 2020 the County Commission of the County of Franklin, Missouri adopted Commission Order No. 2020-123 Declaring a State of Emergency in Franklin County, Missouri; and

WHEREAS, the conditions which prompted the County Commission to declare a State of Emergency in Franklin County still exist; and

WHEREAS, in an effort to prevent the spread of the COVID-19 virus the County Commission of the County of Franklin, Missouri adopted Commission Order Nos. 2020-143 and 2020-145, all of which expire at 5:00 p.m. on April 30, 2020; and

WHEREAS, the County of Franklin, Missouri, is being impacted by the worldwide spread of COVID-19; and

WHEREAS, the President of the United States and the governor of the State of Missouri, have both declared States of Emergency; and

WHEREAS, the disease has spread to Franklin County, Missouri; and

WHEREAS, the spread of infectious diseases poses a significant risk to the health, safety and wellbeing of the people of the County of Franklin, Missouri; and

WHEREAS, measures to limit the spread of this virus may place a strain upon the resources of citizens, businesses, municipalities, and the County of Franklin, Missouri, and

WHEREAS, the County of Franklin, Missouri may establish relationships and work cooperatively with other governmental units in matters relating to public health, safety and welfare and all other government functions in which the people of the County could gain through those cooperative relationships in this time of emergency; and

WHEREAS, the County Commission of the County of Franklin, Missouri has the authority pursuant to the provisions of state law including, but not limited to, Section 192.300 RSMo. to make and promulgate orders, rules or regulations, respectively as will tend to enhance the public health and prevent the entrance of infectious, contagious, communicable or dangerous diseases into the County of Franklin, Missouri; and

WHEREAS, the Governor of the State of Missouri and the Missouri Department of Health and Senior Services issued a Stay at Home Order dated April 3, 2020 which addresses many of the same issues as Commission Order Nos. 2020-143 and 2020-145; and

WHEREAS, the Governor of the State of Missouri has announced that the Stay at Home Order which was due to expire at 11:59 PM on April 24, 2020 will be extended until May 3, 2020; and

WHEREAS, after the promulgation and adoption of such orders, rules or regulations by the County Commission of the County of Franklin, Missouri the County Commission shall make and enter an order or record declaring such orders, rules or regulations to be printed and available for distribution to the public in the Office of the County Clerk, and shall require a copy of such order to be published in some newspaper in the County in three successive weeks, not later than thirty days after the entry of such order, rule or regulation; and

IT IS THEREFORE ORDERED, by the County Commission of the County of Franklin, Missouri that Commission Order No. 2020-143 and 2020-145 shall remain in effect until midnight, April, 24, 2020 at which time they shall automatically expire unless extended by further action of the County Commission.

IT IS FURTHER ORDERED, that if any part of this Commission Order is invalid for any reason, such invalidity shall not affect the remainder of this Order.

IT IS FURTHER ORDERED, that a copy of this Order be provided to Tim Baker, County Clerk, and that a copy of this order be printed in the Missourian for three successive weeks commencing immediately upon the adoption of this Order.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Report

**IN THE MATTER OF
APPROVING THE CONSENT
AGENDA AND ALL THE
ITEMS LISTED THEREON**

WHEREAS, in the course of the daily operation of county government certain routine actions are necessary; and

WHEREAS, certain of the routine items referred to above involve either the issuance of licenses, the receipt of funds or the authorization of accounts payable and/or abstract of fees; and

WHEREAS, the approval of such routine matters can be approved through the use of a "Consent Agenda"; and

WHEREAS, in order to afford a better record of what has been approved through the use of the Consent Agenda it has been determined that it would be appropriate to pass a commission order weekly which approves all items contained in the Consent Agenda.

IT IS THEREFORE ORDERED by the County Commission of Franklin County that the Consent Agenda for April 21, 2020 addressing the below listed items is hereby approved, to wit:

Liquor Licenses: Bommarito Cellars Inc.

Abstract of Fees: Recorder of Deeds Fees – March 2020

Auctioneer Licenses: Berti Auction Service, LLC – April 13, 2020-April 13, 2021

Other:

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

APPLICATION FOR AUCTIONEER'S LICENSE
(CHAPTER 343 RSMo and H.B. 1170 Rev. 1978)

STATE OF MISSOURI
County of Franklin

714

To the Collector of Revenue of Franklin County, Missouri:

The undersigned, Robby Berti
(Print name of person signing application)

doing business as Berti Auction Service, LLC
whose principle

(Firm Name)
business office address is: 7786 Seminary Rd.
(Street or Route)

in the City of Sullivan Zip 63080 and County of Franklin, in
the State of Missouri, hereby makes application for a Public Auctioneer License for the
Period of:

(Check one) Ten Days; One Month; Three Mo; Six Mo; Twelve Mo. Ending
on ~~03/20/2021~~ 4/13/20 under and subject to the provisions of
(Expiration date)

Chapter 343 RSMo and H.B. 1170 Rev. 1978.

Applicant hereby agrees every person who shall violate any of the provisions of this chapter is guilty of a
misdemeanor, and, upon conviction, shall be punished by a fine of not less than twenty or more than five
hundred dollars, and shall be disqualified from exercising the rights or pursuing the business of an
auctioneer for a period of one year from the date of his conviction. After January 1, 1979, every person
who shall violate any of the provisions of this chapter is guilty of a Class C misdemeanor and shall be
disqualified from exercising the rights or pursuing the business of an auctioneer for a period of one year
from the date of his conviction.

It is also expressly understood and agreed that the license granted to me may be revoked at any time upon
proper showing of any violation by me or my employees of any law of the State of Missouri or of any
regulation, ordinance or rule of the city concerning said business of Public Auctioneering, and upon
revocation thereof I shall not be entitled to a refund in whole or in part of the fee paid for this license.

FILED
TIM BAKER

APR 13 2020

CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO.
DEPUTY

Robby Berti
(Signature)

314-402-0781
(Phone Number)

If you would like a yearly reminder notice please provide email or mailing address.

bertiauctionservice@gmail.com

APPLICATION FOR COUNTY LIQUOR LICENSE

FILED
TIM BAKER

APR 09 2020

(Date)

TO THE HONORABLE COUNTY COMMISSION OF FRANKLIN COUNTY, MISSOURI
CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO.

Name of State Applicant / Managing Officer Cathleen Bommarito Manley DEPUTY

Company Bommarito Cellars Inc.

D/B/A (Business Name) Bommarito Cellars

The undersigned hereby makes application for a license to be granted by the County Commission of the aforesaid County for the sale of:

For a Catering or Picnic License - Date and Place of Event _____

For a Catering or Picnic License - Address of Event _____

All other Licenses - List what type of License applying for: Today Retail buy Drink - all kinds

3718 Grant School Rd New Haven MO 63068
Business Address City State Zip Code

1993 Shetland Path High Ridge MO 63049
Mailing Address (if different than Business Address) City State Zip Code

I, hereby certify that I am a qualified legal voter and taxpaying citizen of the State of Missouri and of good moral character and that I have not been convicted since the ratification of the 21st amendment to the Constitution of the United States of a violation of the provisions of any law of the State of Missouri relating to the manufacture or sale of intoxication or non-intoxication liquor, or has any license for the sale of intoxicating or non-intoxication liquor heretofore issued to me been revoked, nor do I employ any person who has been convicted of such violations or whose license has been so revoked; that I am able to furnish bond to the State of Missouri in the sum required by law for the performance of my duties as such licensed seller of intoxicating or non-intoxication liquor. That no distiller, wholesaler, winemaker or brewer or the employee, officer or agent of such, has directly or indirectly financially furnished me with financial aid, money or credit except ordinary commercial credit for the transaction of my business or is directly or indirectly financially interested in said business.

It is expressly understood and agreed by me that any license issued hereunder shall not be effective until I shall have applied for and been granted a license by the Supervisor of Liquor Control of the State of Missouri and shall have applied for and been granted a license by the above mentioned city, if such license be required by ordinance. It is also expressly understood and agreed that the license theretofore granted to me by the County Commission may be revoked by said Commission at any time upon proper showing of any violation by me or my employees of any law of the State of Missouri or of any regulation, ordinance or rule of aforesaid City concerning said business of selling intoxication or non-intoxication liquors and upon revocation thereof I shall not be entitled to the refund in whole or in part of the fee paid for this license.

The undersigned applicant affirms that they will comply with the state and federal government immigration employment laws and verify the employment eligibility of all employees of the Applicant by using the E-verify system created by the federal government for use in confirming employment eligibility by employers.

I hereby tender the sum of \$ 78.00 as payment of the fee required by this license.

Cathleen Manley
Signature of State Applicant / Managing Officer

314-250-1290 Bommaritocellars
Phone Number / Email Address @gmail.com

Return and Make Check Payable to:
Franklin County Clerks Office
400 E Locust, Room 201
Union, MO 63084
LATE FEE \$25 PER MONTH
LATE RENEWAL
Questions call 636-583-6355

Timothy R. Bell
(County Clerk signature)

R F A B S In Office Use # 1

3/5

FRANKLIN COUNTY

Fee Transaction Summary Report by Account Number

Criteria: {RptFMXFES01_RPTPr.TndrDate} >= #3/1/2020# AND {RptFMXFES01_RPTPr.TndrDate} <= #3/31/2020#

Account Number	Fee Name	Count	Total Fee Amount
1	CERTIFIED ML FEE	147	1,431.00
	Subtotal for 1:	147	1,431.00
-1	CHARGE PAYMENT FEE	13	12,724.50
	Subtotal for -1:	13	12,724.50
10	NON STANDARD FEE	18	450.00
	RECORDING FEE	3	40.00
	Subtotal for 10:	21	490.00
-2	ESCROW PAYMENT FEE	8	3,278.84
	Subtotal for -2:	8	3,278.84
20	COPY FEE	238	7,892.50
	Subtotal for 20:	238	7,892.50
21	POSTAGE FEE	104	127.05
	Subtotal for 21:	104	127.05
22	GIS MAPPING FEE	13	1,300.00
	Subtotal for 22:	13	1,300.00
32	PLAT FEE	20	1,035.00
	Subtotal for 32:	20	1,035.00
363	* COMPUTER SERVICE FEE	39	7,540.09
	Subtotal for 363:	39	7,540.09
374	INTEREST OR INVESTMENT FEE	1	20.81
	Subtotal for 374:	1	20.81
659	* REPORT FEE	5	150.00
	Subtotal for 659:	5	150.00
910	MARRIAGE LICENSE FEE	51	2,347.00
	Subtotal for 910:	51	2,347.00
93904	DEED FEE	1,569	59,336.50
	Subtotal for 93904:	1,569	59,336.50
	Grand Total:	2,229	97,673.29

End of Report

Comp. Sys. = 7690.09

FRANKLIN COUNTY

Fund Transaction Summary With Interest

Criteria: (RPTFranklinFMXFUS01Vw.TndrDate) >= #3/1/2020# AND (RPTFranklinFMXFUS01Vw.TndrDate) <= #3/31/2020#

Account Number	Fund Name	Count	Total Fund Amount
-2	ESCROW PAYMENT FUND	8	3,278.84
	Subtotal for -2:	8	3,278.84
-4	CHARGE FUND	207	11,459.50
	Subtotal for -4:	207	11,459.50
100	GENERAL FUND	2,219	51,932.39
100	GENERAL FUND INTEREST	1	15.90
	Subtotal for 100:	2219 2,220	51,948.29
200	COUNTY SPECIAL TRUST FUND	51	255.00
	Subtotal for 200:	51	255.00
300	NON-STD REC PRES	18	450.00
300	RECORDERS PRESERVATION FUND	1,662	3,324.00
300	RECORDERS PRESERVATION FUND INTEREST	1	2.18
	Subtotal for 300:	1680 1,681	3,776.18
400	6.00 CERF	8	48.00
400	CERF FUND	1,662	11,634.00
400	CERF FUND INTEREST	1	2.73
	Subtotal for 400:	1670 1,671	11,684.73
500	MO CHILDRENS TRUST COPY FUND	147	1,113.00
500	STATE CHILDRENS TRUST FUND	51	765.00
	Subtotal for 500:	198	1,878.00
600	STATE PRESERVATION FUND	1,662	3,324.00
	Subtotal for 600:	1,662	3,324.00
700	MISSOURI HOUSING FUND	1,611	4,833.00
	Subtotal for 700:	1,611	4,833.00
800	STATUTORY POOL FUND	1,611	3,222.00
	Subtotal for 800:	1,611	3,222.00
900	RECORDERS TECHNOLOGY FUND	1,611	2,013.75
	Subtotal for 900:	1,611	2,013.75
Collected Total:			86,213.79
Charged Total:			11,459.50
Grand Total:			97,673.29

End of Report



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, April 21, 2020
Contract/Agreements

**IN THE MATTER OF APPROVING
AND AUTHORIZING EXECUTION OF
AN APPLICATION WITH THE DANIEL & HENRY CO.
FOR COMMERCIAL CRIME COVERAGE**

WHEREAS, The Daniel & Henry Co. currently provides Franklin County with Commercial Crime Coverage through June 1, 2020; and

WHEREAS, Franklin County desires to submit an application to The Daniel & Henry Co. to receive a rate proposal for continuing coverage for the next term.

IT IS THEREFORE ORDERED that the application with The Daniel and Henry Co., is hereby approved and that the Presiding Commissioner is authorized to execute said application and any other necessary documents on behalf of Franklin County.

IT IS FURTHER ORDERED that an executed copy of said proposal and a copy of this Order be provided to The Daniel and Henry Co. and Ann Struttmann, Purchasing Agent.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

3. Is the audit rendered to a regulatory authority? N/A Yes No
4. Were any discrepancies or internal control deficiencies commented upon in the audit? N/A Yes No
5. Is there an internal audit department under the control of an employee who is a public accountant or equivalent? Yes No
6. Are all locations audited? Yes No

IV. INTERNAL CONTROLS

Entities that practice good segregation of duties and perform background checks on new employees have a better opportunity to either prevent or detect employee dishonesty. Segregation of duties means that no single individual can control a process or transaction from beginning to end.

1. Are bank account statements reconciled at least monthly? Yes No
2. Does someone other than the person responsible for reconciling bank accounts:
 Make deposits? Yes No ~~Make withdrawals? Yes No NA~~ Sign Checks? Yes No
3. Is countersignature of checks required? Yes No
 If Yes, what is the dual signing limit? \$ _____
4. Is segregation of duties practiced in the following areas:
 Inventory management? Yes No Cash receipts? Yes No
 Vendor approval? Yes No Oversight of blank check stock? Yes No
 Purchase order approval and payment? Yes No Retail checks and credit card receipts? Yes No
5. Are all incoming checks stamped "for deposit only" immediately upon receipt? Yes No
6. Is a physical count of inventory conducted at least annually? Yes No
7. Do you conduct periodic reviews of all unused or obsolete inventory (including raw materials and scrap metals)? N/A Yes No
8. Are inventory records computerized? Yes No
9. Are the duties of computer programmers and computer operators separated? Yes No
10. Is dual authorization required for all wire transfers? N/A Yes No
11. Are the same internal controls listed above imposed on all locations and entities? Yes No
12. Is any employee responsible for the investment of public monies? Yes No
 If Yes, is an investment policy in place that sets forth specified types of approved investments? Yes No

V. COMPUTER AND FUNDS TRANSFER CONTROLS

1. Is there a software security system in place to detect fraudulent computer usage by employees, agents and outsiders? Yes No
2. Are passwords and access codes changed at regular intervals and when users are terminated? Yes No
3. Are computer programmers permitted to use machines with programs they have written? Yes No
4. Are computer check writing functions separate from check authorization? Yes No
5. Are EDP systems, programs, and procedures, including changes thereto, authorized, documented and tested? Yes No
6. Is there physical and functional segregation of personnel and periodic job shifts or job rotations? Yes No
7. What is the average daily dollar volume of electronic funds transfers? \$ _____ 4,000,000
 Check if not applicable .

8. Are transfer verifications sent to an employee or department other than the one that initiated the transfer?

Yes No

VI. CURRENT INSURANCE INFORMATION/REQUESTED INSURANCE TERMS

1.

Desired Crime Coverage	Requested Limit	Requested Retention
Fidelity: Employee Theft	\$ 250,000	\$
Forgery or Alteration	\$ 250,000	\$
On Premises (Money, Securities and Other Property)	\$ 250,000	\$
In Transit (Money, Securities and Other Property)	\$ 250,000	\$
Computer Crime	\$ 250,000	\$
Other (Specify: _____)	\$ 250,000	\$

2. Expiring insurer (if other than Travelers): N/A

3. Expiring premium (if other than Travelers): N/A

4. Desired effective date: 06/01/2020

5. Is Faithful Performance of Duty coverage desired*? Yes No
 If Yes, cite statutory provision with requirement for Faithful Performance of Duty coverage, or indicate None:

6. List any department, board, commission or sub-entity that carries its own separate bond or policy and, if applicable, list any other entity that should be excluded from this policy or indicate None:

Some elected officials Bond required by state statute

7. Do your statutes/ordinances allow Government Entity Crime Coverage to include coverage for the following positions?* Check all that apply:

Treasurers Tax Collectors Other positions previously bonded separately

If Other is checked, please cite statutory provision and identify the other positions by name.

***NOTE: Persons required by law to be individually bonded, and treasurers or tax collectors by whatever titles known, are automatically excluded under Government Entity Crime Coverage.**

8. If an Obligee other than the Named Insured needs to be indemnified under this insurance, please provide the name and address of the Obligee:

N/A

9. If excess limits of insurance are desired on any of your employees on either a name schedule basis or position schedule basis, complete the following:

Name of Covered Employee	Title of Covered Employee	Location of Covered Positions	# of Employees Each Position	Excess Limit of Insurance Each Employee
				\$
		N/A		\$
				\$

10. Is Faithful Performance of Duty coverage required on the employees or positions listed above? Yes No

VII. LOSS INFORMATION

1. Has the **Applicant** sustained any crime-related losses during the past 3 years? Yes No
 If Yes, please complete the table below and attach a separate sheet if necessary:

Date of Loss	Amount of Loss	Description of Loss	Corrective Procedures Implemented
	\$		
	\$		

VIII. COMPENSATION NOTICE**Important Notice Regarding Compensation Disclosure**

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183.

IX. FRAUD WARNINGS**Attention: Insureds in Alabama, Arkansas, D.C., Maryland, New Mexico, and Rhode Island**

Any person who knowingly (or willfully in MD) presents a false or fraudulent claim for payment of a loss or benefit or who knowingly (or willfully in MD) presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Attention: Insureds in Colorado

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Attention: Insureds in Florida

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Attention: Insureds in Kentucky, New Jersey, New York, Ohio, and Pennsylvania

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (In New York, the civil penalty is not to exceed five thousand dollars (\$5,000) and the stated value of the claim for each such violation.)

Attention: Insureds in Louisiana, Maine, Tennessee, Virginia, and Washington

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

Attention: Insureds in Oregon

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

Attention: Insureds in Puerto Rico

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of five (5) years; if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

X. SIGNATURE SECTION

THE UNDERSIGNED AUTHORIZED REPRESENTATIVE OF THE APPLICANT DECLARES THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, AFTER REASONABLE INQUIRY, THE STATEMENTS SET FORTH IN THE ATTACHED TRAVELERS NEW BUSINESS OR RENEWAL APPLICATION FOR INSURANCE ARE TRUE AND COMPLETE AND MAY BE RELIED UPON BY TRAVELERS. IF THE INFORMATION IN ANY APPLICATION CHANGES PRIOR TO THE INCEPTION DATE OF THE POLICY, THE APPLICANT WILL NOTIFY THE COMPANY OF SUCH CHANGES, AND THE COMPANY MAY MODIFY OR WITHDRAW ANY OUTSTANDING QUOTATION. THE COMPANY IS AUTHORIZED TO MAKE INQUIRY IN CONNECTION WITH THIS APPLICATION.

THE SIGNING OF THIS APPLICATION DOES NOT BIND THE COMPANY TO OFFER, NOR THE APPLICANT TO PURCHASE, THE INSURANCE. IT IS AGREED THAT THIS APPLICATION, INCLUDING ANY MATERIAL SUBMITTED THEREWITH, SHALL BE THE BASIS OF THE INSURANCE AND SHALL BE, IN ALL STATES OTHER THAN NC AND UT, CONSIDERED PHYSICALLY ATTACHED TO AND PART OF THE POLICY, IF ISSUED. THE COMPANY WILL HAVE RELIED UPON THIS APPLICATION, INCLUDING ANY MATERIAL SUBMITTED THEREWITH, IN ISSUING THE POLICY.

ELECTRONICALLY REPRODUCED SIGNATURES WILL BE TREATED AS ORIGINAL.

Signature of Applicant's Authorized Representative

Name (Printed)

Title

Date

XI. PRODUCER INFORMATION (ONLY REQUIRED IN FLORIDA, IOWA, AND NEW HAMPSHIRE):

Producer Signature

Producer Name (Printed)

Agency Name

Agency Code

License Number