



County Commission

Regular Meeting Agenda

400 East Locust Street, Room 201

Union, MO 63084

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

Tuesday, October 13, 2020

10:00 AM

Commission Chambers

Opening

I. Call to Order

II. Minutes Approval

1. Tuesday, October 06, 2020
2. Tuesday, October 06, 2020
3. Tuesday, October 06, 2020
4. Tuesday, October 06, 2020
5. Tuesday, October 06, 2020
6. Thursday, October 08, 2020
7. Thursday, October 08, 2020
8. Thursday, October 08, 2020

III. Public Request for Discussion/Action

IV. Action Items

- a. **Commission Order 2020-464** Proclamation – Domestic Violence Awareness Month
- b. **Commission Order 2020-465** In the Matter of Approving the Second Amendment to the Agreement for IT Services with AQM
- c. **Commission Order 2020-466** In the Matter of Approving Change Request Number: GBS237552-10 from AT&T Network Integration Services
- d. **Commission Order 2020-467** In the Matter of Appointment to the Franklin County Planning and Zoning Commission
- e. **Commission Order 2020-468** In the Matter of Refunding Over-Plus on Land Sale Back Taxes
- f. **Commission Order 2020-469** In the Matter of Adopting a Revised Employee Personnel Policy for Designated Employees of the County of Franklin, Missouri
- g. **Commission Order 2020-470** In the Matter of Recognizing American Tower LLC as the New Site Lease Agreement Lessor for a Communications Tower Located in Union, Missouri
- h. **Commission Order 2020-471** In the Matter of Fixing Tax Levies for 2020
- i. **Commission Order 2020-472** In the Matter of Utility Tax Levies for 2020

- j. **Commission Order 2020-473** In the Matter of Retaining the Services of Wellington Environmental to Conduct Air Quality Sampling in the Franklin County Sheriff's Office
- k. **Commission Order 2020-474** In the Matter of Approving an Amendment to Commission Order No. 2020-394
- l. **Commission Order 2020-475** In the Matter of Renewing the Agreement with Shi for Access Control Services
- m. **Commission Order 2020-476** In the Matter of Finding Certain Equipment as Surplus to the Needs of Franklin County and Further Authorizing Disposal of Such
- n. **Commission Order 2020-477** In the Matter of Awarding the Bid to Sheet Metal Contractors for an Air Purification System for the Franklin County Sheriff's Department
- o. **Commission Order 2020-478** In the Matter of Approving the Consent Agenda and All the Items Listed Thereon

V. Discussion Items and Reports

A. Elected Official and Departmental Reports (as needed)

B. Commission Discussion

VI. Adjournment



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, October 13, 2020
Proclamation

PROCLAMATION

WHEREAS, in 2020, the Franklin County Prosecutor’s office has received 592 cases of domestic violence to date and of these cases, 322 charges were issued. Each victim is provided services whether or not that report is charged, and is given a referral to ALIVE. The Prosecutor’s office to date has received 4,311 cases, making over 13% of the cases received to date domestic violence crimes. ALIVE offers the only 24-hr hotline in Franklin County for victims to call should they need assistance. Critical support services include short-term emergency shelter, counseling for adults and children, court advocacy, case management, emergency transportation, and education in our communities and schools.

WHEREAS, last year Missouri domestic violence programs provided services to more than 36,304 adults, youth and children, including providing services to more than 2,349 victims in a single day in 2019; and

WHEREAS, more than 26,068 Missouri victims of domestic violence in 2019 were unable to receive immediate safe shelter and services because domestic violence programs were stretched beyond available resources and capacity to serve all families in need; and

WHEREAS, the Missouri State Highway Patrol recorded 45,548 domestic violence incidents; and

WHEREAS, domestic violence is not confined to any specific group or people, but affects people of all races, backgrounds, economic levels, education levels, family structures, ages and religions; and

WHEREAS, the crime of domestic violence violates members of our community’s safety, dignity, security and humanity in the form of physical, emotional, sexual, psychological and economic abuse; and

WHEREAS, advocates, professionals, volunteers and community members concerned with domestic violence will devote the month of October to raising awareness about the causes, interventions and prevention of this devastating crime;

NOW THEREFORE, the County Commission of Franklin County, Missouri does hereby proclaim the month of October as;
DOMESTIC VIOLENCE AWARENESS MONTH

And reaffirm this County’s commitment to ending domestic violence in our community.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

DOMESTIC VIOLENCE AWARENESS MONTH, OCTOBER 2020

WHEREAS, in 2020, the Franklin County Prosecutor’s office has received 592 cases of domestic violence to date and of these cases, 322 charges were issued. Each victim is provided services whether or not that report is charged, and is given a referral to ALIVE. The Prosecutor’s office to date has received 4,311 cases, making over 13% of the cases received to date domestic violence crimes. ALIVE offers the only 24-hr hotline in Franklin County for victims to call should they need assistance. Critical support services include short-term emergency shelter, counseling for adults and children, court advocacy, case management, emergency transportation, and education in our communities and schools.

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WHEREAS, the crime of domestic violence violates members of our community’s safety, dignity, security and humanity in the form of physical, emotional, sexual, psychological and economic abuse; and

WHEREAS, advocates, professionals, volunteers and community members concerned with domestic violence will devote the month of October to raising awareness about the causes, interventions and prevention of this devastating crime;

Now, therefore, the County Commission of Franklin County, Missouri do hereby proclaim the month of October as

DOMESTIC VIOLENCE AWARENESS MONTH

And reaffirm this County’s commitment to ending domestic violence in our community.

_____ Tim Brinker, Presiding Commissioner

_____ Todd Boland, 1st District Commissioner

_____ Dave Hinson, 2nd District Commissioner

_____ Date



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, October 13, 2020
Amendment

IN THE MATTER OF APPROVING THE SECOND AMENDMENT TO THE AGREEMENT FOR IT SERVICES WITH AQM

WHEREAS, on the 1st Day of July, 2019, the Franklin County Commission approved an Agreement with AQM whereby AQM would provide certain IT Services to Franklin County; and

WHEREAS, thereafter, on the 28th day of May, 2020, the County Commission duly adopted Commission Order 2020-238 in the Matter of Approving Amendment One to the Agreement for IT Services with AQM whereby additional duties were added for additional compensation; and

WHEREAS, it is necessary to amend the IT Services Agreement with AQM by adding \$35,000.00 in compensation additional to the compensation in the initial contract for the additional duties as shown on the Second Amendment to the Agreement for IT Services with AQM.

IT IS THEREFORE ORDERED that the Second Amendment to the Service Agreement between Franklin County and AQM is hereby approved and that Tim Brinker, Presiding Commissioner, is authorized to execute said Amendment on behalf of Franklin County.

IT IS FURTHER ORDERED in accordance with the pursuant to the authority contained in Section 2.13 the July 1, 2019 Agreement with AQM is hereby amended by adding thereto the attached Second Amendment.

IT IS FURTHER ORDERED that a copy of this Order and a copy of the Second Amendment to the Agreement with AQM be provided to AQM, Inc.; Angela Gibson, Auditor; Ann Struttman, Purchasing Director; and Doug Trentmann, Collector.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

SECOND AMENDMENT TO IT SERVICES AGREEMENT

This Second Amendment to Information Technology Support and Maintenance Agreement (“Second Amendment”) is made and entered into this 13th day of October, 2020 (the “Effective Date”) by and between the County of Franklin, Missouri (the “Customer”) and AQM, Inc. (the “Contractor”).

Whereas, the Customer and the Contractor entered into an Information Technology Support and Maintenance Agreement dated July 1, 2019 (the “Agreement”); and

Whereas, the Customer and the Contractor entered into a First Amendment to Information Technology Services Agreement dated June 1, 2020; and

Whereas, Section 2.13 of the Agreement requires the Contractor to provide support for the County Collector’s software package for twenty four (24) months from the Effective Date and programming changes required by statute, the County Collector or the Customer will be billed to the Customer on a case-by-case basis at a price agreed to in advance by the parties. and

Whereas, Section 16.4 of the Agreement provides that it may only be modified or amended by a writing signed by both parties; and

Whereas, the parties desire to amend the Agreement as set forth herein.

Now, Therefore, in consideration of the mutual promises set forth herein, the parties agree as follows:

- A. Section 2 of the Agreement is hereby amended by adding thereto the following:
 - 2.16 The Contractor will redesign the Protest Taxes function of the Collector’s software package so that the Collector can disburse the unprotested amount of taxes to the applicable taxing entities.
 - 2.17 The Contractor will develop and implement changes to the Collector’s software package so that the Collector can bypass taxes for areas of the Washington Fire Protection District that are annexed into the City of Washington, Missouri for the tax year 2020 and going forward.
 - 2.18 The Contractor will development and implement changes to the Collector’s software package to automate real estate name and address changes for unpaid bills, create a flag for the clerk, and program daily report of the changes with status and errors.
- B. Section 3 of the Agreement is hereby amended by adding thereto the following:

Section 3.5 In full consideration for the services to be provided under Section 2.16, 2.17 and 2.18 herein, the County shall pay the Contractor the additional sum of \$35,000 payable on November 1, 2020.

C. Except as specifically amended herein, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CUSTOMER:

FRANKLIN COUNTY, MISSOURI

By: _____
Name: Tim Brinker
Title: Presiding Commissioner

CONTRACTOR:

AQM COMPUTER HELP (AQM, INC.)

By: _____
Name: Dave Hagedorn
Title: Vice President



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, October 13, 2020
Contract/Agreements

**IN THE MATTER OF APPROVING
CHANGE REQUEST NUMBER:
GBS237552-10 FROM AT&T NETWORK
INTEGRATION SERVICES**

WHEREAS, prior hereto on January 31, 2017 the Franklin County Commission adopted Commission Order No. 2017-46 pertaining to an AT&T Network Integration Services and Equipment Resale Agreement; and

WHEREAS, Franklin County needs to remove call recording from the original HVS contract; and

WHEREAS, removing call recording from the original HVS contract causes a revision in the contractual allowance in the amount of a one-time refund to the County of \$1,500.00 and an additional monthly refund of \$360.00.

IT IS THEREFORE ORDERED that the proposed Change Order Request# GBS237552-10 for AT&T Network Integration Services is hereby accepted and approved and the Presiding Commissioner, Tim Brinker, 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 AT&T Network Integration Services; Ann Struttman, Purchasing Director; Abe Cook, EMA Director; Melissa Dahms, Administrative Assistant to the Franklin County Sheriff; and Steve Pelton, Franklin County Sheriff.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



**AT&T Network Integration Services
Change Request Form**

Agreement No.: 201507159256UA
 AT&T Network Integration Tracking ID: GBS237552-10
Document Version # 1.0

CUSTOMER Legal Name ("Customer")	AT&T Corp. ("AT&T") (designate other entity if signing entity other than AT&T Corp)	AT&T Branch Sales Contact Name
<u>Franklin County Missouri</u>	AT&T	Name: Peter Vogt
CUSTOMER Address	AT&T Corp. Address and Contact	AT&T Branch Sales Contact Information
Street Address: 400 East Locust City: Union State / Province: Missouri Country: USA Domestic / Intl / Zip Code: 63084	One AT&T Way Bedminster, NJ 07921-0752 Contact: Master Agreement Support Team Email : mast@att.com	Address: 12851 Manchester Road City: Des Peres State / Province: MO Country: USA Domestic / Intl / Zip Code: 63131 Fax: Email: pv7245@att.com Sales/Branch Mgr: Steve Gallagher SCVP Name: Jim Gwiazda
CUSTOMER Contact	AT&T Address and Contact	AT&T NI Contact Information
Name: Abraham Cook Title: Director Telephone: 636-583-1679 Email: acook@franklinmo.net	Name: Patrick J. Gant Title: Application Sales Consultant Telephone: 314-210-0125 Street Address: 12851 Manchester Road City: Des Peres State / Province: MO Country: USA Domestic / Intl / Zip Code: 63131	Name: Karen Dalh Address: City: State / Province: Country: Domestic / Intl / Zip Code: Telephone: 916-396-1949 Email: kd4153@att.com
CUSTOMER Billing Address		
Name: Ann Struttman Title Chief Deputy County Clerk Street Address: 400 East Locust City: Union State / Province: Missouri Country: USA Domestic / Intl / Zip Code: 63084		

This AT&T Network Integration Services Change Request Form ("Change Request") is an attachment to the contract identified below:

- (1) the AT&T Network Integration Service Order Attachment
- (2) the AT&T Network Integration Addendum to Comprehensive Service Order Attachment dated 02/20/2017

To the extent any terms set forth in this Change Request conflict with those of the Attachment/Addendum or those of the Statement of Work, the order of priority shall be with respect to the AT&T Network Integration Services provided hereunder: (1) this Change Request; (2) the Statement of Work; (3) the Attachment/Addendum.

Franklin County Missouri

AT&T CORP.

By: _____
(Authorized Agent or Representative)

By: _____
(Authorized Agent or Representative)

(Typed or Printed Name)

(Typed or Printed Name)

(Title)

(Title)

(Date)

(Date)

HR-ID: AM6700



CHANGE REQUEST FORM

Change Request Number: GBS237552-10		NI Agreement dated: 02/20/2017	
AT&T Requestor:	Karen Dahl	NI Tracking #:	GBS237552
Title:	Franklin County Sheriff's Phase II Remove Call Recording	Date of Request:	09/15/2020
Nature of the Change Request: Phase two of the new Franklin County Sheriff's – remove all call recording items			

Scope of Work

Scope of work: Franklin County Missouri is removing call recording.

REMOVE From CO7.2

Professional Services and One Time Fees

Part Number	Description	Qty	Price	Ext Price
901 0020 500	Provisioning Service, Mitel Call Recording Enterprise/Group On-Boarding, One-Time (Requires PLM Approval)	-1	-\$750.00	-\$750.00
901 0020 501	Provisioning Service, Call-Recording User, One-Time (Requires PLM Approval)	-20	-\$37.50	-\$750.00
Professional Services and One Time Fees Subtotal				-\$1,500.00

REMOVE From CO7.2

AT&T Product	Description	Per Seat Price Per Month	Qty	Extended Charge Per Month
Monthly Call Recording-per seat	HVS Features / Call Recording / Per Seat / 157113 / NA	\$18.00	-20	-\$360.00
TOTAL MRC				-\$360.00

Summary of Charges	One Time fees	MRC
Professional Services and One Time Fees	-\$1,500.00	
Hardware, Software, Maintenance		
Monthly Recurring Charges		-\$360.00
Total	-\$1,500.00	-\$360.00



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Appointment

**IN THE MATTER OF APPOINTMENT
TO THE FRANKLIN COUNTY
PLANNING AND ZONING COMMISSION**

WHEREAS, Mark Frankenberg was serving as a member of St. John's Township for the Franklin County Planning and Zoning Commission; and

WHEREAS, Mark Frankenberg notified the Planning and Zoning Department of his resignation from the Board, effective July 21, 2020; and

WHEREAS, Karl Mittler expressed interest in serving as a full-time member representing Central Township.

IT IS THEREFORE ORDERED that Karl Mittler is hereby appointed as a full-time member of the Planning and Zoning Commission whose term will begin October 13, 2020 and will expire December 10, 2023.

IT IS FURTHER ORDERED a copy of this order is delivered to Karl Mittler at the below listed address and to Scottie Eagan, Franklin County Planning Director.

Karl Mittler
771 Eastland Oaks Dr.
Washington, MO 63090

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

OATH OF OFFICE

I, Karl Mittler, do solemnly* swear

that I will support the Constitution of the United States, and the Constitution of the State of Missouri, and that I will faithfully demean myself in the office of† Planning and Zoning Commission

for which I was‡ appointed on the 13th day of October 2020

STATE OF MISSOURI, }
County of _____ } ss.

Subscribed and sworn to before me the undersigned

on the _____ day of _____

WITNESS my hand and official seal, the day above written.

*Swear or Affirm.

†Insert here the title of office.

‡Elected or Appointed.

NOTE.-This oath is required to be taken by every State, County, Town, Township and School District Officer in the State, prior to entering upon his official duties.

NOTE.-If the affidavit be taken by a Notary Public, the certificate must state the date of expiration of his term of office. The blank space above the signature blank is provided for this statement. The following formula is sufficient: My term expires _____



Commission Order No. 2020-468

Fourth Quarter Term 2020

COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Over Plus Land Sale

IN THE MATTER OF REFUNDING OVER-PLUS ON LAND SALE BACK TAXES

WHEREAS, it is found by the County Commission that Franklin Financial Corporation purchased real estate at the 2019 tax sale and issued as Certificate of Purchase #2019-0023, property described as follows:

**Parcel Number 20-3-08.0-0-000-011.230
Section 08, Township 42, Range 2E**

WHEREAS, it is further found by the Commission that the purchase price was \$9,500.00 (Nine Thousand Five Hundred Dollars and 00/100), which included taxes and costs in the amount of \$2,936.59 (Two Thousand Nine Hundred Thirty-Six Dollars and 59/100) with an over-plus of \$6,563.41 (Six Thousand Five Hundred Sixty-Three Dollars and 41/100), and;

WHEREAS, Franklin Financial Corporation wishes to redeem the above over-plus and has submitted an application for \$6,563.41, representing the over-plus.

IT IS HEREBY ORDERED by this Commission, that Debbie Aholt, County Treasurer, issue a check/warrant payable to Franklin Financial Corporation in the sum of \$6,563.41 out of the Over-plus Land Sale Account.

IT IS FURTHER ORDERED by this Commission that a copy of this order be provided to Debbie Aholt, County Treasurer; Doug Trentmann, County Collector; Angela Gibson, County Auditor; Jeannine Stevens, County Clerk's office and Franklin Financial Corporation, 380 South Main St. Clair, MO 63077.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

Franklin Financial Corporation



380 SOUTH MAIN
ST. CLAIR, MO 63077
636-629-7368
FAX: 636-629-0103

October 5, 2020

Debbie Aholt
Franklin County Treasurer
400 E Locust
Room 204
Union, MO 63084

Reference: Franklin County Tax Collector Delinquent Tax Sale Auction
Snyder, Mark E. (Deceased)
Tax Sale Certificate of Purchase #0023

Dear Ms. Aholt,

Our company purchased the property indicated in the attached Tax Sale Certificate of Purchase.

The property owner has redeemed the property with the Franklin County Tax Collector.

We are instructed by the Tax Collector's office that we must request a refund of the "Over Surplus" from your office.

On this particular sale, it was \$6,563.41.

Therefore, I am requesting that you disburse \$6,563.41 to my attention as soon as possible.

Thank You

Franklin Financial Corporation

John B. Loveless
President

Cc: Doug Trentman

COPY



8 3 3 0 3 7 4
Tx:4175524

JENNIFER L. METCALF
RECORDER OF DEEDS
FRANKLIN COUNTY
STATE OF MISSOURI
DOCUMENT# 1911584
09/04/2019 09:09 AM
FEE: 27.00
PAGES: 2

TAX SALE CERTIFICATE OF PURCHASE

CERTIFICATE#...0023
BIDDER#.....516

STATE OF MISSOURI }
COUNTY OF FRANKLIN }ss

I Doug Trentmann, County Collector in and for the County and State aforesaid, do hereby certify that FRANKLIN FINANCIAL CORP , 380 S MAIN ST , ST. CLAIR , MO , 63077 did, on the days hereinafter set forth, between the hours of 10A.M. and 4P.M. of the respective days, purchase at Public Auction, at the Franklin County Government Center in Union, MO 63084 the Lands and Town Lots below described, situated in the said County of Franklin, for the taxes, special assessments, interests, penalties and costs due and unpaid thereon for the years A.D. 2018 , 2017 , 2016 , , , , and paid as purchase money on each tract or lot the total amount of taxes, special assessments, interests, penalties, and costs thereon as stated herein opposite the description of each tract or lot:

Date of Sale	To Whom Assessed	Purchaser
08/26/2019	SNYDER, MARK E 156 FLASH CREEK RD ROBERTSVILLE MO 63072	FRANKLIN FINANCIAL CORP 380 S MAIN ST ST. CLAIR MO 63077

PHONE#

Acres	Property Description	Year	Account#	Valuation	Tax
5.190	Sec 08 Twn 42 Rng 2E	2018	640334	9,639	636.58
	Parcel# 20-3-08.0-0-000-011.230	2017	639992	9,639	632.10
	PT NW NW&PT NE NE IN SEC 7	2016	639881	9,442	625.71

To bear interest at 10% rate
ON TAX & FEES ONLY

Interest.....	642.13
Penalty	250.07
Tax Sale Cost	150.00
Total	2,936.59
Bid Amount..	9,500.00
Over Surplus.	6,563.41

At any time after the expiration of one year from the date of this sale the above-named purchaser, his heirs or assigns, will upon application and compliance with the provisions of law pertaining thereto, be entitled to a Deed of conveyance for any real estate herein described, which shall not have been redeemed, provided, that on the failure of the holder of this certificate to take our said deed, as entitled by law and file the same of record within two years from the date of such sale then and in that event the amount due such purchaser shall cease to be a lien on such lands so purchased as herein provided. IN WITNESS WHEREOF, I hereunto set my name and affix my seal at my office in Union, Mo.

the 26th day of August, A.D. 2019 Doug Trentmann
County Collector, Franklin County, MO. Doug Trentmann

RECEIVED, this 26th day of August 2019 FRANKLIN FINANCIAL CORP
the sum of 9,500.00 the amount of purchase money on the above tract or lot of land.

Doug Trentmann
County Collector, Franklin County, MO. Doug Trentmann
I, Doug Trentmann County Collector, in and for Franklin County, MO. hereby guarantee the above to be true amount due against said land above described as the same appears upon the records.



JENNIFER L. METCALF
 RECORDER OF DEEDS
 FRANKLIN COUNTY
 STATE OF MISSOURI
 DOCUMENT# 2011387
 07/17/2020 11:39 AM
 FEE: 24.00
 PAGES: 1

(Space above reserved for Recorder of Deeds certification)

CERTIFICATE OF REDEMPTION

STATE OF MISSOURI } No. 543
 COUNTY OF Franklin } ss.

I, Doug Trentmann County Collector in and for said County and State, do hereby certify that Franklin Financial On Behalf of Mark E Snyder (Deceased) has deposited in my office the sum of Three Thousand Nine Hundred Fifteen & 05/100 DOLLARS for the redemption of the following described real estate: Sec 08 Twn 42 Rng 2E PT NW NW & PT NE NE IN Sec 7 Parcel Number: 20-3-08.0-0-000-011.230

which was sold to Franklin Financial for taxes, costs and penalties due thereon for the years 2016, 2017, 2018, on the 26th day of August, 2019. IN WITNESS WHEREOF, I have hereunto set my hand and seal, this 17th day of July, 2020.

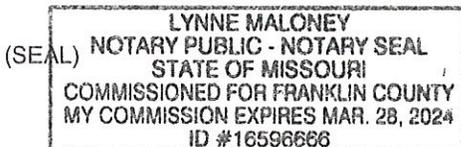
 Doug Trentmann, County Collector

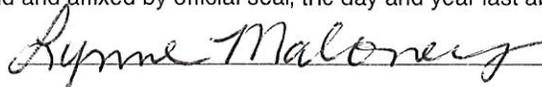
	Certificate of Purchase No.	Refrence Number: 1911584	
Amount of Taxes, Penalties		8% % Interest on	
Cost of Sale	\$ <u>2,936.59</u>	Subsequent Taxes	\$ <u>25.36</u>
Interest at <u>10%</u> Percent	\$ <u>293.66</u>	Certificate of Redemption	\$ <u>24.00 + 1.50</u>
Subsequent Taxes Paid	\$ <u>633.94</u>		
Date <u>12/31/2019</u>			
Subsequent Taxes Paid	\$ _____		
Date _____		TOTAL	\$ <u>3915.05</u>

STATE OF MISSOURI }
 COUNTY OF Franklin } ss.

On this 17th day of July, 2020, before me personally appeared Doug Trentmann to me known to be the person(s) described in and who executed the within instrument, and acknowledged to me that he/she/they executed the same as his/her/their free act and deed and for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by official seal, the day and year last above written



 Notary Public

My commission expires: MARCH 28, 2020



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, October 13, 2020
Policy

IN THE MATTER OF ADOPTING A REVISED 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 June 16, 2020, Revised October 13, 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

EFFECTIVE JUNE 16, 2020
REVISED JULY 7, 2020
REVISED AUGUST 11, 2020
REVISED OCTOBER 13, 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.

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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 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 and 911 Dispatching
- 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, sexual orientation and/or gender identity, 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 race, color, religion, sex, national origin, sexual orientation and/or gender identity, age, and disability status, 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 race, color, religion, sex, national origin, sexual orientation and/or gender identity, age, and 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 Human Resources Department, 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 as determined by the Elected Official or Department Head 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 seven and ½ (37.5) 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 PTO on a pro rata basis, rounded up to the nearest half day, LAGERS, and CERF 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 four (4) consecutive months, 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 the 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 employers 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 Elected official or department head 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 Elected Official or department head 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 the 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. Notwithstanding the foregoing, all FLSA compensatory time for employees of the Highway Department must be used within six (6) months 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, or six (6) months in the case of Highway Department workers, 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 receive 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 PTO, 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, except 12-hour employees, will be paid for their regularly scheduled hours at their normal rate of pay for a holiday.

(b) 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.

(c) 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. For the purposes of determining who is eligible to receive holiday pay, any full-time employee who is absent the day before or the day after is ineligible for holiday pay. For the purposes of determining who is eligible to receive holiday pay, any part-time employee who is absent the day before or the day after is ineligible for holiday pay.
- (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

Paid Time Off

- **Eligibility**
- **Paid Time Off Accrual Schedule**
- **Leave of Absence without Pay**

Catastrophic Illness Leave Policy

- **Catastrophic Illness Leave Policy**
- **Carry Over of Paid Time Off**
- **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

Paid Time Off (“PTO”) 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 PTO.

Section 9-1-b PTO Days Accrual Schedule

- (1) For purposes of accruing PTO days, each employee shall have an anniversary date which is the date an employee was hired (See “definitions”). PTO days are accrued as set forth below. The number of days which an employee shall accrue as set forth below based upon the employee’s length of service. Adjustments in the number of days which an employee shall accrue shall be made on each employee’s anniversary date in accordance with the schedule 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) PTO. For any eligible employee employed at the time this policy is adopted, until such time as an employee reaches his or her anniversary date following adoption of this Policy, eligible employees shall earn and accrue PTO days monthly at the following rate effective as of each individual employee’s anniversary date.

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) year	17 days per year, 1.420 days per month
After Completion of Second (2 nd) year	18 days per year, 1.500 days per month
After Completion of Third (3 rd) year	19 days per year, 1.584 days per month
After Completion of Fourth (4 th) year	20 days per year, 1.670 days per month
After Completion of Fifth (5 th) year	21 days per year, 1.750 days per month
After Completion of Tenth (10 th) year	24 days per year, 2.000 days per month
After Completion of Fourteenth (14 th) year	26 days per year, 2.170 days per month

- (3) PTO. For any eligible employee employed after the date of the adoption of this policy, after an employee reaches his or her anniversary date following adoption of this policy, eligible employees shall earn and accrue PTO days annually at the following rate effective as of each individual employee’s anniversary date.

Years of Service	Leave
During First Year	5 days after the first six (6) months
On the employee’s First (1st) year anniversary	17 days per year
On the employee’s Second (2nd) year anniversary	18 days per year
On the employee’s Third (3rd) year anniversary	19 days per year
On the employee’s Fourth (4th) year anniversary	20 days per year
On the employee’s Fifth (5th) year anniversary	21 days per year
On the employee’s Tenth (10th) year anniversary	24 days per year
On the employee’s Fourteenth (14th) year anniversary	26 days per year

- (4) PTO. For any eligible 12 hour employee employed at the time this policy is adopted, until such time as an employee reaches his or her anniversary date following adoption of this Policy, eligible employees shall earn and accrue PTO days monthly at the following rate effective as of each individual employee’s anniversary date.

Years of Service	Leave
During First Year (cannot be used and not earned until completion of first 60 days)	18 days per year, 1.500 days per month
After Completion of First (1 st) year	19 days per year, 1.584 days per month
After Completion of Second (2 nd) year	20 days per year, 1.670 days per month
After Completion of Third (3 rd) year	21 days per year, 1.750 days per month
After Completion of Fourth (4 th) year	22 days per year, 1.840 days per month
After Completion of Fifth (5 th) year	23 days per year, 1.920 days per month
After Completion of Tenth (10 th) year	26 days per year, 2.170 days per month
After Completion of Fourteenth (14 th) year	28 days per year, 2.334 days per month

- (5) PTO. For any eligible 12 hour employee employed after the date of the adoption of this policy, after an employee reaches his or her anniversary date following adoption of this policy, eligible employees shall earn and accrue PTO days annually at the following rate effective as of each individual employee's anniversary date.

Years of Service	Leave
During First Year	5 days after the first six (6) months
On the employee's First (1st) year anniversary	19 days per year
On the employee's Second (2nd) year anniversary	20 days per year
On the employee's Third (3rd) year anniversary	21 days per year
On the employee's Fourth (4th) year anniversary	22 days per year
On the employee's Fifth (5th) year anniversary	23 days per year
On the employee's Tenth (10th) year anniversary	26 days per year
On the employee's Fourteenth (14th) year anniversary	28 days per year

- (6) The general conditions for earning and accruing PTO days are as follows (the terms annual leave days and PTO 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 PTO days through the appropriate elected official or department head. Vacations, through the use of PTO 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 PTO time while accomplishing the mission of the office or department. Employees who request PTO 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 PTO. 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 PTO 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 PTO benefits and will be granted a health-related leave of absence without having exhausted PTO and catastrophic illness.

- (c) An employee shall continue to earn PTO days during a period of paid leave regardless of what type of paid leave the employee is utilizing.
- (d) An employee shall not earn PTO days during a period of leave without pay.
- (e) An employee may take PTO leave days only when authorized by his supervisor.
- (f) For any eligible employee employed at the time this policy is adopted, until such time as an employee reaches his or her second anniversary date following adoption of this Policy, eligible employees shall be entitled to utilize accrued PTO in excess of 80 hours. Once the employee reaches his or her second anniversary date following adoption of this Policy any accrued PTO in excess of 80 hours PTO shall be banked for Catastrophic Illness purposes up to the maximum allowable. Any days not so banked shall be forfeited.
- (g) After the eligible employee reaches his or her second anniversary following adoption of this Policy, eligible employees shall be entitled to carry over a maximum of 80 hours PTO.
- (h) For any eligible employee employed after the date of the adoption of this policy employees may carry over a maximum of 80 hours PTO.

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 PTO days and compensatory time prior to being granted the leave of absence and if the leave is necessitated because of illness, the employee will be required to exhaust PTO days and catastrophic illness days.
- (c) PTO 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 intent 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 Catastrophic Illness

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 severe 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 PTO 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.

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 10 and 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. Any employee that has accrued more than 60 days in the employees' Catastrophic Illness Bank as of June 9, 2020 may continue to utilize those days however that employee shall not accrue additional Catastrophic Illness Leave until that employee has used enough Catastrophic Illness Leave to bring the total accumulated days in that employees' Catastrophic Illness bank below 60 days.

(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 PTO 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) PTO

Illness or injury occurring while an employee is on PTO 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 PTO will remain as PTO.

(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, grandchild, grandparent, father or mother-in-law, 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) PTO and Catastrophic Illness Leave

Leave granted as bereavement leave will not be charged as PTO or Catastrophic Illness Leave. An employee may use available accrued PTO 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 hours 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 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.

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

In effort to mitigate security breaches, resolve fault and/or performance issues or respond to a request by official County leadership, authorized Information Technology Department employees may access all such files, except files protected from disclosure by state or federal law, 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 intend 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 race, color, religion, sex, national origin, sexual orientation and/or gender identity,.
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 Commission.
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 Information Technology Department.
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 Information Technology Department 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 Information Technology Department, in collaboration with the County Commission, Director of HR and County Counselor, 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.

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.

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.

(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 employees in the following offices:

Assessor

- Auditor
- Collector of Revenue
- County Clerk-Voter Registration
- 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 and 911 Dispatching
- Building Department
- Maintenance Department
- Planning and Zoning (including GIS)
- Purchasing
- Municipal Court

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 dug.

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 PTO time that has been earned and accrued up to a maximum of eighty (80) hours. 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 unused PTO whose employment is involuntarily terminated. In order to be eligible to be paid for unused PTO an employee's last day worked will be the date for retirement purposes. All employee benefits including, but not limited to, health, dental, vision, and contributions to a retirement plan shall terminate as of the last day of the month at which the employee was physically at work and working a full day in order for the employee to be paid for unused PTO.

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, October 13, 2020
Contract/Agreement

**IN THE MATTER OF RECOGNIZING
AMERICAN TOWER LLC AS THE NEW
SITE LEASE AGREEMENT LESSOR
FOR A COMMUNICATIONS TOWER
LOCATED IN UNION, MISSOURI**

WHEREAS, prior hereto Franklin County entered into a Site Lease Agreement with D & D Telecommunications Properties, LLC for a communications tower located at 981 Tower Radio Road Union, Missouri 63084 for the purpose of operation of the County's E-911 system; and

WHEREAS, since such time D & D Telecommunications Properties, LLC and American Towers LLC have entered into an Agreement where American Tower has acquired the site located at 981 Tower Road Union, Missouri 63084 and the existing Site Lease Agreement with Franklin County; and

WHEREAS, American Tower LLC has agreed to honor the current terms and conditions of the Site Lease Agreement previously held with D & D Telecommunications Properties; and

WHEREAS, it is necessary to recognize American Tower LLC as the new Site Lease Agreement lessor for bidding and billing purposes.

IT IS THEREFORE ORDERED that the change of Site Lease Agreement lessor from D & D Telecommunications Properties, LLC to American Tower LLC is hereby recognized resulting in American Tower LLC being an approved lessor.

IT IS FURTHER ORDERED that a copy of this Order be provided to Abe Cook, EMA Director; Tim Baker, County Clerk; Angela Gibson, County Auditor; and Ann Struttman, Purchasing Director.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



Via FedEx Delivery

10/5/2020

Franklin County Commission
 401 E. Locust St.
 Suite 206
 Union, MO 63084

RE: Assignment of Tenant License Agreement

To Whom It May Concern:

The purpose of this letter is to inform you that D&D Telecommunications Properties, LLC or one of its affiliates and American Towers LLC or one of its affiliates (“American Tower”) has entered into an agreement where American Tower has acquired the site listed on the attached spreadsheet and the existing license or lease agreement.

As background, American Tower has extensive experience in the operation and management of wireless towers. American Tower and its affiliates own and operate over 40,000 communications tower sites throughout the United States. As a leading telecommunications infrastructure company, American Tower provides space at its tower sites to wireless companies seeking to improve their communications networks. American Tower is a public company that is traded on the New York Stock Exchange under the symbol “AMT”. Additional information about the company can be found on our website: www.americantower.com.

Your lease or license agreement will remain in full force and effect as to the current terms and conditions, but as of 11/1/2020 please remit all future monthly payments to:

American Towers LLC

<u>Overnight Address</u>	<u>For Lockbox, Wires and ACH Payments:</u>
JPMorgan Chase Attn: American Towers LLC Lockbox 29637 131 S Dearborn, 6th Floor Chicago, IL 60603	<p style="text-align: center;"><u>Lockbox Payment Address</u></p> <p style="text-align: center;">American Towers LLC 29637 Network Place Chicago, IL 60673-1296</p> <p style="text-align: center;"><u>Wires and ACH Payments:</u></p> <p>Bank Name: JP Morgan ABA: 021000021 Account Name: American Towers LLC Account Num.: 227723662 Remittance Email: Payment.remit@americantower.com</p>



Additionally, please update the relevant Notice Address under your lease or license agreement to:

American Towers LLC
c/o American Tower
10 Presidential Way
Woburn, MA 01801

cc: American Towers LLC
c/o American Tower
Attn: Legal Department
116 Huntington Ave.
11th Floor
Boston, MA 02116

Please be sure to include American Tower's site name / identification number and your phone number on all correspondence.

American Tower's emergency contact for these sites is:

Network Operations Communications Center
(800)-830-3365

For any immediate questions about the payment of your agreement, please contact American Tower's customer support line:

General Inquiries:
(877) 409-6966
leasing@americantower.com

Accounts Receivable:
(800) 731-3226

Sincerely,

Gordon Closter
Integration Analyst
American Tower Corporation



AMERICAN TOWER®
CORPORATION

ATC Site #	ATC Site Name	Legacy Site Name	Site Address
206438	Union DD MO	Union MO	981 Tower Radio Road, Union, MO 63084

ASSIGNMENT OF LEASES AND LICENSES AGREEMENT

This Assignment of Leases and Licenses Agreement ("Assignment") is made and entered into effective as of the ~~3rd~~ day of September, 2020 (the "Effective Date"), by and between **D & D TELECOMMUNICATIONS PROPERTIES, LLC**, a Texas limited liability company ("Assignor"), and **AMERICAN TOWERS LLC**, a Delaware limited liability company ("American Tower").

WITNESSETH:

WHEREAS, Assignor and American Tower have entered into an Asset Purchase Agreement dated June 11, 2020, as amended (the "Agreement"), which contemplates, inter alia, the conveyance, assignment, transfer and delivery of certain of Assignor's tower assets, including leases, licenses and other similar agreements with third parties granting such parties the right to install certain communications antennas and other equipment on the tower assets, including ground space in the vicinity of the tower facilities including, but not limited to, the Collocation Agreements listed on Exhibit A attached hereto and incorporated herein by reference (collectively, the "Collocation Agreements"); and

WHEREAS, Assignor desires to assign the Collocation Agreements to American Tower, and American Tower desires to acquire and assume Assignor's rights and obligations under such Collocation Agreements in connection with closing under the Agreement.

NOW, THEREFORE, for and in consideration of the foregoing, the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

1. Recitals. The recitals set forth above are incorporated herein by reference and made a part of this Assignment.
2. Assignment and Assumption. Assignor does hereby assign, transfer, set over, and deliver to American Tower all of Assignor's rights, title, and interests in and to the Collocation Agreements. American Tower does hereby accept, assume and agree to be bound by all the terms and conditions which are the responsibility of the lessor or licensor under the Collocation Agreements, and which arise, are incurred, or are required to be performed from and after the date of this Assignment. In the event a Collocation Agreement is not listed on Exhibit A, Assignor also hereby assigns, transfers, sets over, and delivers to American Tower all of Assignor's rights, title and interest in and to such Collocation Agreements, and American Tower does hereby accept, assume and agree to be bound by all the terms and conditions which are the responsibility of Assignor under such Collocation Agreements.
3. Further Assurances. The parties hereby agree to perform, execute, and/or deliver or cause to be performed, executed, and/or delivered any and all such further acts and assurances as may reasonably be required to confirm the transfers made pursuant to this Assignment.

4. Counterparts. This Assignment may be executed in two or more counterparts, all of which taken together will constitute one and the same instrument.

5. Governing Law. This Assignment will be governed and construed in accordance with the laws of the Commonwealth of Massachusetts, without reference to its conflicts of laws principles.

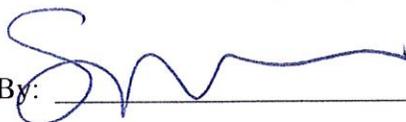
6. Successors and Assigns. The terms and conditions of this Assignment will run with the property and will be binding on and inure to the benefit of the successors and permitted assignees of the respective parties.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have signed this Assignment as of the Effective Date.

Assignor:

**D & D TELECOMMUNICATIONS
PROPERTIES, LLC,**
a Texas limited liability company

By:  _____

Name: Shaunna Schroeder

Title: President *member*

American Tower:

AMERICAN TOWERS LLC,
a Delaware limited liability company

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the parties hereto have signed this Assignment as of the Effective Date.

Assignor:

**D & D TELECOMMUNICATIONS
PROPERTIES, LLC,**
a Texas limited liability company

By: _____

Name: Shaunna Schroeder

Title: President

American Tower:

AMERICAN TOWERS LLC,
a Delaware limited liability company

By: _____



Name: _____

Carol Maxime

Title: _____

Senior Counsel, US Tower

9/23/2020

Exhibit A

Collocation Agreements

*Assignor is Licensor under each Collocation Agreement

Site Name	ATC Site Number	Licensee	Date of Agreement
Union DD MO	206438	Franklin County Commission	8/21/2017
[REDACTED]			



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Taxes-Property

IN THE MATTER OF FIXING TAX LEVIES FOR 2020

WHEREAS, Missouri law requires that all counties fix and determine a tax rate to be levied and collected on the assessed value of real property, personal property, and all other property subject to taxation; and

WHEREAS, no one appeared to speak in opposition to the proposed tax rate; and

WHEREAS, the Franklin County Commission has determined that the tax rate for state and county purposes as required by law shall be for the year 2020 as reflected on Exhibit A, attached hereto.

IT IS THEREFORE ORDERED by the County Commission that there shall be assessed, levied, and collected by Franklin County, Missouri, on the assessed valuation of real estate, personal property and all other property subject to taxation in said County of Franklin, State of Missouri, as a tax for state purposes as provided by law, and taxes for county purposes for the year 2020 as reflected in Exhibit A, attached hereto.

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

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

EXHIBIT A
IN THE MATTER OF FIXING TAX LEVIES FOR 2020

- * In Section and Township comprising district.
- ! Except part of City of Washington.
- ## Extended on all taxable real property only.
- ** That part of Franklin County as described in Circuit Court Order.
- + That part of Franklin County as described in County Court Order.

SECTION A

	\$		\$100	assessed	val.
For State Purposes0300		"	"	"
For County Purposes.....	.1326		"	"	"
For Special Road and Bridge Purposes.....	.2102		"	"	"
## For Sub Class 3 Properties.....	.4800		"	"	"
* For Hermann Area Hospital District.....	.9884		"	"	"
! For Scenic Regional Library District.....	.1973		"	"	"
** For City of Washington Library District.....	.2000		"	"	"
** For Beaufort/Leslie Fire District.....	.4463		"	"	"
** For Boles Fire District.....	1.1739		"	"	"
** For Bourbon Fire District.....	.1353		"	"	"
** For Gerald/Rosebud Fire District.....	.2474		"	"	"
** For New Haven/Berger Fire District.....	.2406		"	"	"
** For Pacific Fire District.....	.8358		"	"	"
** For St. Clair Fire District.....	.5153		"	"	"
** For Sullivan Fire District.....	.2149		"	"	"
** For Union Fire District.....	.4575		"	"	"
** For Washington Community Fire District.....	.2867		"	"	"
+ For Gerald Ambulance District.....	.2152		"	"	"
+ For Hermann Ambulance District.....	.1431		"	"	"
+ For Meramec Ambulance District.....	.3720		"	"	"
+ For New Haven Ambulance District.....	.2082		"	"	"
+ For St. Clair Ambulance District.....	.2445		"	"	"
+ For Union Ambulance District.....	.0261		"	"	"
+ For Washington Ambulance District.....	.0000		"	"	"
## For Calvey Creek Sewer District.....	.3775		"	"	"
## For Crestview Sewer District.....	.4742		"	"	"
## For St. Clair Sewer District.....	.3130		"	"	"
## For Sylvan Manor/Sunset Acres Sewer District.....	1.2762		"	"	"
For Franklin County SB40.....	.0975		"	"	"

SECTION B

St. Louis Community College District, comprising of Meramec Valley R-3 School District.....	\$.1987		"	"	"
East Central College District comprising of R-2, R-11, R-13, R-14, R-15, R-16, Sullivan, New Haven, Washington, Cr. Co. R-1 School Districts.....	\$.4469		"	"	"

EXHIBIT A
IN THE MATTER OF FIXING TAX LEVIES FOR 2020
Page 2

SECTION C

For R-2 School District.....	\$	3.8807	\$100 assessed	val.
For R-3 School District.....	\$	4.4101	"	"
For R-11 School District.....	\$	3.8400	"	"
For R-13 School District.....	\$	3.8200	"	"
For R-14 School District.....	\$	3.9104	"	"
For R-15 School District.....	\$	3.9900	"	"
For R-16 School District.....	\$	3.9251	"	"
For New Haven School District.....	\$	4.8000	"	"
For Washington School District.....	\$	4.1743	"	"
For Gasconade Co. R-1 School District.....	\$	4.2865	"	"
For Gasconade Co. R-2 School District.....	\$	3.8500	"	"
For Washington Co. R-7 School District.....	\$	3.2378	"	"
For Crawford Co. R-1 School District.....	\$	3.9925	"	"
For Sullivan School District	\$	4.1946	"	"

SECTION D

City of Berger	\$.8681	"	"	"
City of Gerald	\$.9502	"	"	"
Village of Leslie	\$.4581	"	"	"
## Village of Miramiguoa	\$.5000	"	"	"
City of New Haven	\$.8795	"	"	"
## Village of Oak Grove	\$.1570	"	"	"
City of Pacific	\$.4276	"	"	"
Village of Parkway	\$.2567	"	"	"
City of St. Clair	\$.7225	"	"	"
## City of Sullivan	\$.4212	"	"	"
City of Union	\$.7102	"	"	"
City of Washington	\$.5952	"	"	"



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Taxes-Property

IN THE MATTER OF UTILITY TAX LEVIES FOR 2020

WHEREAS, the Constitution of the State of Missouri requires that a tax rate be established and taxes be levied and collected on the property of all railroad, telegraph and telephone, power and light companies; and

WHEREAS, the applicable rates have been determined to be those as set forth on Exhibit A, attached hereto.

IT IS THEREFORE ORDERED by the County Commission that there be and is hereby levied a tax for the year 2020 on property of all railroad, telegraph and telephone, power and light companies and pipelines, for State and County Revenue, Special Road and Bridge, Library Districts, Franklin County SB40, Fire Districts, Ambulance Districts, Hospital District, Sewer Districts, and Sub Class 3 Property as outlined in Section A of Exhibit A:

IT IS FURTHER ORDERED that for College District purposes the levies outlined on Section B of Exhibit A be made on the properties of the aforesaid public utilities at the valuation and levies as reflected for each College District;

IT IS FURTHER ORDERED that for School District purposes the levies outlined on Section C of Exhibit A be made on the properties of the aforesaid public utilities at the valuation and levies as reflected for each School District.

IT IS FURTHER ORDERED that for Municipal Entity purposes the levies outlined on Section D of Exhibit A be made on the properties of the aforesaid public utilities at the valuation and levies as reflected for each Municipal Entity.

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

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

EXHIBIT A
IN THE MATTER OF FIXING UTILITY TAX LEVIES FOR 2020

- * In Section and Township comprising district.
- ! Except part of City of Washington.
- ## Extended on all taxable real property only.
- ** That part of Franklin County as described in Circuit Court Order.
- + That part of Franklin County as described in County Court Order.

SECTION A

	For State Purposes	\$.0300	\$100	assessed	val.
	For County Purposes.....	\$.1326	"	"	"
	For Special Road and Bridge Purposes.....	\$.2102	"	"	"
##	For Sub Class 3 Properties.....	\$.4800	"	"	"
*	For Hermann Area Hospital District.....	\$.9884	"	"	"
!	For Scenic Regional Library District.....	\$.1973	"	"	"
**	For City of Washington Library District.....	\$.2000	"	"	"
**	For Beaufort/Leslie Fire District.....	\$.4463	"	"	"
**	For Boles Fire District.....	\$ 1.1739	"	"	"
**	For Bourbon Fire District.....	\$.1353	"	"	"
**	For Gerald/Rosebud Fire District.....	\$.2474	"	"	"
**	For New Haven/Berger Fire District.....	\$.2406	"	"	"
**	For Pacific Fire District.....	\$.8358	"	"	"
**	For St. Clair Fire District.....	\$.5153	"	"	"
**	For Sullivan Fire District.....	\$.2149	"	"	"
**	For Union Fire District.....	\$.4575	"	"	"
**	For Washington Community Fire District.....	\$.2867	"	"	"
+	For Gerald Ambulance District.....	\$.2152	"	"	"
+	For Hermann Ambulance District.....	\$.1431	"	"	"
+	For Meramec Ambulance District.....	\$.3720	"	"	"
+	For New Haven Ambulance District.....	\$.2082	"	"	"
+	For St. Clair Ambulance District.....	\$.2445	"	"	"
+	For Union Ambulance District.....	\$.0261	"	"	"
+	For Washington Ambulance District.....	\$.0000	"	"	"
##	For Calvey Creek Sewer District.....	\$.3775	"	"	"
##	For Crestview Sewer District.....	\$.4742	"	"	"
##	For St. Clair Sewer District.....	\$.3130	"	"	"
##	For Sylvan Manor/Sunset Acres Sewer District.....	\$ 1.2762	"	"	"
	For Franklin County SB40.....	\$.0975	"	"	"

SECTION B

	St. Louis Community College District, comprising of Meramec Valley R-3 School District.....	\$.1987	"	"	"
	East Central College District comprising of R-2, R-11, R-13, R-14, R-15, R-16, Sullivan, New Haven, Washington, Cr. Co. R-1 School Districts.....	\$.4469	"	"	"

EXHIBIT A
IN THE MATTER OF FIXING UTILITY TAX LEVIES FOR 2020
Page 2

SECTION C

For R-2 School District.....	\$	3.8807	\$100 assessed	val.
For R-3 School District.....	\$	4.4101	"	"
For R-11 School District.....	\$	3.8400	"	"
For R-13 School District.....	\$	3.8200	"	"
For R-14 School District.....	\$	3.9104	"	"
For R-15 School District.....	\$	3.9900	"	"
For R-16 School District.....	\$	3.9251	"	"
For New Haven School District.....	\$	4.8000	"	"
For Washington School District.....	\$	4.1743	"	"
For Gasconade Co. R-1 School District.....	\$	4.2865	"	"
For Gasconade Co. R-2 School District.....	\$	3.8500	"	"
For Washington Co. R-7 School District.....	\$	3.2378	"	"
For Crawford Co. R-1 School District.....	\$	3.9925	"	"
For Sullivan School District	\$	4.1946	"	"

SECTION D

	City of Berger	\$.8681	"	"	"
	City of Gerald	\$.9502	"	"	"
	Village of Leslie	\$.4581	"	"	"
##	Village of Miramiguoa	\$.5000	"	"	"
	City of New Haven	\$.8795	"	"	"
##	Village of Oak Grove	\$.1570	"	"	"
	City of Pacific	\$.4276	"	"	"
	Village of Parkway	\$.2567	"	"	"
	City of St. Clair	\$.7225	"	"	"
##	City of Sullivan	\$.4212	"	"	"
	City of Union	\$.7102	"	"	"
	City of Washington	\$.5952	"	"	"



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, October 13, 2020
Contract/Agreements

**IN THE MATTER OF RETAINING THE
SERVICES OF WELLINGTON ENVIRONMENTAL
TO CONDUCT AIR QUALITY SAMPLING IN
THE FRANKLIN COUNTY SHERIFF'S OFFICE**

WHEREAS, due to the recent COVID-19 global pandemic Franklin County was seeking bids for the installation of air purification system at the new Jail addition, 911 Dispatch addition, and the existing Sheriff's Department; and

WHEREAS, Wellington Environmental has agreed to conduct Indoor Air Quality Sampling, Round 1 prior to the installation of the air purification system and Round 2 after the installation of the air purification system for the cost not to exceed \$3,300.00 as shown on the Scope of Work attached hereto and incorporated by reference herein; and

WHEREAS, the Franklin County Commission believe it is in the best interest of the County to accept the proposal of Wellington Environmental for Indoor Air Quality Sampling.

IT IS THEREFORE ORDERED that the proposal of Wellington Environmental for Indoor Air Quality Sampling is hereby approved and that Tim Brinker, 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 Wellington Environmental; Sheriff Steve Pelton; and Ann Struttmann, Purchasing Director.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



WELLINGTON ENVIRONMENTAL

www.environmentalcare.com

- INSPECTIONS
- TESTING SERVICES
- PROJECT CONSULTING & ESTIMATING
- ENGINEERING SERVICES
- REMEDIATION

Franklin County Government
 Ann Struttmann
 400 East Locust Street
 Union MO 63084
 636-584-6279
astruttmann@franklinmo.net

October 2, 2020

Re: Indoor Air Quality Sampling, Round 1 prior to the installation of the air purification system.
 1 Bruns Lane, Union MO 63084

Dear Ann,

Thank you for the opportunity to provide the following proposal for Indoor Air Quality Sampling at 1 Bruns Lane, Union MO 63084. Please note, this proposal includes Round 1 – sampling prior to the install of the air purification system.

SCOPE OF WORK:

- Wellington Environmental will collect 22 air cassette samples in locations throughout the existing building and the new building. The first-round of 22 samples will be collected prior to the install of the air purification system. Wellington Environmental will provide the full lab reports and a written results report for each round of sampling.
- The locations are as follows:

Sample #	Sample Location	Air Conditioning Unit Number
1	Road Patrol	Unit # 1
2	Clerk's Office	Unit #1
3	Inside Rec Area	Unit #2
4	Booking	Unit #2
5	Old 911 Center	Unit #3
6	Hall Outside Mod L&M	Unit #3
7	Module I or J	Unit # 4
8	Module E or F	Unit #5
9	Control Center	Unit #6
10	Kitchen	Unit #7
11	Evidence	Unit #8



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- INSPECTIONS
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- REMEDIATION

New Building		
12	Module #1	Unit #1
13	Module #5	Unit #2
14	New Booking	Unit #3
15	Lobby	Unit #3
16	Medical/Dental	Unit #4
17	South Outdoor Rec.	Unit #5
18	East Outdoor Rec.	Unit #6
19	Control Room (Glass)	Unit #7
20	911/Hall	Residential Unit #1
21	EOC/Conference Room	Residential Unit #2
22	Outside Control Sample	

- Payment terms are due immediately after work is provided. We accept Visa and MasterCard payments too. Failure to pay the invoice will subject you to paying the finance charge plus all related attorney's fees for collection of the unpaid amount. Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a Mechanic's Lien on the property which is the subject of this contract pursuant to Chapter 429, RSMO.

To avoid this result, you may ask this contractor for "Lien Waivers" from all persons supplying material or services for the work described in the contract. Failure to secure lien waivers may result in your paying for labor and material twice. In addition, Wellington Environmental reserves the right to file liens on your property for all unpaid amounts.

Prices include all labor, supplies, equipment. Materials, and supervision necessary to complete the project as described in the scope of work.

Indoor Air Quality Sampling Round 1.....\$ 1,650.00

Please let me know if you have any questions concerning this proposal.

David Blough
 Environmental Solutions Manager
 Wellington Environmental
 Cell 314-575-4119
dblough@environmentalcare.com



WELLINGTON ENVIRONMENTAL

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- INSPECTIONS
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- ENGINEERING SERVICES
- REMEDIATION

Agreement

Please sign the Agreement form and send it back to our office or fax it to us at 314-644-6744 prior to the start of any work.

Indoor Air Quality Sampling Round 1.....\$ 1,650.00

On this date _____, 2020 this contract is acknowledged and accepted by:

Printed Name of Responsible Party

Signature

To Schedule your work, we will need the following information:

Phone number to call for scheduling: (____) _____

Billing Address for our records:

Street Address

City

State

Zip Code

Estimator: David Blough
For: Indoor Air Quality Sampling
Bid # 29580A



WELLINGTON ENVIRONMENTAL

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- REMEDIATION

Franklin County Government
Ann Struttmann
400 East Locust Street
Union MO 63084
636-584-6279
astruttmann@franklinmo.net

October 2, 2020

Re: Indoor Air Quality Sampling, Round 2 after the installation of the air purification system.
1 Bruns Lane, Union MO 63084

Dear Ann,

Thank you for the opportunity to provide the following proposal for Indoor Air Quality Sampling at 1 Bruns Lane, Union MO 63084. Please note, this proposal includes Round 2 – Approximately 30 days after the install of the air purification system.

SCOPE OF WORK:

- Wellington Environmental will collect 22 air cassette samples in locations throughout the existing building and the new building. The second round of 22 samples will be collected approximately 30 days after the install of the air purification system. Wellington Environmental will provide the full lab reports and a written results report for each round of sampling.
- The locations are as follows:

Sample #	Sample Location	Air Conditioning Unit Number
1	Road Patrol	Unit # 1
2	Clerk's Office	Unit #1
3	Inside Rec Area	Unit #2
4	Booking	Unit #2
5	Old 911 Center	Unit #3
6	Hall Outside Mod L&M	Unit #3
7	Module I or J	Unit # 4
8	Module E or F	Unit #5
9	Control Center	Unit #6
10	Kitchen	Unit #7
11	Evidence	Unit #8



WELLINGTON ENVIRONMENTAL

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- INSPECTIONS
- TESTING SERVICES
- PROJECT CONSULTING & ESTIMATING
- ENGINEERING SERVICES
- REMEDIATION

New Building		
12	Module #1	Unit #1
13	Module #5	Unit #2
14	New Booking	Unit #3
15	Lobby	Unit #3
16	Medical/Dental	Unit #4
17	South Outdoor Rec.	Unit #5
18	East Outdoor Rec.	Unit #6
19	Control Room (Glass)	Unit #7
20	911/Hall	Residential Unit #1
21	EOC/Conference Room	Residential Unit #2
22	Outside Control Sample	

- Payment terms are due immediately after work is provided. We accept Visa and MasterCard payments too. Failure to pay the invoice will subject you to paying the finance charge plus all related attorney's fees for collection of the unpaid amount. Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a Mechanic's Lien on the property which is the subject of this contract pursuant to Chapter 429, RSMO.

To avoid this result, you may ask this contractor for "Lien Waivers" from all persons supplying material or services for the work described in the contract. Failure to secure lien waivers may result in your paying for labor and material twice. In addition, Wellington Environmental reserves the right to file liens on your property for all unpaid amounts.

Prices include all labor, supplies, equipment, Materials, and supervision necessary to complete the project as described in the scope of work.

Indoor Air Quality Sampling Round 2.....\$ 1,650.00

Please let me know if you have any questions concerning this proposal.

David Blough
 Environmental Solutions Manager
 Wellington Environmental
 Cell 314-575-4119
dblough@environmentalcare.com



WELLINGTON ENVIRONMENTAL

www.environmentalcare.com

- INSPECTIONS
- TESTING SERVICES
- PROJECT CONSULTING & ESTIMATING
- ENGINEERING SERVICES
- REMEDIATION

Agreement

Please sign the Agreement form and send it back to our office or fax it to us at 314-644-6744 prior to the start of any work.

Indoor Air Quality Sampling Round 2.....\$ 1,650.00

On this date _____, 2020 this contract is acknowledged and accepted by:

Printed Name of Responsible Party

Signature

To Schedule your work, we will need the following information:

Phone number to call for scheduling: (____) _____

Billing Address for our records:

Street Address

City State Zip Code

Estimator: David Blough
For: Indoor Air Quality Sampling
Bid # 29580B



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Amendment

**IN THE MATTER OF APPROVING AN
AMENDMENT TO COMMISSION
ORDER NO. 2020-394**

WHEREAS, prior hereto on September 01, 2020 the Franklin County Commission executed Commission Order No. 2020-394 in the matter of approving and authorizing execution of a Value Lease Agreement with GFI Digital, Inc.; and

WHEREAS, GFI Digital, Inc. provided Franklin County with the incorrect NASPO Contract number; and

WHEREAS, it is necessary to reflect that the correct NASPO Contract number for the Value Lease Agreement with GFI Digital, Inc. is NASPO Contract #140603.

IT IS THEREFORE ORDERED that Commission Order 2020-394 is hereby amended to reflect the correct Contract number is NASPO Contract #140603 for the Value Lease Agreement with GFI Digital, Inc.

IT IS THEREFORE ORDERED that Tim Brinker, 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 the executed Agreement and a copy of this Order be provided to GFI Digital, Inc.; Jennifer Metcalf, Recorder of Deeds; and Ann Struttmann, Purchasing Director.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



Value Lease Agreement

APPLICATION NO.

AGREEMENT NO.

12163 Prichard Farm Road • Maryland Heights, MO 63043 • Phone: 314.997.6300 • Fax: 314.997.6064

The words "Lessee," "you" and "your" refer to Customer. The words "Lessor," "we," "us" and "our" refer to GFI Digital, Inc.

CUSTOMER INFORMATION

Form with fields for FULL LEGAL NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, BILLING NAME, BILLING STREET ADDRESS, CITY, STATE, ZIP, E-MAIL, and EQUIPMENT LOCATION.

EQUIPMENT DESCRIPTION

Table with columns: MAKE/MODEL/ACCESSORIES, SERIAL NO., STARTING METER, NOT FINANCED UNDER THIS AGREEMENT. Includes items like NASPO, MX-3571, MX-TU16, MX-DE27N, MX-FX15.

See attached Schedule A See attached Billing Schedule

TERM AND PAYMENT INFORMATION

Form with fields for term (60), payment amount (\$105.00), and payment details (B&W pages, Color pages, Overage rates).

END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing.

- Options for end of term: Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment; Purchase all of the Equipment for \$1.00.

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

LESSOR ACCEPTANCE

Signature line for LESSOR (GFI Digital, Inc.) with fields for SIGNATURE, TITLE, and DATED.

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

Signature line for CUSTOMER (Franklin County) with fields for SIGNATURE, TITLE, and DATED.

FEDERAL TAX I.D. # PRINT NAME

DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted.

Signature line for CUSTOMER with fields for SIGNATURE / PRINT NAME, TITLE, and ACCEPTANCE DATE.

PRINT NAME

TERMS AND CONDITIONS

1. AGREEMENT: You agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing...

2. OWNERSHIP; PAYMENTS; TAXES AND FEES: We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: a) the higher of 10% of the Payment which is late or \$26.00, or b) if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. We may charge you a processing fee for administering property tax filings. You agree to pay us a fee of up to \$50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to \$125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. EQUIPMENT; SECURITY INTEREST: At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE: You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, do as provided in either (A) or (B) below: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. In addition, you agree to pay us our standard fees in connection with obtaining such insurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, leasing, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. ASSIGNMENT; YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent. You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. DEFAULT AND REMEDIES: You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. **WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. INSPECTIONS AND REPORTS: We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. END OF TERM: Unless the purchase option is \$1.00, at the end of the initial term, this Agreement shall renew for successive month-to-month renewal term(s) under the same terms hereof unless you send us written notice between 90 and 150 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. **YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.** You cannot pay off this Agreement or return the Equipment prior to the end of the initial term without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the price of the Equipment.

9. USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE: To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. MISCELLANEOUS: Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. WARRANTY DISCLAIMERS: WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. IN THE EVENT WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE DOES NOT TAKE RESPONSIBILITIES FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

12. LAW; JURY WAIVER: This Agreement will be governed by and construed in accordance with the law of the principal place of business of Lessor or, if assigned, its assignee. You consent to jurisdiction and venue of any state or federal court in the state of Lessor or, if assigned, its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

13. MAINTENANCE AND SUPPLIES: You have elected to enter into a separate arrangement with Supplier for maintenance, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer ("Arrangement"). You agree to pay all amounts owing under this Agreement regardless of any claim you have against Supplier relating to the Arrangement. Supplier will be solely responsible for performing all services and providing all supplies under the Arrangement. You agree not to hold Lessor (if different from Supplier) or any assignee of this Agreement responsible for Supplier's obligations under the Arrangement. As a convenience to you, we will provide you with one invoice covering amounts owing under this Agreement and the Arrangement. If necessary, Supplier's obligations to you under the Arrangement may be assigned by us. You agree to pay a monthly supply freight fee to cover the costs of shipping supplies to you. Each month, you are entitled to produce the minimum number of pages shown on page 1 of this Agreement for each applicable page type. Regardless of the number of pages made, you will never pay less than the minimum Payment. You agree to provide periodic meter readings on the Equipment. You agree to pay the applicable coverage charge for each metered page that exceeds the applicable minimum number of pages. Pages made on equipment marked as not financed under this Agreement will be included in determining your page and coverage charges. At the end of the first year of this Agreement, and once each successive 12-month period thereafter, the maintenance and supplies portion of the Payment and the coverage charges may be increased by a maximum of 15% of the existing payment or charge. In order to facilitate an orderly transition, the start date of this Agreement will be the date the Equipment is delivered to you or a date designated by us, as shown on the first invoice. If a later start date is designated, in addition to all Payments and other amounts due hereunder, you agree to pay us a transitional payment equal to 1/30th of the Payment, multiplied by the number of days between the date the Equipment is delivered to you and the designated start date. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month.



NASPO ValuePoint Contract #140603

Available Through
12/31/21

Model	Description and Machine Compatibility	Contract Price	Retail Price
COPIERS/PRINTERS			
MX-M2651	26 PPM B&W / 30 PPM B&W Workgroup Document System	\$1,945.25	\$6,275.00
MX-M3051	30 PPM B&W / 30 PPM B&W Workgroup Document System	\$2,387.00	\$7,700.00
MX-M3551	35 PPM B&W / 35 PPM B&W Workgroup Document System	\$2,945.00	\$9,500.00
MX-M4051	40 PPM B&W / 40 PPM B&W Workgroup Document System	\$3,100.00	\$10,000.00
MX-M5051	50 PPM B&W / 50 PPM B&W Workgroup Document System	\$3,332.50	\$10,750.00
MX-M6051	60 PPM B&W / 60 PPM B&W Workgroup Document System	\$3,875.00	\$12,500.00
MX-M3071	30 PPM B&W / 30 PPM B&W Workgroup Document System	\$2,813.25	\$9,075.00
MX-M3571	35 PPM B&W / 35 PPM B&W Workgroup Document System	\$3,371.25	\$10,875.00
MX-M4071	40 PPM B&W / 40 PPM B&W Workgroup Document System	\$3,828.50	\$12,350.00
MX-M5071	50 PPM B&W / 50 PPM B&W Workgroup Document System	\$3,952.50	\$12,750.00
MX-M6071	60 PPM B&W / 60 PPM B&W Workgroup Document System	\$5,115.00	\$16,500.00
AR-SU1	Stamp Unit	\$95.40	\$180.00
MX-60ABD	Deluxe Copier Cabinet	\$132.50	\$250.00
MX-AMX2L	Sharp OSA Application Communication Module (M2651/M3051/M3551/M4051/M5051/M6051)	\$273.75	\$365.00
MX-AMX3L	Sharp OSA External Accounting Module (M2651/M3051/M3551/M4051/M5051/M6051)	\$150.00	\$200.00
MX-DE25N	1 x 550 Sheet Paper Feed Desk Unit	\$469.05	\$885.00
MX-DE26N	2 x 550 Sheet Paper Feed Desk Unit	\$598.90	\$1,130.00
MX-DE27N	3 x 550 Sheet Paper Feed Desk Unit	\$832.10	\$1,570.00
MX-DE28N	550+2100 Sheet Tandem Paper Drawer	\$1,060.00	\$2,000.00
MX-DE29N	1 x 550-sheet Paper Drawer (wheelchair access)	\$469.05	\$885.00
MX-EB18	Wireless LAN Adaptor (M2651/M3051/M3551/M4051/M5051/M6051)	\$260.00	\$400.00
MX-EB19L	Compact PDF Compression Kit (M2651/M3051/M3551/M4051/M5051/M6051)	\$390.00	\$600.00
MX-EB20L	OCR Expansion Kit (M2651/M3051/M3551/M4051/M5051/M6051)	\$195.00	\$300.00
MX-FN27N	Inner Finisher 50 Sheet Stapler 500 Sheet Capacity	\$1,060.00	\$2,000.00
MX-FN28	1K Stacking Finisher (requires RB25N)	\$1,378.00	\$2,600.00
MX-FN29	1K Saddle Finisher (requires RB25N)	\$1,616.50	\$3,050.00
MX-FN30	3K Stacking Finisher (requires RB25N)	\$1,616.50	\$3,050.00
MX-FN31	3K Saddle Finisher (requires RB25N)	\$3,180.00	\$6,000.00
MX-FR64U	Data Security Kit	\$273.00	\$420.00
MX-FWX1L	Internet Fax Kit	\$302.10	\$570.00
MX-FX15	Facsimile Expansion Kit	\$720.80	\$1,360.00
MX-LC17N	3,000 Sheet Large Capacity Tray Requires DE25N/DE26N/DE27N /DE28N (Not compatible with 60ABD or DE29)	\$832.10	\$1,570.00
MX-LT10	Long Paper Tray (For use with Banner Paper)	\$111.30	\$210.00
MX-PF10	Bar Code Font Kit	\$331.25	\$625.00
MX-PK13L	Post Script Expansion Kit(M2651/M3051/M3551/M4051/M5051/M6051 only)	\$585.00	\$780.00
MX-PN14B	3 Hole Punch Module for FN27N	\$389.55	\$735.00
MX-PN15B	3 Hole Punch Module for FN28/29	\$389.55	\$735.00
MX-PN16B	3 Hole Punch Module for FN30/31	\$389.55	\$735.00
MX-PU10L	Direct Print Expansion Kit (M2651/M3051/M3551/M4051/M5051/M6051 only)	\$650.00	\$1,000.00
MX-RB25N	Paper Pass Unit Required with FN28/29/30/31	\$235.85	\$445.00
MX-TR19N	Exit Tray Unit (right side)	\$84.80	\$160.00
MX-TR20	Job Separator	\$29.15	\$55.00
MX-TU16	Center Exit Tray Unit (Required if Finisher not installed- Standard on M2651)	\$42.40	\$80.00
MX-UT10	Utility Table	\$84.80	\$160.00
AR-D5133NT	15 AMP Power Filter	\$97.50	\$150.00



NASPO ValuePoint Contract #140603

Available Through
12/31/21

Model	Description and Machine Compatibility	Contract Price	Retail Price
MX-M7570	75 PPM Monochrome Workgroup Document System	\$8,571.50	\$27,650.00
MX-LC18	3,500-sheet Large Capacity Cassette (Letter)	\$832.10	\$1,570.00
MX-LC19	3,000-sheet Large Capacity Cassette (Letter, Letter-R, Legal, Ledger or 12" x 18")	\$1,616.50	\$3,050.00
MX-LT10	Long Paper Feeding Tray (for use with Banner Paper)	\$111.30	\$210.00
MX-FN33	Inner Finisher (requires MX-RB24) (No Hole Punch Capability)	\$999.05	\$1,885.00
MX-FN34	3K Stacking 65-sheet Staple Finisher (requires MX-RB26)	\$1,616.50	\$3,050.00
MX-FN35	3K Stacking 65-sheet Staple/20-sheet Saddle Stitch Finisher (requires MX-RB26)	\$3,180.00	\$6,000.00
MX-FN21	100-sheet Staple Finisher (4,000-sheet output capacity; requires MX-RB26 and MX-RB27)	\$4,001.50	\$7,550.00
MX-FN22	100-sheet Staple/20-sheet Saddle Stitch Finisher (4,000-sheet output capacity; requires MX-RB26 and MX-RB27)	\$5,681.60	\$10,720.00
MX-CF11	2 Tray Inserter Unit (requires MX-RB26 and RB27; requires MX-RB13 or MX-FD10 if connecting directly to an MX-FN21 or MX-FN22)	\$2,045.80	\$3,860.00
MX-FD10	Multi-folding Unit (requires MX-RB26 and MX-RB27; and MX-FN21 or MX-FN22)	\$8,321.00	\$15,700.00
MX-RB13	Relay Unit (Required with MX-CF11 inserter except when configured with MX-FD10)	\$604.20	\$1,140.00
MX-RB24	Paper Pass Unit (required for FN33)	\$235.85	\$445.00
MX-RB26	Paper Pass Unit (required for all configurations with external finishers)	\$235.85	\$445.00
MX-RB27	Curl Correction Unit (required for MX-FN21 and MX-FN22)	\$604.20	\$1,140.00
MX-TM10	Trimmer Unit (Optional with MX-FN22 Saddle Finisher)	\$3,551.00	\$6,700.00
MX-PN13B	3-Hole Punch Unit (for use with MX-FN21 and MX-FN22)	\$500.85	\$945.00
MX-PN16B	3-Hole Punch Unit (for use with MX-FN34 and MX-FN35)	\$389.55	\$735.00
MX-TR21	Right Side Exit Tray	\$84.80	\$160.00
MX-TU15	Center Exit Tray (required if no finishing options are selected)	\$42.40	\$80.00
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)	\$95.40	\$180.00
MX-PF10	Barcode Font Kit	\$331.25	\$625.00
MX-FX15	Fax Expansion Kit	\$720.80	\$1,360.00
MX-FWX1L	Internet Fax (i-Fax) Expansion Kit	\$302.10	\$570.00
MX-FR60U	Data Security Kit	\$273.00	\$420.00
AR-D5133NT	15 AMP Power Filter MX-FN21, MX-FN22	\$97.50	\$150.00
AR-D5143NT	20 AMP Power Filter	\$113.75	\$175.00

SHARP		NASPO ValuePoint Contract #140603		Available Through 12/31/21	
Model	Description and Machine Compatibility	Contract Price	Retail Price		
MX-M905	90-PPM High speed monochrome digital document system	\$12,210.00	\$37,000.00		
MX-LC12	3,500-sheet Large Capacity Cassette	\$832.10	\$1,570.00		
MX-LCX3N	3,000-sheet Large Capacity Cassette (Letter, Letter-R, Legal or Ledger)	\$1,616.50	\$3,050.00		
MX-LC13N	5,000-sheet Large Capacity 2-Drawer Air Feed Tray (Letter, Letter-R, Legal or Ledger; requires MX-RB16) (If connecting 2 MX-LC13N's- MX-RB17 also req'd)	\$3,551.00	\$6,700.00		
MX-FN21	100-sheet Staple Finisher (4,000-sheet output capacity; requires MX-RB18)	\$4,001.50	\$7,550.00		
MX-FN22	100-sheet Staple/20-sheet Saddle Stitch Finisher (4,000-sheet output capacity; requires MX-RB18)	\$5,681.60	\$10,720.00		
MX-FN24	50-sheet Staple Finisher (3,000-sheet output capacity)	\$2,226.00	\$4,200.00		
MX-FN25	50-sheet Staple/15-sheet Saddle Stitch Finisher (2,000-sheet output capacity) (Not compatible with any other finishing options except the MX-PNX4B)	\$2,968.00	\$5,600.00		
MX-MF11	500 Sheet Multi- Bypass Tray (requires MX-LC13N Large Capacity Tray and not compatible with the standard MFX1 100 Sheet Multi-Bypass Tray. MFX1 must be removed prior to installing this piece)	\$932.80	\$1,760.00		
MX-FD10	Multi-folding Unit (requires MX-RB18; and MX-FN21 or MX-FN22)	\$8,321.00	\$15,700.00		
MX-RB13	Relay Unit (required for MX-GBCX2, or if connecting an MX-FN21/FN22 directly to an MX-CF11)	\$604.20	\$1,140.00		
MX-RB16	LCT Mounting Kit (required for MX-LC13N)	\$185.50	\$350.00		
MX-RB18	Curl Correction Unit (required for MX-FN21, MX-FN22, and MX-ST10)	\$604.20	\$1,140.00		
MX-TM10	Trimmer Unit (Optional with MX-FN22 Saddle Finisher)	\$3,551.00	\$6,700.00		
MX-PN13B	3-Hole Punch Unit (for use with MX-FN21 and MX-FN22)	\$500.85	\$945.00		
MX-PNX4B	3-Hole Punch Unit (for use with MX-FN24 and MX-FN25)	\$458.45	\$865.00		
MX-SL10N	Status Indicator	\$357.75	\$675.00		
MX-CF11	2 Tray Inserter Unit (requires MX-RB18; requires MX-RB13 or MX-FD10 if connecting directly to an MX-FN21 or MX-FN22; requires an MX-FN21 or MX-FN22 if not connecting directly to an MX-ST10 or MX-GBCX2)	\$2,045.80	\$3,860.00		
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)	\$95.40	\$180.00		
MX-PU10L	Direct Print Expansion Kit	\$650.00	\$1,000.00		
MX-PF10	Barcode Font Kit	\$331.25	\$625.00		
MX-FWX1L	Internet Fax (i-Fax) Expansion Kit	\$302.10	\$570.00		
MX-FX15	Fax Expansion Kit	\$720.80	\$1,360.00		
MX-FR54U	Data Security Kit	\$477.75	\$735.00		
MX-GBCX2	GBC SmartPunch Pro™ - requires MX-RB13	\$7,950.00	\$15,000.00		
MX-GBC03	3-Hole Die Set	\$466.40	\$880.00		
MX-GBC11	11-Hole VeloBind Set	\$556.50	\$1,050.00		
MX-GBC19	19-Hole CombBind Die Set	\$556.50	\$1,050.00		
MX-GBC21	21-Hole WireBind Die Set	\$556.50	\$1,050.00		
MX-GBC32	32-Hole WireBind Die Set	\$556.50	\$1,050.00		
MX-GBC44	44-Hole Color Coil Die Set	\$556.50	\$1,050.00		
MX-GBC32PRO	32-Hole ProClick Die Set	\$556.50	\$1,050.00		
MX-GBC51	GBC 19-Hole DuraGlide Heavy Duty Plastic Comb Die Set (rectangular / letter)	\$1,908.00	\$3,600.00		
MX-GBC52	GBC 44-Hole DuraGlide Heavy Duty Die Set (round / letter)	\$1,802.00	\$3,400.00		
MX-GBC53	GBC 3-Hole DuraGlide Heavy Duty Die Set (round / letter)	\$1,060.00	\$2,000.00		
AR-D5133NT	15 AMP Power Filter MX-FN21, MX-FN22, MX-LC13N, and MX-ST10	\$97.50	\$150.00		
MX-E524ZNT	208-240V/20A Next Gen PCS Power Filter	\$178.75	\$275.00		



NASPO ValuePoint Contract #140603

Available Through
12/31/21

Model	Description and Machine Compatibility	Contract Price	Retail Price
MX-M1055	105-PPM High speed monochrome digital document system	\$13,860.00	\$42,000.00
MX-M1205	120-PPM High speed monochrome digital document system	\$17,523.00	\$53,100.00
MX-LC12	3,500-sheet Large Capacity Cassette (Letter; requires MX-MFX1)	\$832.10	\$1,570.00
MX-LC13N	5,000-sheet Large Capacity 2-Drawer Air Feed Tray (Letter, Letter-R, Legal or Ledger; requires MX-RB16) (If connecting 2 MX-LC13N's- MX-RB17 also req'd)	\$3,551.00	\$6,700.00
MX-FN21	100-sheet Staple Finisher (4,000-sheet output capacity; requires MX-RB18)	\$4,001.50	\$7,550.00
MX-FN22	100-sheet Staple/20-sheet Saddle Stitch Finisher (4,000-sheet output capacity; requires MX-RB18)	\$5,681.60	\$10,720.00
MX-MFX1	100 Sheet Multi- Bypass Tray (for machine) Required for LC12/LCX3N Required if LC12/LCX3N/LC13N not attached. Will not work with LC13N	\$779.10	\$1,470.00
MX-MF11	500 Sheet Multi- Bypass Tray (requires MX-LC13N Large Capacity Tray and not compatible with MFX1)	\$932.80	\$1,760.00
MX-FD10	Multi-folding Unit (requires MX-RB13 and MX-RB18; and MX-FN21 or MX-FN22)	\$8,321.00	\$15,700.00
MX-RB13	Relay Unit (required for MX-GBCX2, or if connecting an MX-FN21/FN22 directly to an MX-CF11)	\$604.20	\$1,140.00
MX-RB16	LCT Mounting Kit (required for MX-LC13N)	\$185.50	\$350.00
MX-RB17	LCT Tandem Connecting Kit (required for connecting 2 MX-LC13N Large Capacity Trays)	\$1,060.00	\$2,000.00
MX-RB18	Curl Correction Unit (required for MX-FN21, MX-FN22, and MX-ST10)	\$604.20	\$1,140.00
MX-TM10	Trimmer Unit (Optional with MX-FN22 Saddle Finisher)	\$3,551.00	\$6,700.00
MX-PN13B	3-Hole Punch Unit (for use with MX-FN21 and MX-FN22)	\$500.85	\$945.00
MX-SL10N	Status Indicator	\$357.75	\$675.00
MX-ST10	5000-sheet High Capacity Stacker (includes 1 MX-CA10)	\$12,455.00	\$23,500.00
MX-CA10	Paper Cart (additional)	\$954.00	\$1,800.00
MX-CF11	2 Tray Post Process Page	\$2,045.80	\$3,860.00
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)	\$95.40	\$180.00
MX-EB11	Compact PDF Kit	\$390.00	\$600.00
MX-PUX1L	XPS Expansion Kit	\$425.75	\$655.00
MX-PF10	Barcode Font Kit	\$331.25	\$625.00
MX-EB15	Mirroring Kit	\$1,163.50	\$1,790.00
MX-FR53U	Data Security Kit (1055/1205)	\$477.75	\$735.00
MX-BM50	Plockmatic Booklet Maker (requires MX-PCB50 Interface Kit)	\$10,229.00	\$19,300.00
MX-CF50	Plockmatic Cover Feeder	\$2,756.00	\$5,200.00
MX-FD50	Plockmatic Square Folder	\$7,155.00	\$13,500.00
MX-TM50	Plockmatic Trimmer	\$7,155.00	\$13,500.00
MX-XB50	Plockmatic Rail Unit	\$265.00	\$500.00
MX-PCB50	Plockmatic Interface Kit	\$63.00	\$100.00
MX-GBCX2	GBC SmartPunch Pro (requires Die Set and MX-RB13)	\$7,950.00	\$15,000.00
MX-GBC03	3-Hole Die Set (for GBC SmartPunch Pro)	\$466.40	\$880.00
MX-GBC11	11-Hole VeloBind Set (for GBC SmartPunch Pro)	\$556.50	\$1,050.00
MX-GBC19	19-Hole CombBind Die Set (for GBC SmartPunch Pro)	\$556.50	\$1,050.00
MX-GBC21	21-Hole WireBind Die Set (for GBC SmartPunch Pro)	\$556.50	\$1,050.00
MX-GBC32	32-Hole WireBind Die Set (for GBC SmartPunch Pro)	\$556.50	\$1,050.00
MX-GBC44	44-Hole Color Coil Die Set (for GBC SmartPunch Pro)	\$556.50	\$1,050.00
MX-GBC32PRO	32-Hole ProClick Die Set (for GBC SmartPunch Pro)	\$556.50	\$1,050.00
MX-GBC51	19-Hole Heavy Duty CombBind Die Set (for GBC SmartPunch Pro)	\$1,908.00	\$3,600.00
MX-GBC52	44-Hole Heavy Duty Color Coil Die Set (for GBC SmartPunch Pro)	\$1,802.00	\$3,400.00
MX-GBC53	3-Hole Heavy Duty Die Set (for GBC SmartPunch Pro)	\$1,060.00	\$2,000.00
MX-PEIVB	Image Viewer (B/W)	\$2,475.00	\$3,300.00
MX-PEHD11	EFI Removable HDD Kit for MX-PE11	\$1,950.00	\$2,600.00
MX-PE11	Fiery Print Server (requires MX-PX11)	\$6,305.00	\$9,700.00
MX-PX11	Fiery Interface board (requires MX-PE11)	\$2,145.00	\$3,300.00
MX-PEFIS	Fiery Impose Software	\$2,475.00	\$3,300.00
MX-PEFC	Fiery Compose Software	\$1,125.00	\$1,500.00
MX-PEIC	Fiery Impose + Fiery Compose Software Bundle	\$3,150.00	\$4,200.00
MX-PEJMM	Fiery JobMaster Software (includes MX-PEJMM 1-year SMSA)	\$4,537.50	\$6,050.00
MX-PEJ1	Fiery JobMaster + Fiery Impose Software Bundle (includes MX-PEJIM 1-year SMSA)	\$6,412.50	\$8,550.00
MX-PEJF1	Fiery JobFlow Software (includes MX-PEJFM 1-year SMSA)	\$5,925.00	\$7,900.00
MX-PESP	EFI ES-2000 Spectrophotometer	\$1,350.00	\$1,800.00
MX-PECE1	Fiery Central (includes MX-PECEM 1-year SMSA)	\$6,412.50	\$8,550.00
MX-PEJMM	Fiery JobMaster 1-year Software Maintenance and Support Agreement (SMSA) (required for MX-PEJIM)	\$975.00	\$1,300.00
MX-PEJIM	Fiery JobMaster + Impose 1-year Software Maintenance and Support Agreement (SMSA) (required for MX-PEJ1)	\$1,350.00	\$1,800.00
MX-PEJFM	Fiery JobFlow 1-year Software Maintenance and Support Agreement (SMSA) (required for MX-PEJF1)	\$1,350.00	\$1,800.00
MX-PECEM	Fiery Central 1-year Software Maintenance and Support Agreement (SMSA) (required for MX-PECE1)	\$1,350.00	\$1,800.00
AR-D5133NT	15 AMP Power Filter MX-FN21, MX-FN22, MX-LC13N, and MX-ST10.	\$97.50	\$150.00
MX-E524ZNT	208-240V/20A Next Gen PCS Power Filter	\$178.75	\$275.00



NASPO ValuePoint Contract #140603

Available Through
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Model	Description and Machine Compatibility	Contract Price	Retail Price
COLOR:			
MX-2651	26 PPM B&W / 26 PPM Full-Color Workgroup Document System	\$2,170.00	\$7,000.00
MX-3051	30 PPM B&W / 30 PPM Full-Color Workgroup Document System	\$2,983.75	\$9,625.00
MX-3551	35 PPM B&W / 35 PPM Full-Color Workgroup Document System	\$3,836.25	\$12,375.00
MX-4051	40 PPM B&W / 40 PPM Full-Color Workgroup Document System	\$4,688.75	\$15,125.00
MX-5051	50 PPM B&W / 50 PPM Full-Color Workgroup Document System	\$5,370.75	\$17,325.00
MX-6051	60 PPM B&W / 60 PPM Full-Color Workgroup Document System	\$6,052.75	\$19,525.00
MX-3071	30 PPM B&W / 30 PPM Full-Color Workgroup Document System	\$4,006.75	\$12,925.00
MX-3571	35 PPM B&W / 35 PPM Full-Color Workgroup Document System	\$4,859.25	\$15,675.00
MX-4071	40 PPM B&W / 40 PPM Full-Color Workgroup Document System	\$5,711.75	\$18,425.00
MX-5071	50 PPM B&W / 50 PPM Full-Color Workgroup Document System	\$6,393.75	\$20,625.00
MX-6071	60 PPM B&W / 60 PPM Full-Color Workgroup Document System	\$7,075.75	\$22,825.00
AR-SU1	Stamp Unit	\$95.40	\$180.00
MX-60ABD	Deluxe Copier Cabinet	\$132.50	\$250.00
MX-AMX2L	Sharp OSA Application Communication Module (Essentials Versions Only)	\$273.75	\$365.00
MX-AMX3L	Sharp OSA External Accounting Module (Essentials Versions Only)	\$150.00	\$200.00
MX-DE25N	1 x 550 Sheet Paper Feed Desk Unit	\$469.05	\$885.00
MX-DE26N	2 x 550 Sheet Paper Feed Desk Unit	\$598.90	\$1,130.00
MX-DE27N	3 x 550 Sheet Paper Feed Desk Unit	\$832.10	\$1,570.00
MX-DE28N	550+2100 Sheet Tandem Paper Drawer	\$1,060.00	\$2,000.00
MX-DE29N	1 x 550-sheet Paper Drawer (wheelchair access)	\$469.05	\$885.00
MX-EB11	Compact PDF Kit (3050/3550/4050/5050/6050)	\$390.00	\$600.00
MX-EB18	Wireless LAN Adaptor (Essential Versions Only)	\$260.00	\$400.00
MX-EB19L	Compact PDF Compression Kit (2651/3051/3551/4051/5051/6051)	\$390.00	\$600.00
MX-EB20L	OCR Expansion Kit (2651/3051/3551/4051/5051/6051)	\$195.00	\$300.00
MX-FN27N	Inner Finisher 50 Sheet Stapler 500 Sheet Capacity	\$1,060.00	\$2,000.00
MX-FN28	1K Stacking Finisher (requires RB25N)	\$1,378.00	\$2,600.00
MX-FN29	1K Saddle Finisher (requires RB25N)	\$1,616.50	\$3,050.00
MX-FN30	3K Stacking Finisher (requires RB25N)	\$1,616.50	\$3,050.00
MX-FN31	3K Saddle Finisher (requires RB25N)	\$3,180.00	\$6,000.00
MX-FR62U	Data Security Kit (2651/3051/3551/4051/5051/6051/3071/3571/4071/5071/6071)	\$373.75	\$575.00
MX-FWX1L	Internet Fax Kit	\$302.10	\$570.00
MX-FX15	Facsimile Expansion Kit	\$720.80	\$1,360.00
MX-LC17N	3,000 Sheet Large Capacity Tray Requires DE25N/DE26N/DE27N /DE28N (Not compatible with 60ABD or DE29)	\$832.10	\$1,570.00
MX-LT10	Long Paper Tray (For use with Banner Paper)	\$111.30	\$210.00
MX-PF10	Bar Code Font Kit	\$331.25	\$625.00
MX-PK13L	Post Script Expansion Kit (Essentials Versions Only)	\$585.00	\$780.00
MX-PN14B	3 Hole Punch Module for FN27N	\$389.55	\$735.00
MX-PN15B	3 Hole Punch Module for FN28/29	\$389.55	\$735.00
MX-PN16B	3 Hole Punch Module for FN30/31	\$389.55	\$735.00
MX-PU10L	Direct Print Expansion Kit (Essentials Versions Only)	\$650.00	\$1,000.00
MX-RB25N	Paper Pass Unit Required with FN28/29/30/31	\$235.85	\$445.00
MX-TR19N	Exit Tray Unit (right side)	\$84.80	\$160.00
MX-TR20	Job Separator	\$29.15	\$55.00
MX-TU16	Center Exit Tray Unit (Required if Finisher not installed)	\$42.40	\$80.00
MX-UT10	Utility Table	\$84.80	\$160.00
AR-D5133NT	15 AMP Power Filter (26-40 PPM Units)	\$97.50	\$150.00
AR-D5143NT	20 AMP Power Filter (50-60 PPM Units)	\$113.75	\$175.00



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Available Through
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Model	Description and Machine Compatibility	Contract Price	Retail Price
MX-6580N	65 PPM B&W / Color - High Speed Color Document System	\$9,735.00	\$29,500.00
MX-7580N	75 PPM B&W / Color - High Speed Color Document System	\$11,385.00	\$34,500.00
MX-LC12	Large Capacity Cassette (3,500 sheets-Letter)	\$832.10	\$1,570.00
MX-LCX3N	Large Capacity Cassette (3,000 sheets-Letter, Letter-R, Legal or Ledger)	\$1,616.50	\$3,050.00
MX-LC13N	Large Capacity 2-Drawer Air Feed Tray (5,000 sheets - Letter, Letter-R, Legal or Ledger) Requires MX-RB14 May not be used with LC12/LCX3N	\$3,551.00	\$6,700.00
MX-LT10	Long Paper Tray (For use with Banner Paper)	\$111.30	\$210.00
MX-FD10	Multi Folding Unit Requires FN21/FN22 Not Compatible with RB13	\$8,321.00	\$15,700.00
MX-FN19	50 Sheet Staple Finisher (4,000-sheet output capacity) Requires RB12N(Not compatible with CF11, FD10, RB13, RB15)	\$1,616.50	\$3,050.00
MX-FN20	50 Sheet Staple/15 Sheet Saddle Stitch Finisher (4,000-sheet output capacity) Requires RB12N	\$2,504.25	\$4,725.00
MX-FN21	100 Sheet Staple Finisher (4,000-sheet output capacity) Requires RB12N + RB15	\$4,001.50	\$7,550.00
MX-FN22	100 Sheet Staple/20 Sheet Saddle Stitch Finisher (4,000-sheet output capacity) Requires RB12N + RB15	\$5,681.60	\$10,720.00
MX-MF11	500 Sheet Multi- Bypass Tray (requires MX-LC13N Large Capacity Tray and not compatible with the standard MF10 100 Sheet Multi-Bypass Tray. Must remove MF10 prior to installing this piece.	\$932.80	\$1,760.00
MX-RB12N	Paper pass unit for machine (required for MX-FN19, MX-FN20, MX-FN21 & MX-FN22)	\$291.50	\$550.00
MX-RB13	Relay Unit (Required with MX-CF11 inserter except when configured with MX-FD10)	\$604.20	\$1,140.00
MX-RB14	Relay Unit (Required for MX-LC13N)	\$604.20	\$1,140.00
MX-RB15	Curl Correction Unit (Required with MX-FN21 and MX-FN22 configurations)	\$604.20	\$1,140.00
MX-TM10	Trimmer Unit (Optional with MX-FN22 Saddle Finisher)	\$3,551.00	\$6,700.00
MX-PN12B	Punch Unit (for MX-FN19 and MX-FN20)	\$450.50	\$850.00
MX-PN13B	Punch Unit (for MX-FN21 and MX-FN22)	\$500.85	\$945.00
MX-TR14	Right Side Exit Tray	\$100.70	\$190.00
MX-TU14	Center Exit Tray Required if no finishing options included	\$74.20	\$140.00
MX-CF11	2 Tray Post Process Page Inserter (Used with MX-FN21 or MX-FN22) Requires FD10 or RB13	\$2,045.80	\$3,860.00
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)	\$95.40	\$180.00
MX-PF10	Barcode Font Kit	\$331.25	\$625.00
MX-FWX1L	Internet Fax (i-Fax) Expansion Kit	\$302.10	\$570.00
MX-SL10N	Status Indicator	\$357.75	\$675.00
MX-FX15	Fax Expansion Kit	\$720.80	\$1,360.00
MX-FR55U	Data Security Kit	\$494.00	\$760.00
MX-PE12	Fiery Print Server (requires MX-PX12)	\$4,420.00	\$6,800.00
MX-PX12	Fiery Interface board (requires MX-PE12)	\$1,300.00	\$2,000.00
MX-PECPS	Fiery Color Profiler Suite + EFI ES-2000 Spectrophotometer (includes MX-PECPM 1-year SMSA)	\$3,450.00	\$4,600.00
MX-PECPS1	Fiery Color Profiler Suite (includes MX-PECPM 1-year SMSA)	\$2,400.00	\$3,200.00
MX-PECPM	Fiery Color Profiler Suite 1-year Software Maintenance and Support Agreement (SMSA)	\$525.00	\$700.00
MX-PEFIS	Fiery Impose Software	\$2,475.00	\$3,300.00
MX-PEFC	Fiery Compose Software	\$1,125.00	\$1,500.00
MX-PEIC	Fiery Impose + Fiery Compose Software Bundle	\$3,150.00	\$4,200.00
MX-PEJF1	Fiery JobFlow Software (includes MX-PEJFM 1-year SMSA)	\$5,925.00	\$7,900.00
MX-PEJFM	Fiery JobFlow 1-year Software Maintenance and Support Agreement (SMSA) (required for MX-PEJF)	\$1,350.00	\$1,800.00
MX-PESP	EFI ES-2000 Spectrophotometer	\$1,350.00	\$1,800.00
MX-PEPP12	EFI Productivity Package Software	\$5,062.50	\$6,750.00
MX-PEHF12	EFI Hot Folders	\$975.00	\$1,300.00
MX-PEAT12	EFI Auto Trapping	\$975.00	\$1,300.00
MX-PESO12	EFI Spot On	\$975.00	\$1,300.00
MX-GBCX2	GBC SmartPunch ProTM - requires MX-RB13	\$7,950.00	\$15,000.00
MX-GBC03	3-Hole Die Set	\$466.40	\$880.00
MX-GBC11	11-Hole VeloBind Set	\$556.50	\$1,050.00
MX-GBC19	19-Hole CombBind Die Set	\$556.50	\$1,050.00
MX-GBC21	21-Hole WireBind Die Set	\$556.50	\$1,050.00
MX-GBC32	32-Hole WireBind Die Set	\$556.50	\$1,050.00
MX-GBC44	44-Hole Color Coil Die Set	\$556.50	\$1,050.00
MX-GBC32PRO	32-Hole ProClick Die Set	\$556.50	\$1,050.00
MX-GBC51	GBC 19-Hole DuraGlide Heavy Duty Plastic Comb Die Set (rectangular / letter)	\$1,908.00	\$3,600.00
MX-GBC52	GBC 44-Hole DuraGlide Heavy Duty Die Set (round / letter)	\$1,802.00	\$3,400.00
MX-GBC53	GBC 3-Hole DuraGlide Heavy Duty Die Set (round / letter)	\$1,060.00	\$2,000.00
AR-D5133NT	15 AMP Power Filter FN21, FN22, LC13N	\$97.50	\$150.00
MX-E524ZNT	208-240V/20A Power Filter	\$178.75	\$275.00



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Available Through
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Model	Description and Machine Compatibility	Contract Price	Retail Price
MX-7090N	70 PPM B&W / Color - High Speed Color Document System	\$13,860.00	\$42,000.00
MX-8090N	80 PPM B&W / Color - High Speed Color Document System	\$16,750.80	\$50,760.00
MX-LC12	Large Capacity Cassette (3,500 sheets-Letter) Requires MF10	\$832.10	\$1,570.00
MX-LCX3N	Large Capacity Cassette (3,000 sheets-Letter, Letter-R, Legal or Ledger) Requires MF10	\$1,616.50	\$3,050.00
MX-LC13N	Large Capacity 2-Drawer Air Feed Tray (5,000 sheets - Letter, Letter-R, Legal or Ledger) Requires MX-RB14 May not be used with LC12/LCX3N (If connecting 2 MX-LC13N's- MX-RB17 also req'd)	\$3,551.00	\$6,700.00
MX-LT10	Long Paper Tray (For use with Banner Paper) Requires MX-MF10	\$111.30	\$210.00
MX-FD10	Multi-folding Unit (requires MX-FN21 or MX-FN22 and MX-RB12 and MX-RB15)	\$8,321.00	\$15,700.00
MX-FN21	100 Sheet Staple Finisher (4,000-sheet output capacity) Requires RB12N + RB15	\$4,001.50	\$7,550.00
MX-FN22	100 Sheet Staple/20 Sheet Saddle Stitch Finisher (4,000-sheet output capacity) Requires RB12N + RB15	\$5,681.60	\$10,720.00
MX-MF10	100 Sheet Multi- Bypass Tray (for machine) Required for LC12/LCX3N Required if LC13N not attached	\$779.10	\$1,470.00
MX-MF11	500 Sheet Multi- Bypass Tray (requires MX-LC13N Large Capacity Tray and not compatible with MF10)	\$932.80	\$1,760.00
MX-RB12N	Paper pass unit for machine (required for MX-FN21 & MX-FN22)	\$291.50	\$550.00
MX-RB13	Relay Unit (Required with MX-CF11 inserter except when configured with MX-FD10. Also required with the MX-GBCX2)	\$604.20	\$1,140.00
MX-RB14	Relay Unit (Required for MX-LC13N)	\$604.20	\$1,140.00
MX-RB15	Curl Correction Unit (Required with MX-FN21, MX-FN22 and MX-ST10 configurations)	\$604.20	\$1,140.00
MX-RB17	LCT Tandem Connecting Kit (required for connecting 2 MX-LC13N Large Capacity Trays)	\$1,060.00	\$2,000.00
MX-TM10	Trimmer Unit (Optional with MX-FN22 Saddle Finisher)	\$3,551.00	\$6,700.00
MX-PN13B	Punch Unit (for MX-FN21 and MX-FN22)	\$500.85	\$945.00
MX-SL10N	Status Indicator	\$357.75	\$675.00
MX-ST10	5000-sheet High Capacity Stacker (includes 1 MX-CA10) (requires MX-RB15)	\$12,455.00	\$23,500.00
MX-CA10	Paper Cart (additional)	\$954.00	\$1,800.00
MX-TR14	Right Side Exit Tray Requires MF10	\$100.70	\$190.00
MX-TU14	Center Exit Tray Required if no finishing options included	\$74.20	\$140.00
MX-CF11	2 Tray Post Process Page Inserter (Used with MX-FN21 or MX-FN22) Requires FD10 or RB13	\$2,045.80	\$3,860.00
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)	\$95.40	\$180.00
MX-PF10	Barcode Font Kit	\$331.25	\$625.00
MX-FR58U	Data Security Kit	\$494.00	\$760.00
MX-PE13	External Fiery Color Print Server (requires MX-PX13)	\$14,560.00	\$22,400.00
MX-PX13	Fiery Interface Kit (required for MX-PE13)	\$2,145.00	\$3,300.00
MX-PE14	Embedded Fiery Color Print Server (requires MX-PX12)	\$6,760.00	\$10,400.00
MX-PX12	Fiery Interface board (required for MX-PE14)	\$1,300.00	\$2,000.00
MX-GBCX2	GBC SmartPunch Pro™ - requires MX-RB13	\$7,950.00	\$15,000.00
MX-GBC03	3-Hole Die Set	\$466.40	\$880.00
MX-GBC11	11-Hole VeloBind Set	\$556.50	\$1,050.00
MX-GBC19	19-Hole CombBind Die Set	\$556.50	\$1,050.00
MX-GBC21	21-Hole WireBind Die Set	\$556.50	\$1,050.00
MX-GBC32	32-Hole WireBind Die Set	\$556.50	\$1,050.00
MX-GBC44	44-Hole Color Coil Die Set	\$556.50	\$1,050.00
MX-GBC32PRO	32-Hole ProClick Die Set	\$556.50	\$1,050.00
MX-GBC51	GBC 19-Hole DuraGlide Heavy Duty Plastic Comb Die Set (rectangular / letter)	\$1,908.00	\$3,600.00
MX-GBC52	GBC 44-Hole DuraGlide Heavy Duty Die Set (round / letter)	\$1,802.00	\$3,400.00
MX-GBC53	GBC 3-Hole DuraGlide Heavy Duty Die Set (round / letter)	\$1,060.00	\$2,000.00
MX-BM50	Plockmatic Booklet Maker (requires MX-FN21 and MX-PCB50)	\$10,229.00	\$19,300.00
MX-PCB50	Plockmatic Interface Kit (required for MX-BM50)	\$53.00	\$100.00
MX-CF50	Plockmatic Cover Feeder	\$2,756.00	\$5,200.00
MX-FD50	Plockmatic Square Fold Module (requires MX-TM50)	\$7,155.00	\$13,500.00
MX-TM50	Plockmatic Trimmer	\$7,155.00	\$13,500.00
MX-XB50	Plockmatic Rail Unit	\$265.00	\$500.00
MX-PEFIS	Fiery Impose Software	\$2,475.00	\$3,300.00
MX-PEFC	Fiery Compose Software	\$1,125.00	\$1,500.00
MX-PEIC	Fiery Impose + Fiery Compose Software Bundle	\$3,150.00	\$4,200.00
MX-PEJMM1	Fiery JobMaster Software (includes MX-PEJMM 1-year SMSA) (for use with MX-PE13)	\$4,537.50	\$6,050.00
MX-PEJ11	Fiery JobMaster + Fiery Impose Software Bundle (includes MX-PEJIM 1-year SMSA) (for use with MX-PE13)	\$6,412.50	\$8,550.00
MX-PEGAP	Fiery Graphic Arts Package, Premium Edition Software (For use with MX-PE13)	\$6,975.00	\$9,300.00
MX-PEJF1	Fiery JobFlow Software (includes MX-PEJFM 1-year SMSA) (for use with MX-PE13 or MX-PE14)	\$5,925.00	\$7,900.00
MX-PENXGL	Centralized Workstation with 22" monitor, wireless keyboard and mouse (For use with MX-PE13)	\$3,262.50	\$4,350.00



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Available Through
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Model	Description and Machine Compatibility	Contract Price	Retail Price
MX-PENXLS	Premium Centralized Workstation with 27" monitor, wireless keyboard and mouse, Proximity Sensor, Auto adjusting stand (For use with MX-PE13)	\$4,477.50	\$5,970.00
MX-PEHD13	Fiery Removable Hard Disk Drive (For use with MX-PE13)	\$1,350.00	\$1,800.00
MX-PESP	EFI ES-2000 Spectrophotometer (for use with MX-PE13 or MX-PE14)	\$1,350.00	\$1,800.00
MX-PECPS1	Fiery Color Profiler Suite + EFI ES-2000 Spectrophotometer (includes MX-PECPM 1-year SMSA)	\$3,450.00	\$4,600.00
MX-PECPS1	Fiery Color Profiler Suite (includes MX-PECPM 1-year SMSA) (for use with MX-PE13 or MX-PE14)	\$2,400.00	\$3,200.00
MX-PECE1	Fiery Central (includes MX-PECEM 1-year SMSA) (For use with MX-PE13)	\$6,412.50	\$8,550.00
MX-PEJMM	Fiery JobMaster 1-year Software Maintenance and Support Agreement (SMSA) (For use with MX-PEJM)	\$975.00	\$1,300.00
MX-PEJIM	Fiery JobMaster + Impose 1-year Software Maintenance and Support Agreement (SMSA) (For use with MX-PEJI)	\$1,350.00	\$1,800.00
MX-PEJFM	Fiery JobFlow 1-year Software Maintenance and Support Agreement (SMSA) (For use with MX-PEJF)	\$1,350.00	\$1,800.00
MX-PECPM	Fiery Color Profiler Suite 1-year Software Maintenance and Support Agreement (SMSA) (For use with MX-PECPS1)	\$525.00	\$700.00
MX-PECEM	Fiery Central 1-year Software Maintenance and Support Agreement (SMSA) (For use with MX-PECE)	\$1,350.00	\$1,800.00
MX-PEPP12	EFI Productivity Package Software (For use with MX-PE14)	\$5,062.50	\$6,750.00
AR-D5133NT	15 AMP Power Filter FN21, FN22, LC13N, ST10	\$97.50	\$150.00
MX-E524ZNT	208-240V/20A Power Filter	\$178.75	\$275.00



NASPO ValuePoint Contract #140603

Available Through
12/31/21

Model	Description and Machine Compatibility	Contract Price	Retail Price
Neo Series			
MX-C300P	30 PPM B&W / Color - Desktop Color Printer	\$1,233.75	\$2,625.00
MX-C250	25 PPM B&W / Color - Desktop Color Document System	\$1,178.75	\$2,875.00
MX-C300W	30 PPM B&W / Color - Desktop Color Document System	\$1,383.75	\$3,375.00
MX-25ABD	Deluxe Copier Cabinet	\$81.62	\$154.00
MX-CS11	500 Sheet Paper Feed Unit	\$241.15	\$455.00
AR-D5133NT	15 AMP Power Filter	\$97.50	\$150.00
Neo IT2 Series			
MX-C303W	30 PPM B&W / Color - Desktop Color Workgroup Document System	\$1,896.25	\$4,625.00
MX-C304W	30 PPM B&W / Color - Desktop Color Workgroup Document System	\$2,203.75	\$5,375.00
MX-DS22N	Stand High (for use with Base unit or up to 2 CS14N)	\$132.50	\$250.00
MX-DS23N	Stand Low (for use with 3 or 4 CS14N)	\$84.80	\$160.00
MX-CS14N	600 sheet paper feeder (Max 4 Cassettes)	\$116.60	\$220.00
MX-XB19	Anti Tip Kit Recommended with DS22N+2CS14N or DS23N+4 CS14N	\$53.00	\$100.00
MX-FR61U	Data Security	\$373.75	\$575.00
MX-PF10	Barcode Font Kit	\$331.25	\$625.00
MX-FWX1L	Internet Fax	\$302.10	\$570.00
MX-AMX2L	Sharp OSA Application Communication Module (C303W)	\$273.75	\$365.00
MX-AMX3L	Sharp OSA External Accounting Module (C303W)	\$150.00	\$200.00
MX-EB19L	Compact PDF Compression Kit (C303W)	\$390.00	\$600.00
MX-PU10L	Direct Print Expansion Kit (C303W)	\$650.00	\$1,000.00
AR-D5133NT	15 AMP Power Filter	\$97.50	\$150.00
Nano Series			
MX-B350P	35 PPM B&W - Desktop B/W Printer	\$528.75	\$1,125.00
MX-B450P	45 PPM B&W - Desktop B/W Printer	\$665.05	\$1,415.00
MX-B350W	35 PPM B&W - Desktop B/W Document System	\$820.00	\$2,000.00
MX-B450W	45 PPM B&W - Desktop B/W Document System	\$943.00	\$2,300.00
MX-B376W	37 PPM B&W - Desktop B/W Document System	\$1,609.25	\$3,925.00
MX-B476W	47 PPM B&W - Desktop B/W Document System	\$1,998.75	\$4,875.00
MX-DS22N	Stand High (for use with Base unit or single CS14N)	\$132.50	\$250.00
MX-DS23N	Stand Low (for use with 2 or 3 CS14N)	\$84.80	\$160.00
MX-CS14N	600 sheet paper feeder (Max 3 Cassettes on B376W/476W: Max 1 on B350W/450W/350P/450P)	\$116.60	\$220.00
MX-FN32	Inner Finisher (30 sheet staple 300 sheet stack) (MX-B376W/B476W only)	\$760.55	\$1,435.00
MX-FR63U	Data Security (MX-B376W/B476W only)	\$373.75	\$575.00
MX-PF10	Barcode Font Kit (MX-B376W/B476W only)	\$331.25	\$625.00
MX-FWX1L	Internet Fax (MX-B376W/B476W only)	\$302.10	\$570.00
AR-D5133NT	15 AMP Power Filter	\$97.50	\$150.00



NASPO ValuePoint Contract #140603 Service & Supplies Pricing

Black Copies								Color Copies						
Model	CPC No Minimum	Zone 1 Monthly Base (1-25 Miles)	Monthly Copy Minimum Copies	Zone 1 Excess CPC	Zone 2 Monthly Base (26-50 Miles)	Monthly Copy Minimum Copies	Zone 2 Excess CPC (26-50 Miles)	CPC No Minimum	Zone 1 Monthly Base (1-25 Miles)	Monthly Copy Minimum Copies	Zone 1 Excess CPC	Zone 2 Monthly Base (26-50 Miles)	Monthly Copy Minimum Copies	Zone 2 Excess CPC (26-50 Miles)
MX-M2651	0.0080	\$17.50	2,500	0.0070	\$20.75	2,500	0.0083							
MX-M3051	0.0075	\$19.20	3,000	0.0064	\$23.10	3,000	0.0077							
MX-M3071	0.0075	\$19.20	3,000	0.0064	\$23.10	3,000	0.0077							
MX-M3551	0.0075	\$19.20	3,000	0.0064	\$23.10	3,000	0.0077							
MX-M3571	0.0075	\$19.20	3,000	0.0064	\$23.10	3,000	0.0077							
MX-M4051	0.0075	\$25.60	4,000	0.0064	\$30.80	4,000	0.0077							
MX-M4071	0.0075	\$25.60	4,000	0.0064	\$30.80	4,000	0.0077							
MX-M5051	0.0073	\$31.50	5,000	0.0063	\$38.00	5,000	0.0076							
MX-M5071	0.0073	\$31.50	5,000	0.0063	\$38.00	5,000	0.0076							
MX-M6051	0.0070	\$45.75	7,500	0.0061	\$54.75	7,500	0.0073							
MX-M6071	0.0070	\$45.75	7,500	0.0061	\$54.75	7,500	0.0073							
MX-M7570	0.0058	\$50.00	10,000	0.0050	\$60.00	10,000	0.0060							
MX-M905	0.0045	\$80.00	20,000	0.0040	\$96.00	20,000	0.0048							
MX-M1055	0.0045	\$80.00	20,000	0.0040	\$96.00	20,000	0.0048							
MX-M1205	0.0045	\$80.00	20,000	0.0040	\$96.00	20,000	0.0048							
MX-2651	0.0091	\$15.80	2,000	0.0079	\$19.00	2,000	0.0095	0.0546	\$47.40	1,000	0.0474	\$56.90	1,000	0.0569
MX-3051	0.0089	\$19.25	2,500	0.0077	\$23.00	2,500	0.0092	0.0524	\$57.00	1,250	0.0456	\$68.38	1,250	0.0547
MX-3551	0.0089	\$19.25	2,500	0.0077	\$23.00	2,500	0.0092	0.0524	\$57.00	1,250	0.0456	\$68.38	1,250	0.0547
MX-3071	0.0089	\$19.25	2,500	0.0077	\$23.00	2,500	0.0092	0.0524	\$57.00	1,250	0.0456	\$68.38	1,250	0.0547
MX-3571	0.0089	\$19.25	2,500	0.0077	\$23.00	2,500	0.0092	0.0524	\$57.00	1,250	0.0456	\$68.38	1,250	0.0547
MX-4051	0.0089	\$30.80	4,000	0.0077	\$36.80	4,000	0.0092	0.0524	\$91.20	2,000	0.0456	\$109.40	2,000	0.0547
MX-4071	0.0089	\$30.80	4,000	0.0077	\$36.80	4,000	0.0092	0.0524	\$91.20	2,000	0.0456	\$109.40	2,000	0.0547
MX-5051	0.0089	\$46.20	6,000	0.0077	\$55.20	6,000	0.0092	0.0524	\$136.80	3,000	0.0456	\$164.10	3,000	0.0547
MX-5071	0.0089	\$46.20	6,000	0.0077	\$55.20	6,000	0.0092	0.0524	\$136.80	3,000	0.0456	\$164.10	3,000	0.0547
MX-6051	0.0089	\$46.20	6,000	0.0077	\$55.20	6,000	0.0092	0.0524	\$136.80	3,000	0.0456	\$164.10	3,000	0.0547
MX-6071	0.0089	\$46.20	6,000	0.0077	\$55.20	6,000	0.0092	0.0524	\$136.80	3,000	0.0456	\$164.10	3,000	0.0547
MX-6580N	0.0076	\$16.50	2,500	0.0066	\$19.75	2,500	0.0079	0.0471	\$410.00	10,000	0.0410	\$492.00	10,000	0.0492
MX-7580N	0.0076	\$16.50	2,500	0.0066	\$19.75	2,500	0.0079	0.0471	\$410.00	10,000	0.0410	\$492.00	10,000	0.0492
MX-7090N	0.0076	\$16.50	2,500	0.0066	\$19.75	2,500	0.0079	0.0428	\$372.00	10,000	0.0372	\$446.00	10,000	0.0446
MX-8090N	0.0076	\$16.50	2,500	0.0066	\$19.75	2,500	0.0079	0.0428	\$372.00	10,000	0.0372	\$446.00	10,000	0.0446
MX-B376W	0.0092	\$8.00	1,000	0.0080	\$9.60	1,000	0.0096							
MX-B476W	0.0092	\$8.00	1,000	0.0080	\$9.60	1,000	0.0096							
MX-B350W	0.0092	\$8.00	1,000	0.0080	\$9.60	1,000	0.0096							
MX-B450W	0.0092	\$8.00	1,000	0.0080	\$9.60	1,000	0.0096							
MX-B350P	0.0092	\$8.00	1,000	0.0080	\$9.60	1,000	0.0096							
MX-B450P	0.0092	\$8.00	1,000	0.0080	\$9.60	1,000	0.0096							
MX-C300W	0.0139	\$12.10	1,000	0.0121	\$14.50	1,000	0.0145	0.0610	\$26.55	500	0.0531	\$31.85	500	0.0637
MX-C303W	0.0139	\$12.10	1,000	0.0121	\$14.50	1,000	0.0145	0.0610	\$26.55	500	0.0531	\$31.85	500	0.0637
MX-C304W	0.0139	\$12.10	1,000	0.0121	\$14.50	1,000	0.0145	0.0610	\$26.55	500	0.0531	\$31.85	500	0.0637
MX-C300P	0.0139	\$12.10	1,000	0.0121	\$14.50	1,000	0.0145	0.0610	\$26.55	500	0.0531	\$31.85	500	0.0637
MX-C250	0.0139	\$12.10	1,000	0.0121	\$14.50	1,000	0.0145	0.0610	\$26.55	500	0.0531	\$31.85	500	0.0637



Commission Order No. 2020-475

Fourth Quarter Term 2020

COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Contract/Agreements

IN THE MATTER OF RENEWING THE AGREEMENT WITH SHI FOR ACCESS CONTROL SERVICES

WHEREAS, Franklin County has previously installed security systems in all of the County buildings; and

WHEREAS, it is necessary for Franklin County to renew the service agreement with Shi to maintain such systems; and

WHEREAS, the total cost for such services is \$16,676.35 annually as shown on the pricing proposal attached hereto and incorporated by reference herein.

IT IS THEREFORE ORDERED that the Service Agreement with Shi is hereby approved and accepted and the Presiding Commissioner, Tim Brinker, 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 an executed copy of said Agreement and a copy of this Order be provided to Shi; Ann Struttmann, Purchasing Director; Lt. Allen Beckett; Tony Henry, Maintenance Director; and Sheriff Steve Pelton.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



Pricing Proposal
 Quotation #: 19431291
 Reference #: Last Year's PO # 32203 and 32224
 Created On: 9/17/2020
 Valid Until: 11/18/2020

County of Franklin

Inside Account Manager

Ann Struttman
 MO
 United States
 Phone: 636-584-6279
 Fax:
 Email: astruttman@franklinmo.net

Lina Didzbalis
 290 Davidson Avenue
 Somerset, NJ 08873
 Phone: 732-652-0243
 Fax:
 Email: lina_didzbalis@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Access Control Door - Complete Support Elliott Data Systems Inc - Part#: NPN-ELLIO-ACCES Contract Name: PC Prime Vendor Services Contract #: CT160910001 Coverage Term: 11/1/2020 – 10/31/2021 Note: Support	1	\$14,361.90	\$14,361.90
2 Sphinx Enterprise Software, Access Manager Device License, Badgepass Server Software, Identity Manager Workstation License Elliott Data Systems Inc - Part#: NPN-ELLIO-SOFTW Contract Name: PC Prime Vendor Services Contract #: CT160910001 Coverage Term: 11/1/2020 – 10/31/2021	1	\$2,314.45	\$2,314.45
		Total	\$16,676.35

Additional Comments

Please note: There are items on this quote that are available under contract # CT160910001. These items are marked on the line item level. Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

Items included under this maintenance agreement

<u>Item Description / Agreement Type</u>	<u>Serial Number</u>	<u>Location</u>
Sphinx Enterprise Software (Licensed per end-user card) Includes full-featured Sphinx SOFTWARE SUPPORT		FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF 1ST FLOOR, REAR ENTRANCE SHERIFF #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE, 150 DET #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE, 155 EVD #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE, 130 DET #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE, 153 EVD #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE, 152 EVD #1 BRUNS LANE UNION, MO 63084
ACCESS CONTROL DOOR COMPLETE SUPPORT		FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE, 151 EVD #1 BRUNS LANE UNION, MO 63084



SERVICE AGREEMENT INVOICE

Invoice Number: C106938

Invoice Date: 8/31/2020

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE,
ARMORY ROOM
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE,
DETECTIVE HALLWAY
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE,
100 A
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE,
100 B
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE,
IT SERVER ROOM
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SHERIFF'S OFFICE
12
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY MISSOURI GOVERNMENT
CENTER HR DOOR 208
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY MISSOURI GOVERNMENT
CENTER HR DOOR 207A
#1 BRUNS LANE
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF FRONT EXTERIOR
DOOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF JUDGES STAIRWELL
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF CLERK MAIN
401 EAST MAIN STREET
UNION, MO 63084



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SALLYPORT
EXTERIOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF PRISONER DOOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF JUDGES EXTERIOR
DOOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF ELEVATOR 1
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF PRISONER
ELEVATOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SEC ACCESS 2ND
FLOOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF ELEVATOR 2
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SEC ACCESS 3RD
FLOOR
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF ELEVATOR 3
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF CLERK WEST
401 EAST MAIN STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF PUBLIC DEFENDER
15 S CHURCH STREET
UNION, MO 6370



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF WEST ENTRY
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF SOUTH ENTRY
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF HALL OF HONOR
WEST
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF PROSECUTING 204
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF PROSECUTING 232
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF CHILD SUPPORT 321
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF CHILD SUPPORT 336
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF EAST ENTRY
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF PRETRIAL SERVICES
15 S CHURCH STREET

UNION, MO 6370

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
HIGHWAY PUBLIC WORKS 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
HIGHWAY PUBLIC WORKS 2
400 EAST LOCUST STREET
UNION, MO 63084



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
HIGHWAY PUBLIC WORKS 3
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER, BLDG
MAINTENANCE DEPT 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER, BLDG
MAINTENANCE DEPT 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER, BLDG
DEPT 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER, BLDG
DEPT 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COUNTY CLERK STORAGE RM
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
ASSESSORS OFFICE 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
ASSESSORS OFFICE 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COLLECTOR OF REVENUE 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COLLECTOR OF REVENUE 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
RECORDER OF DEEDS 1
400 EAST LOCUST STREET
UNION, MO 63084



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
RECORDER OF DEEDS 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
RECORDER OF DEEDS 3
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COUNTY CLERKS OFFICE 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COUNTY CLERKS OFFICE 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
AUDITORS OFFICE
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
TREASURERS OFFICE
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COMMISSIONS OFFICE 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
COMMISSIONS OFFICE 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
STAIRWELL DOORS 1
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
STAIRWELL DOORS 2
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER,
STAIRWELL DOORS 3
400 EAST LOCUST STREET
UNION, MO 63084



SERVICE AGREEMENT INVOICE

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ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOV CENTER, MAIN
ENTRANCE
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOVERNMENT
CENTER, IT HALL DOOR
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOVERNMENT
CENTER, IT INNER DOOR
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOVERNMENT
CENTER, SERVER ROOM
400 EAST LOCUST STREET
UNION, MO 63084

ACCESS CONTROL DOOR

COMPLETE SUPPORT

FRANKLIN COUNTY SHERIFF GOVERNMENT
CENTER, BACK ENTRY
400 EAST LOCUST STREET
UNION, MO 63084

**ACCESS MANAGER DEVICE LICENSE (1 PER
DOOR CONTROLLER)**

SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE
UNION, MO 63084

**ACCESS MANAGER DEVICE LICENSE (1 PER
DOOR CONTROLLER)**

SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE
UNION, MO 63084

**ACCESS MANAGER DEVICE LICENSE (1 PER
DOOR CONTROLLER)**

SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE
UNION, MO 63084

**ACCESS MANAGER DEVICE LICENSE (1 PER
DOOR CONTROLLER)**

SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE
UNION, MO 63084

**ACCESS MANAGER DEVICE LICENSE (1 PER
DOOR CONTROLLER)**

SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE
UNION, MO 63084

**ACCESS MANAGER DEVICE LICENSE (1 PER
DOOR CONTROLLER)**

SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE
UNION, MO 63084



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084



SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

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ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
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ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
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ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER DOOR CONTROLLER)
SOFTWARE SUPPORT

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SERVICE AGREEMENT INVOICE

Invoice Number: C106938
Invoice Date: 8/31/2020

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FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER READER)
SOFTWARE SUPPORT

FRANKLIN COUNTY MISSOURI 401 EAST MAIN STREET UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER READER)
SOFTWARE SUPPORT

FRANKLIN COUNTY MISSOURI 401 EAST MAIN STREET UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER READER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

ACCESS MANAGER DEVICE LICENSE (1 PER READER)
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

BADGEPASS SERVER SOFTWARE 82113516762
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084

IDENTITY MANAGER WORKSTATION LICENSE
SOFTWARE SUPPORT

FRANKLIN COUNTY SHERIFF #1 BRUNS LANE UNION, MO 63084



COMMISSION ORDER

STATE OF MISSOURI
County of Franklin

} ss.

Tuesday, October 13, 2020
Surplus Property

**IN THE MATTER OF FINDING CERTAIN
EQUIPMENT AS SURPLUS TO THE NEEDS
OF FRANKLIN COUNTY AND FURTHER
AUTHORIZING THE DISPOSAL OF SUCH**

WHEREAS, under Missouri Law the County Commission has custody and control of all real and personal property in the possession of the County; and

WHEREAS, the County Commission may, from time to time, dispose of certain excess property or equipment in a manner in which it deems appropriate and consistent with Missouri Law; and

WHEREAS, the Franklin County Auditor has made application to the County Commission for authority to dispose of certain items described as surplus and outdated that are excess to the need of Franklin County; and

WHEREAS, it is the desire of the Franklin County Commission to dispose of the excess equipment, referenced in attachment, in a manner that assures that the best interests of the citizens of the County have been met.

IT IS THEREFORE ORDERED, by the Franklin County Commission, that said surplus items be disposed of by either submitting such items to Purple Wave, Inc or GovDeals to be auctioned or donated to authorized not-for-profit entities, thrown away, destroyed, or scrapped for salvage value as determined by the office responsible for each such item or used as a trade-in.

IT IS FURTHER ORDERED that a copy of this order be delivered to County Auditor; Angela Gibson; Sheriff Steve Pelton; Ann Struttmann, Purchasing Director; Jeannine Stevens, County Clerk's Office; Michelle Patke, Highway Department; and Amanda Warnecke, Franklin County Sheriff's Department.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

ITEMS TO BE SURPLUSED

10/13/2020

Surplus #	FC TAG#	DEPARTMENT	ITEM DESCRIPTION	SERIAL #	MISC.
963	16807	Assessor	Surface Pro4 Laptop	056009154353	Will donate
964	13716	IT-AQM	HP Desktop	MXL8501H8N	Will donate
964	13940	County 911	HP Desktop (CAD workstation)	CAC838094J	Will donate
964	13941	County 911	HP Desktop (CAD workstation)	CAC838092H	Will donate
964	-	County 911	HP Desktop (CAD workstation)	CAC838094B	Will donate
964	5974	Recorder	Dell PowerEdge 1300 Server	3DXEP	Will donate
964	11168	Recorder	HP ProLiant ML370 Server	USE20A2M3	Will donate
964	-	IT-AQM	HP Pro 3405 series MT	MXL235175M	Will donate
964	14625	IT-AQM	Desktop	-	Will donate
964	-	IT-AQM	Ultra Desktop	107479241	Will donate
964	15112	IT-AQM	Nobilis Desktop	1307708	Will donate
964	15047	IT-AQM	Nobilis Desktop	1289723	Will donate
964	10941	IT-AQM	Desktop	00045-532-981-815	Will donate
964	13930	IT-AQM	HP ProLiant ML350 Server	-	Will donate
964	11509	IT-AQM	Dell PowerEdge 1800	38ZKN91	Will donate
964	-	IT-AQM	Minuteman Pro 1500 UPS	AF15120201146	Will donate
964	14433	Sheriff	Nobilis Desktop	1223185	Will donate
964	12706	Voter Reg.	HP Compaq DC5700	2UA7430Z0N	Will donate
964	14624	Clerk	Desktop	-	Will donate
964	15302	Voter Reg.	Desktop	107508783	Will donate
964	16259	Voter Reg.	Desktop	BT014049964468001	Will donate
964	13502	IT-AQM	Dell PowerEdge 2950	7M7RNG1	Will donate
964	-	IT-AQM	HP Server	USE843NHFF	Will donate
964	-	IT-AQM	HP Server	USE843NHFP	Will donate
964	-	IT-AQM	HP Server	USE843NHF2	Will donate
964	-	IT-AQM	HP Server	USE843NHFL	Will donate
964	13813	Clerk	HP Desktop	MXL9010FDP	Will donate
964	13815	Voter Reg.	HP Desktop	MXL9010FDR	Will donate
964	5315	Voter Reg.	Lexmark Laser Printer	11-CFX901VAL	Will donate
964	-	IT-AQM	22" Hyundai monitor	X226WDSTA0401733	Will donate
964	-	IT-AQM	22" Hyundai monitor	X226WDSTA0401293	Will donate
964	-	IT-AQM	22" Hyundai monitor	X226WDSTA0401800	Will donate
964	10690	IT-AQM	KDS monitor	-	Will donate
964	14016	Sheriff	Dell PowerEdge 2900	27F8MJ1	Will donate
964	14018	Sheriff	Dell PowerEdge 2950	5WF3MJ1	Will donate
964	12380	IT-AQM	Dell PowerEdge 2902	DWXB7C1	Will donate
964	14085	IT-AQM	Dell PowerEdge 2903	2N6KPJ1	Will donate
964	15954	Sheriff	Quantum Scalar I40	DG30963519	Will donate
964	-	IT-AQM	Epson Projector w/remote	F48G690333F	Sell on Purple Wave
964	-	IT-AQM	Navitar/Buhl Telephoto lens	-	Sell on Purple Wave
964	-	IT-AQM	42 Hard Drives	-	Sheriff will destroy
965	-	Highway	4 Fire Extinguishers	-	Will donate
966	-	Highway	6 pair of bib overalls	-	Will destroy

Note: Surplus # 964 is one large lot of items being donated.



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, October 13, 2020
Contract/Agreements

IN THE MATTER OF AWARDING THE BID TO SHEET METAL CONTRACTORS FOR AN AIR PURIFICATION SYSTEM FOR THE FRANKLIN COUNTY SHERIFF'S DEPARTMENT

WHEREAS, prior hereto in the manner prescribed by law the Franklin County Commission solicited for bids for an Air Purification System for the Franklin County Sheriff's Department; and

WHEREAS, Franklin County received three (3) bids in response to said solicitation; and

WHEREAS, the bid submitted by Sheet Metal Contractors, in the amount no to exceed \$43,561 for an Air Purification System and 1 year Maintenance Agreement, was determined to be the lowest and most responsive bid.

IT IS THEREFORE ORDERED by the Franklin County Commission that the bid submitted by Sheet Metal Contractors is hereby accepted and approved.

IT IS FURTHER ORDERED that a copy of this order be provided to Sheet Metal Contractors; Abe Cook, EMA Director; Sheriff Steve Pelton; and Ann Struttmann, Purchasing Director.

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District



FRANKLIN COUNTY
PURCHASING DEPARTMENT

October 09, 2020

Tim Brinker, Presiding Commissioner
Todd Boland, 1st District Commissioner
Dave Hinson, 2nd District Commissioner

RE: Sheriff Department Air Purification

Dear Commissioners,

On October 2, 2020, the Sheriff Department Air Purification bids were due. The publication/release date of the solicitation was September 16, 2020. There were three bids received; Sheet Metal Contractors, Inc., SGI, and Integrated Facility Services, Inc.

After review of the submitted bids, it has been determined that the bid from Sheet Metal Contractors, Inc. is the lowest and most responsive. The recommendation of the purchasing department is an award to Sheet Metal Contractors, Inc.

Respectfully,

A handwritten signature in black ink, appearing to read "Ann Struttman".

Ann Struttman,
Purchasing Agent, Franklin County Missouri



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 202029

TITLE: Sheriff's Department Air Purification

Schedule & Deadlines:

September 16, 2020	Solicitation Release
September 16, 2020	Advertising Date
September 22, 2020 10:00 AM	Site Visit
September 23, 2020, 2:00 PM	Deadline for Submitting Questions
September 25, 2020 4:30 PM	Deadline to post Addendum
October 2, 2020 at 2:00 PM	Deadline to Submit Response
October 2, 2020 at 2:30 PM	Opening Date / Time

RFB responses must be received no later than "Deadline to Submit Response"

October 2, 2020 at 2:00 PM

Ann Struttman, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274

Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<https://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Lawrence P. Krodinger, Sr.	<small>Digitally signed by Lawrence P. Krodinger, Sr. Date: 2020.09.28 09:58:10 -05'00'</small>	10/2/20
Vendor/Contractor Signature		Date

Larry Krodinger

Vendor/Contractor Name and Title

RFB PRICING FORM

202029 Air Purification System

REQUIRED PRICING BID BREAKDOWN

The contractor shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFB.

1. New Jail Addition

a. Total Price (Labor, Materials, Equipment, etc.)	\$ 16,818.00
b. 1 Year Maintenance Agreement - 2 TRIPS	\$ 888.00
c. 3 Year Maintenance Agreement - 6 TRIPS	\$ 2,640.00

2. New 911 Dispatch Addition

a. Total Price (Labor, Materials, Equipment, etc.)	\$ 1,998.00
b. 1 Year Maintenance Agreement NONE REQUIRED	\$ 0
c. 3 Year Maintenance Agreement NONE REQUIRED	\$ 0

3. Existing Sheriff's Department

a. Total Price (Labor, Materials, Equipment, etc.)	\$ 22,597.00
b. 1 Year Maintenance Agreement - 2 TRIPS	\$ 1,260.00
c. 3 Year Maintenance Agreement - 6 TRIPS	\$ 3,780.00

Company Name Sheet Metal Contractors, Inc.

Authorized Signature Lawrence P. Krodinger, Sr. Digitally signed by Lawrence P. Krodinger, Sr.
Date: 2020.10.01 09:38:11 -05'00'

Printed name and title Larry Krodinger

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

***Brand is "Global Plasma Solutions"**

1. GPS Style is self cleaning and requires no maintenance.
2. I-MOD Bi-polar ionization requires cleaning of emitters. This could be done by your maintenance personnel when changing filters. (Jail - 4 units and Sheriff's Office - 7 units).

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Kimberly M. Brown (Name of Business Entity Authorized Representative)
as Vice President (Position/Title)

first being duly sworn on my oath, affirm SHEET METAL CONTRACTORS, INC. (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to Franklin County Sheriff's Department Air Purification (Bid/Grant/Sub grant/Contract/Subcontract) for the duration of the grant, sub grant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that SHEET METAL CONTRACTORS, INC. (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to Franklin County Sheriff's Department Air Purification (Bid/Grant/Sub grant/Contract/Subcontract) for the duration of the grant, sub grant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Kimberly M. Brown
Authorized Representative's Signature

Kimberly M. Brown
Printed Name

Vice President

Sept 17, 2020

Title

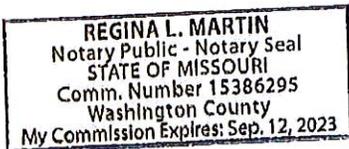
Date

Subscribed and sworn to before me this 17 of Sept 2020. I am
Day Month, Year

Commissioned as a notary public within the County of Washington, State of
Missouri and my commission expires on Date

Regina L. Martin
Signature of Notary

9-17-2020
Date



AFFIDAVIT OF WORK AUTHORIZATION

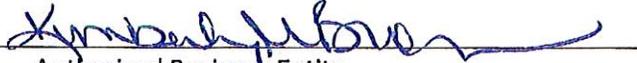
(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that SHEET METAL CONTRACTORS, INC. (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Kimberly M. Brown

Authorized Business Entity
Representative's Name
(Please Print)



Authorized Business Entity
Representative's Signature

Sheet Metal Contractors, Inc.

Business Entity Name

September 17, 2020

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, sub grantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, sub grantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, sub grantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lakenan 890 Rozier Street Ste. Genevieve MO 63670	CONTACT NAME:	
	PHONE (A/C, No. Ext): 573-883-7446	FAX (A/C, No): 573-883-3981
	E-MAIL ADDRESS: COI@lakenan.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : UNITED FIRE GROUP	13021
INSURED Sheet Metal Contractors Inc. 1661 Veteran's Drive PO Box 700 De Soto MO 63020	INSURER B : Indian Harbor Insurance Company	36940
	INSURER C : MISSOURI EMPLOYERS MUTUAL	10191
	INSURER D : Argonaut Insurance Company	19801
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: 752655564 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			60477080	5/22/2020	5/22/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			60477080	5/22/2020	5/22/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			60477080	5/22/2020	5/22/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	MEG202096304 WC92862874236	5/22/2020 5/22/2020	5/22/2021 5/22/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A B	Inland Marine Professional Liability Pollution Liability			60477080 PEC005136202	5/22/2020 5/22/2020	5/22/2021 5/22/2021	Leased Rented Each Claim \$ 110,000 Each Occurrence \$ 1,000,000 \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Transit and Temporary Storage coverage up to \$1,000,000
 Installation Floater coverage up to \$1,000,000 with \$1,000 deductible

CERTIFICATE HOLDER Franklin County Sheriff's Office 1 Bruns Ln Union MO 63084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sheet Metal Contractors, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see Instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 1661 Veterans Drive	Requester's name and address (optional)
6 City, state, and ZIP code De Soto, MO 63020	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	3		1	2	0	0	9	4	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 9-17-20
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.

VENDOR "POC" Point of Contact

Following award of contract

Company Name Sheet Metal Contractors, Inc.

Mailing Address 1661 Veterans Drive, DeSoto, MO 63020

Phone number 636-337-2150

Contact Name Larry Krodinger

Contact Name Title President

Email Address larry.krodinger@smcihvac.com

Affidavit of Compliance with Section 34.600 RSMo for Contracts over \$100,000 or for Contractors with Ten (10) or more employees

I, Kimberly M. Brown [Contractor Agent], being duly sworn, attest and state, under penalty of perjury, as follows:

1. I am employed by Sheet Metal Contractors, Inc. [Contractor] and serve as the Vice President [Position with Contractor].

2. I hereby affirm that Sheet Metal Contractors, Inc. [Contractor]:

- a) is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; or
- b) is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or
- c) is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from persons or entities doing business in the State of Israel.

Further Affiant Sayeth Not.


[Contractor Agent]

STATE OF MISSOURI)
) ss.
Jefferson COUNTY)

Subscribed and sworn to me, a notary public, this 17 day of Sept, 2022.


Notary Public

My commission expires: Sept 12, 2023

REGINA L. MARTIN
Notary Public - Notary Seal
STATE OF MISSOURI
Comm. Number 15386295
Washington County
My Commission Expires: Sep. 12, 2023



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Thursday, October 13, 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 October 13, 2020 addressing the below listed items is hereby approved, to wit:

- Liquor Licenses:** Pinckney Bend Distillery – October 2 & 4, 2020
- Abstract of Fees:** Prosecuting Attorney Fees – September 2020
- Auctioneer Licenses:** Cooley Advantage Auction & Estate Liquidation – 10.05.2020 – 10.05.2021
- Other:** Sullivan Special Road District 2019 Annual Settlement

Presiding Commissioner

Commissioner of 1st District

Commissioner of 2nd District

#722

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

FILED
TIM BAKER

STATE OF MISSOURI
County of Franklin

OCT 05 2020

CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO. DEPUTY

To the Collector of Revenue of Franklin County, Missouri:

The undersigned, William A. Cooley II
(Print name of person signing application)
doing business as Cooley Advantage Auction & Estate Liquidation whose principle
(Firm Name)
business office address is: 715 Jefferson St.
(Street or Route)
in the City of Waddington Zip 63090 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 Mths; Six Mths; Twelve Mths.
Ending on 10/05/2021, 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.

[Signature]
(Signature)
(314)600-6866
(Phone Number)

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

APPLICATION FOR COUNTY LIQUOR LICENSE

9/23/2020
(Date)

TO THE HONORABLE COUNTY COMMISSION OF FRANKLIN COUNTY, MISSOURI:

FILED
TIM BAKER

Name of State Applicant / Managing Officer Jerome Meyer

Company Artisan Spirits LLC

SEP 23 2020

D/B/A (Business Name) Pinckney Bend Distillery

CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO.
DEPUTY

The undersigned hereby makes application for a license to be granted by the County Commission of the aforesaid County for the sale of: oct 2 & oct 4, 2020

For a Catering or Picnic License - Date and Place of Event ECC College "Glenn"

For a Catering or Picnic License - Address of Event 1964 Prairie Dell Union MO 63084

All other Licenses - List what type of License applying for: N/A

Business Address _____ City _____ State _____ Zip Code _____

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-intoxicating 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-intoxicating 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 \$ 20 + fee as payment of the fee required by this license. oct 2 & oct 4, 2020

[Signature]
Signature of State Applicant / Managing Officer

573-237-5559/accounts@pinckney.com
Phone Number / Email Address

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

[Signature]
(County Clerk signature)

R F A _____ B _____ S In Office Use #216

MEMO

To: Elizabeth Hellmann
From: Angie Stanton
Subject: September 2020
Date: October 5, 2020

The following is the information on our accounts that checks are taken to the Treasurer each month.

PA fees	\$826.50
Account #4	
Plus interest	\$.01 for September, 2020
3 rd Qtr Int	\$.03

Sullivan Special Road District

Annual Settlement of financial transactions for the year ended June 30, 2020

Opening General Fund Balance July 1, 2019 \$ 404,488

Receipts

Property tax income	163,684	
Miscellaneous income	-	
Interest income	1,630	
Total Receipts		165,314

Disbursements (Streets and Roads Function)

Salaries	22,609	
Fringe benefits (health)	-	
Payroll taxes	1,897	
Capital expenditures	13,904	
Road improvements & maintenance	106,890	
Insurance	6,329	
Automobile & truck	6,786	
Rent	4,800	
Repairs & supplies	16,260	
Operations & administration	5,053	
Total Disbursements		(184,528)

Ending General Fund Balance June 30, 2020 \$ 385,274

Bank Accounts and Investments at June 30, 2020

Checking - Bank of Sullivan	\$ 108,130
Money Market - Bank of Sullivan	<u>277,144</u>
Total	\$ <u>385,274</u>

Statement of 2019 Assessed Valuation and Tax Rates:

Real Estate	\$ 88,871,390
Personal Property	21,013,979
State Assessed Railroad and Utility-Real Estate	1,436,361
State Assessed Railroad and Utility-Personal Property	483,820
Total Valuation	\$ <u>111,805,550</u>

Tax Rates : Special Road District - 2019 tax year (per \$100) 0.2102

In affirmation thereof, the facts stated above are true:

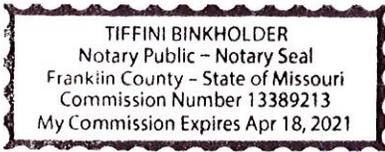
Signature: Charles E. Clonts Jr.
Charles E. Clonts Jr., Secy/Treas
Commissioner

Date: 10-1-2020

I, Charles E. Clonts, Jr., Secretary & Treasurer, of the Sullivan Special Road District of Franklin County, Missouri do attest, under oath, this report is a true and accurate account of all financial transactions for the year ended June 30, 2020.

Signature: Charles E. Clonts, Jr.

Subscribed and sworn to be before me this 1st day of October, 2020.



Tiffini Binkholder
(Notary Public Signature)

Seal/Stamp

My commission expires: 4.18.21

FILED
TIM BAKER

OCT 05 2020

[Signature]
CLERK OF THE COUNTY COMMISSION
FRANKLIN COUNTY, MO. DEPUTY