



# County Commission

## Regular Meeting Minutes

400 East Locust Street  
 Union, MO 63084  
<http://www.franklinmo.org/>

Tuesday, February 25, 2025

10:00 AM

Commission Chambers

### Opening

#### I. Call to Order

Attendee Name	Present	Absent
, Presiding Commissioner	-----	-----
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>	
Ken Cox, Second District Commissioner	<input checked="" type="checkbox"/>	
Mark Piontek, County Counselor	<input checked="" type="checkbox"/>	
Amanda Jasper, Executive Administrative Assistant	<input checked="" type="checkbox"/>	
Dawn Mentz, Assessor	<input checked="" type="checkbox"/>	
Jeff Titter, 911/Communications Director	<input checked="" type="checkbox"/>	
Jim Grutsch, Highway Administrator	<input checked="" type="checkbox"/>	
Chuck Henderson, IT Director	<input checked="" type="checkbox"/>	
Tim Baker, Clerk	<input checked="" type="checkbox"/>	
Angela Gibson, Auditor	<input checked="" type="checkbox"/>	
Lisa Smart, Recorder	<input checked="" type="checkbox"/>	
Debbie Aholt, Treasurer	<input checked="" type="checkbox"/>	

#### II. Minutes Approval

a. February 20, 2025

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### III. Public Request for Discussion/Action – NONE

#### IV. Action Items

a. COMMISSION ORDER 2025-44 In the matter of approving and authorizing execution of a Traffic Enforcement Grant Application for the Youth Alcohol Enforcement Campaign for Fiscal Year 2026

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- b. COMMISSION ORDER 2025-45 In the matter of approving and authorizing execution of a Traffic Enforcement Grant Application for the Impaired Driving Enforcement Campaign for Fiscal Year 2026

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- c. COMMISSION ORDER 2025-46 In the matter of approving and authorizing execution of a Traffic Enforcement Grant Application for the Dedicated Impaired Driving Enforcement Campaign for Fiscal Year 2026

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- d. COMMISSION ORDER 2025-47 In the matter of approving and authorizing execution of a Traffic Enforcement Grant Application for the Hazardous Moving Violation (“HMV”) Enforcement Campaign for Fiscal Year 2026

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- e. COMMISSION ORDER 2025-48 In the matter of approving and authorizing the disposal and disposition of certain State or Local Records

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- f. COMMISSION ORDER 2025-49 In the matter of approving and accepting a Quote from A&W Communications, Inc. to replace tower switches for Franklin County 911/Communications

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- g. COMMISSION ORDER 2025-50 In the matter of approving and authorizing Supplemental Agreement No. 10A with Cochran for Professional Engineering Services for the Red Oak Road Bridge Replacement Project

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

h. COMMISSION ORDER 2025-51 In the matter of approving the Consent Agenda and all items listed thereon

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**V. Discussion Items and Reports**

- a. Elected Official and Departmental Reports (as needed) – **NONE**
- b. Commission Discussion – **NONE**

**VI. Years of Service / Retirement Recognition – NONE**

**VII. Adjournment**

Meeting adjourned at 10:12 a.m.

Voter Name	Motion	Second	Aye
, Presiding Commissioner			
Paul Overschmidt, First District Commissioner	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Ken Cox, Second District Commissioner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Contract/Agreement

**IN THE MATTER OF AMENDING COMMISSION ORDER  
NO. 2024-278 AND APPROVING AND AUTHORIZING  
EXECUTION OF A REVISED PRICING SUPPLEMENT  
AGREEMENT WITH TRANSUNION RISK AND ALTERNATIVE  
DATA SOLUTIONS, INC.**

**WHEREAS**, on the 27<sup>th</sup> day of August 2024, the Franklin County Commission adopted Commission Order No. 2024-278, in the matter of approving and authorizing execution of a Pricing Supplement Agreement with TransUnion Risk and Alternative Data Solutions, Inc. (“TRADS”); and

**WHEREAS**, the Pricing Supplement Agreement with “TRADS” lists the incorrect effective date; and

**WHEREAS**, it is necessary to amend Commission Order No. 2024-278, and approve and authorize execution of a Revised Pricing Supplement Agreement with “TRADS”, a copy of which is attached hereto and incorporated by reference herein; and

**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to amend Commission Order No. 2024-278, and approve and authorize execution of the Revised Supplement Agreement with “TRADS”.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that Commission Order No. 2024-278 is hereby amended and the Revised Pricing Supplement Agreement with TransUnion Risk and Alternative Data Solutions, Inc. is hereby accepted and approved and that Matthew Becker, Franklin County Prosecuting Attorney, is authorized to execute said Agreement and any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order and the executed Agreement be provided to TRADS; Matthew Becker, Prosecuting Attorney; Michele Briggs, Prosecuting Attorney’s Office; Shakara Bray, Purchasing Director; Angela Gibson, Auditor; and to Lynne Maloney, Accounts Payable.

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

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District



## PRICING SUPPLEMENT

This Pricing Supplement and attached Pricing Sheet (collectively, the "Supplement") is incorporated into and supplements the then-current Law Enforcement Agency Subscriber Agreement ("Agreement") between TransUnion Risk and Alternative Data Solutions, Inc. ("TRADS") and the below-identified Agency ("Agency"). The Agency agrees as follows:

1. **Effective Date; Term.** The Effective Date of this Supplement is specified in the Pricing Sheet. This Supplement shall commence upon the Effective Date and continue for the period specified in the Pricing Sheet ("Supplement Term"). Upon expiration of the Supplement Term, the Agreement will continue in effect in accordance with the terms therein, absent this Supplement, subject to TRADS's then-current fees and charges for the TRADS Services accessed thereafter. TRADS reserves the right to terminate this Supplement for convenience at any time.
2. **Fees and Charges.** Agency agrees to be bound by this Supplement and agrees to pay all fees and charges set forth in the Pricing Sheet during the Supplement Term.
3. **Miscellaneous.** In the event of a conflict between the terms of this Pricing Supplement and any prior pricing supplement, agreement or understanding with respect to the TRADS Services identified herein, the terms of this Pricing Supplement shall supersede, control and otherwise replace. In the event any one or more provisions of this Supplement, or the Pricing Sheet, is held to be invalid or unenforceable, the enforceability of any remaining provision(s) shall be unimpaired. All capitalized terms used but not defined in this Supplement will have the same meanings given to them in the Agreement. Except as provided in this Supplement, all other terms the Agreement shall remain in full force and effect in accordance with its terms. In the event of a conflict between the terms of the Agreement and this Supplement, the terms of this Supplement will apply.

[Remainder of page intentionally left blank. Signature page follow on the attached Pricing Sheet]



**PRICING SHEET to Pricing Supplement**

**“Agency”:** Franklin County Prosecutor-MO.

**Agency ID:** 6174040.

**TRADS Services:** TLOxp® Online - Non-Batch LE Flat Rate.

**Effective Date:** 02/01/2025

**Supplement Term:** 12 month(s) without auto-renewal.

**“Monthly Fee”:** USD 160.00

**“Number of Monthly Transactions”:** 200

The Monthly Fee includes the Number of Monthly Transactions, subject to the Excluded Items and Transactional Overage Pricing. Should Agency not submit the Number of Monthly Transactions, Agency shall not receive a refund of the Monthly Fees paid. Unused Number of Monthly Transactions do not rollover into a subsequent month.

**INCLUDED SEARCHES AND REPORTS:**

The Monthly Fee includes all searches and reports currently offered through the TRADS Services as of the Effective Date, with the exception of the searches and reports listed below (“Excluded Items”), unless checked, in which case, the checked items are included in the Monthly Fee.

<input type="checkbox"/>	TruLookup Social Media Comprehensive Report
<input checked="" type="checkbox"/>	TruLookup Super Reverse Phone Lookup
<input checked="" type="checkbox"/>	TruLookup Relationship Mapping
<input checked="" type="checkbox"/>	TruLookup Real-Time Phone Carrier Search
<input type="checkbox"/>	TruLookup Real-Time Arrests & Incarcerations
<input type="checkbox"/>	TruLookup Household Search
<input type="checkbox"/>	TruLookup Motor Vehicle Report

<input checked="" type="checkbox"/>	TruLookup Comprehensive Report – Person
<input checked="" type="checkbox"/>	TruLookup Comprehensive Report – Business
<input checked="" type="checkbox"/>	TruLookup Address Report
<input checked="" type="checkbox"/>	TruLookup Locate with Assets Report
<input checked="" type="checkbox"/>	TruLookup Phone Report
<input type="checkbox"/>	TruLookup Predictive Attributes Suite

The Excluded Items are subject to TRADS’ then-current fees and charges (unless a price is specified above) on a per Transaction basis, subject to Agency’s data access rights. The fees and charges for Excluded Items are in addition to the Monthly Fee. TRADS reserves the right to exclude (as Excluded Items) future released searches and/or reports from the Monthly Fee.

**TRANSACTIONAL OVERAGE PRICING:**

Transactions exceeding the Number of Monthly Transactions are subject to overage pricing (“Transactional Overage Pricing”) at TRADS’ then-current fees and charges on a per Transaction basis, unless specified otherwise below and subject to Agency’s data access rights. Transactional Overage Pricing is in addition to the Monthly Fee.

“Transactions” means any information returned by TRADS in response to a search query (whether in the form of search results or reports).





# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Amendment

**IN THE MATTER OF APPROVING AND AUTHORIZING  
EXECUTION OF AMENDMENT #01 TO THE STATE  
INVESTMENT IN LOCAL PUBLIC HEALTH SERVICES  
AGREEMENT WITH THE MISSOURI DEPARTMENT OF  
HEALTH AND SENIOR SERVICES**

**WHEREAS**, on the 30<sup>th</sup> day of April 2024, the Franklin County Commission adopted Commission Order 2024-164, thereby entering into a Local Public Health Services Agreement (“Agreement”) with the Missouri Department of Health and Senior Services (“DHSS”) to provide an investment of state resources in the Franklin County Health Department; and

**WHEREAS**, thereafter “DHSS” amended the “Agreement” to cover adjustments for operational expenses, as shown in Amendment #01 to the Local Public Health Services Agreement with “DHSS” attached hereto and incorporated herein by reference as if fully set forth; and

**WHEREAS**, the Franklin County Commission hereby finds and determines that it is in the best interest of Franklin County to approve and authorize execution of Amendment #01 to the Local Public Health Services Agreement with “DHSS”.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that Amendment #01 to the Local Public Health Services Agreement with the Missouri Department of Health and Senior Services is hereby accepted and approved and that Tony Buel, Franklin County Health Department Director, is authorized to execute said Contract and any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order and the executed Contract be provided to DHSS; Tony Buel, Health Department Director; Abby Menke, Health Department Deputy Director; Christa Buchanan, Accounts Receivable; Angela Gibson, Auditor; and to Shakara Bray, Purchasing Director.

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

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 STATE INVESTMENT IN LOCAL PUBLIC HEALTH SERVICES


**AMENDMENT #01 TO AGREEMENT DH240056196**

**AGREEMENT TITLE:** State Investment in Local Public Health Services

**AGREEMENT PERIOD:** June 1, 2024 through May 31, 2027

The Department of Health and Senior Services hereby amends the above referenced contract as follows:

1. Delete section 6.1.1 and replace with revised Section 6.1.1 as follows:
  - 6.1.1 The investment includes and is subject to the annual appropriated amount available for federal reimbursements of qualifying LPHA expenditures through the Children’s Health Insurance Program (CHIP), Health Services Initiative (H.S.I.), and reimbursement of costs associated with internet services utilized by the LPHA.

<b>TRACKING NUMBER</b> 56196	<b>AGREEMENT NUMBER</b> DH240056196	<b>AMENDMENT NUMBER</b> 01
<b>CONTRACTOR NAME (PLEASE PRINT/TYPE)</b> Franklin County Health Department		<b>DOING BUSINESS AS (DBA) NAME</b>
<b>NAME OF AUTHORIZED REPRESENTATIVE</b>		<b>PAYMENT MAILING ADDRESS</b>
<b>MissouriBUYS SYSTEM ID</b>		<b>CITY, STATE, ZIP</b>
<b>TELEPHONE NUMBER</b>		<b>E-MAIL ADDRESS</b>
<b>SIGNATURE OF CONTRACTOR OR REPRESENTATIVE</b>		<b>DATE</b>
<b>TYPE OF CONTRACTOR</b> <input type="checkbox"/> Hospital <input type="checkbox"/> Pharmacy <input type="checkbox"/> Dentist <input type="checkbox"/> Therapist <input type="checkbox"/> Physician (M.D./D.O.) <input type="checkbox"/> Other _____		<b>STATE LICENSE NO. (IF APPLICABLE)</b>
<b>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES, DIVISION OF ADMINISTRATION DIRECTOR OR DESIGNEE</b> 		<b>DATE</b>

2. Delete Section 5 and replace with revised Section 5 as follows:
  5. Unless otherwise stated in the contract, the Contractor shall use the below information for any correspondence regarding this contract:

Program Name: Center for Local Public Health Services

Program Contact: Nicole Cooper

Address: 930 Wildwood Dr, Jefferson City, MO 65109

Phone: (573) 526-6960

Email: [Nicole.Cooper@health.mo.gov](mailto:Nicole.Cooper@health.mo.gov)

All other terms, conditions and provisions of the above referenced contract shall remain the same and apply hereto.



# CONTRACT FUNDING SOURCE(S)

The Contract Funding Source(s) identifies the total amount of funding and federal funding source(s) expected to be used over the life of this contract. The CFDA number is the pass-through identification number for your Schedule of Expenditures of Federal Awards (SEFA), if one is required. You may reconcile your financial records to actual payment documents by going to the vendor services portal at <https://www.vendorservices.mo.gov/>. If the funding information is not available at the time the contract is issued, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

<b>Tracking #</b>	56196	<b>State:</b> 46%	\$75,091.00	<b>Federal:</b> 54%	\$87,909.00
<b>Contract Title:</b>	STATE INVESTMENT IN LOCAL PUBLIC HEALTH SERVICES				
<b>Contract Start:</b>	6/1/2024	<b>Contract End:</b>	5/31/2027	<b>Amend#:</b>	01
<b>Vendor Name:</b>	FRANKLIN COUNTY DEPARTMENT OF HEALTH				

**CFDA:** 93.767      **Research and Development:** N  
**CFDA Name:** CHILDREN'S HEALTH INSURANCE PROGRAM  
**Federal Agency:** DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR MEDICARE AND MEDICAID SERVICES  
**Federal Award:** \*  
**Federal Award Name:** LPHA MEDICAID EARNINGS  
**Federal Award Year:** 2024      **DHSS #:** 25LPHAMEDEAR      **Federal Obligation:** \$87,909.00

\* The Department will provide this information when it becomes available.

### Project Description:

This agreement is entered into by and between the State of Missouri, Department of Health and Senior Services (DHSS) and the local public health agency (LPHA) in order to provide an investment of state resources in the LPHA to support the delivery of public health services essential to the prevention of disease, promotion of healthy families, lifestyles and environments, and for the protection from disease and disaster through an integrated and cooperative public health system in Missouri.



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Taxes-Property

**IN THE MATTER OF ADJUSTMENT OF TAX CHARGES  
ON PERSONAL PROPERTY TAX BOOK FOR THE YEAR  
2024 & PRIOR TO DOUG TRENTMANN, COLLECTOR OF  
REVENUE FOR FRANKLIN COUNTY**

**WHEREAS**, Doug Trentmann, Collector of Revenue presents to the Franklin County Commission statements describing Personal Property for 2024 and prior for which he was not charged on the respective books; and

**WHEREAS**, the Commission, after examining and inquiring into all the said statements finds that the described Personal Property submitted by him shall be charged to the Collector for the year ending February 28, 2025.

**IT IS HEREBY ORDERED** by this Commission that adjustments be and are made on taxes charged to Doug Trentmann, Collector for the year 2024 and prior for additional charges as required in statements and recapitulated as follows:

2024 Additional Personal Property Valuation	\$3,597,688.00
2024 Additional Personal Property Tax	\$246,000.53
2023 Additional Personal Property Valuation	\$595,818.00
2023 Additional Personal Property Tax	\$40,522.93
2022 Additional Personal Property Valuation	\$64,900.00
2022 Additional Personal Property Tax	\$4,558.56
2021 Additional Personal Property Valuation	\$16,910.00
2021 Additional Personal Property Tax	\$1,140.88
2020 & Prior Additional Personal Property Valuation	\$730.00
2020 & Prior Additional Personal Property Tax	\$58.16
Total Additional Personal Property Valuation	\$4,276,046.00
Total Additional Personal Property Tax	\$292,281.06

**IT IS HEREBY ORDERED** that the above Personal Property be shown in its entirety on order written finalizing charges to the Collector of Revenue for the month of January and the year ending February 28, 2025.

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

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

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

		2024	2023	2022	2021	2020	Other Year	Year Total
STATE	REAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERSONAL_PROPERTY	1,079.58	178.79	19.47	5.08	0.22	0.00	1,283.14
	<b>Acct Total</b>	1,079.58	178.79	19.47	5.08	0.22	0.00	1,283.14
STATE, TOTAL	PERSONAL_PROPERTY	1,079.58	178.79	19.47	5.08	0.22	0.00	1,283.14
	<b>Acct Total</b>	1,079.58	178.79	19.47	5.08	0.22	0.00	1,283.14
COUNTY TAX	PERSONAL_PROPERTY	3,698.46	620.18	72.12	18.03	0.97	0.00	4,409.76
	AUCTIONEER	100.00	0.00	0.00	0.00	0.00	0.00	100.00
	<b>Acct Total</b>	3,798.46	620.18	72.12	18.03	0.97	0.00	4,509.76
COUNTY, TAX TOTAL	PERSONAL_PROPERTY	3,698.46	620.18	72.12	18.03	0.97	0.00	4,409.76
	AUCTIONEER	100.00	0.00	0.00	0.00	0.00	0.00	100.00
	<b>Acct Total</b>	3,798.46	620.18	72.12	18.03	0.97	0.00	4,509.76
ROAD, WASHINGTON, NO CITY	PERSONAL_PROPERTY	89.80	15.54	0.00	0.00	0.00	0.00	105.34
	<b>Acct Total</b>	89.80	15.54	0.00	0.00	0.00	0.00	105.34
ROAD, WASHINGTON WASHINGTON	PERSONAL_PROPERTY	889.00	155.07	27.51	0.00	0.00	0.00	1,071.58
	<b>Acct Total</b>	889.00	155.07	27.51	0.00	0.00	0.00	1,071.58
ROAD, 1 NO CITY	PERSONAL_PROPERTY	4,116.99	629.96	72.72	32.20	1.53	0.00	4,853.40
	<b>Acct Total</b>	4,116.99	629.96	72.72	32.20	1.53	0.00	4,853.40
ROAD, 1 BERGER	PERSONAL_PROPERTY	6.56	0.00	0.00	0.00	0.00	0.00	6.56
	<b>Acct Total</b>	6.56	0.00	0.00	0.00	0.00	0.00	6.56
ROAD, 1 GERALD	PERSONAL_PROPERTY	89.02	27.47	0.60	0.00	0.00	0.00	117.09
	<b>Acct Total</b>	89.02	27.47	0.60	0.00	0.00	0.00	117.09
ROAD, 1 PACIFIC	PERSONAL_PROPERTY	566.23	79.26	0.00	0.00	0.00	0.00	645.49
	<b>Acct Total</b>	566.23	79.26	0.00	0.00	0.00	0.00	645.49
ROAD, 1 PARKWAY VILLAGE	PERSONAL_PROPERTY	26.91	14.31	0.00	0.00	0.00	0.00	41.22
	<b>Acct Total</b>	26.91	14.31	0.00	0.00	0.00	0.00	41.22
ROAD, 1 ST CLAIR	PERSONAL_PROPERTY	129.29	10.44	1.26	1.70	0.00	0.00	142.69
	<b>Acct Total</b>	129.29	10.44	1.26	1.70	0.00	0.00	142.69
ROAD, 1 SULLIVAN	PERSONAL_PROPERTY	3.45	0.00	0.00	0.00	0.00	0.00	3.45
	<b>Acct Total</b>	3.45	0.00	0.00	0.00	0.00	0.00	3.45
ROAD, 1 UNION	PERSONAL_PROPERTY	174.28	17.71	4.05	0.00	0.00	0.00	196.04
	<b>Acct Total</b>	174.28	17.71	4.05	0.00	0.00	0.00	196.04
ROAD, 1 MIRAMIGUOA	PERSONAL_PROPERTY	23.86	38.82	0.00	0.00	0.00	0.00	62.68
	<b>Acct Total</b>	23.86	38.82	0.00	0.00	0.00	0.00	62.68
ROAD, NEW HAVEN NEW HAVEN	PERSONAL_PROPERTY	112.82	22.96	22.86	0.00	0.00	0.00	158.64
	<b>Acct Total</b>	112.82	22.96	22.86	0.00	0.00	0.00	158.64

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

		2024	2023	2022	2021	2020	Other Year	Year Total
ROAD,SULLIVAN,NO CITY	PERSONAL_PROPERTY	59.77	0.00	0.00	0.00	0.00	0.00	59.77
	<b>Acct Total</b>	59.77	0.00	0.00	0.00	0.00	0.00	59.77
ROAD,SULLIVAN OAK GROVE	PERSONAL_PROPERTY	23.64	10.34	0.00	0.00	0.00	0.00	33.98
	<b>Acct Total</b>	23.64	10.34	0.00	0.00	0.00	0.00	33.98
ROAD,SULLIVAN SULLIVAN	PERSONAL_PROPERTY	325.76	67.55	0.00	0.00	0.00	0.00	393.31
	<b>Acct Total</b>	325.76	67.55	0.00	0.00	0.00	0.00	393.31
ROAD,UNION SPECIAL,NO CITY	PERSONAL_PROPERTY	53.67	34.13	0.00	0.00	0.00	0.00	87.80
	<b>Acct Total</b>	53.67	34.13	0.00	0.00	0.00	0.00	87.80
ROAD,UNION SPECIAL UNION	PERSONAL_PROPERTY	522.30	71.03	1.12	0.00	0.00	0.00	594.45
	<b>Acct Total</b>	522.30	71.03	1.12	0.00	0.00	0.00	594.45
ROAD,TOTAL	PERSONAL_PROPERTY	7,213.35	1,194.59	130.12	33.90	1.53	0.00	8,573.49
	<b>Acct Total</b>	7,213.35	1,194.59	130.12	33.90	1.53	0.00	8,573.49
SCHOOL,WASHINGTON	PERSONAL_PROPERTY	31,929.08	5,481.72	555.00	0.00	0.00	0.00	37,965.80
	<b>Acct Total</b>	31,929.08	5,481.72	555.00	0.00	0.00	0.00	37,965.80
SCHOOL,SULL C2	PERSONAL_PROPERTY	13,970.64	2,780.04	27.74	0.00	0.00	0.00	16,778.42
	<b>Acct Total</b>	13,970.64	2,780.04	27.74	0.00	0.00	0.00	16,778.42
SCHOOL,NEW HAVEN	PERSONAL_PROPERTY	3,932.96	1,011.64	526.75	0.00	0.00	0.00	5,471.35
	<b>Acct Total</b>	3,932.96	1,011.64	526.75	0.00	0.00	0.00	5,471.35
SCHOOL,R2	PERSONAL_PROPERTY	1,696.15	1,268.03	0.00	0.00	0.00	0.00	2,964.18
	<b>Acct Total</b>	1,696.15	1,268.03	0.00	0.00	0.00	0.00	2,964.18
SCHOOL,R3	PERSONAL_PROPERTY	40,927.11	5,252.17	707.89	0.00	0.00	0.00	46,887.17
	<b>Acct Total</b>	40,927.11	5,252.17	707.89	0.00	0.00	0.00	46,887.17
SCHOOL,GR1	PERSONAL_PROPERTY	954.76	79.35	0.00	0.00	0.00	0.00	1,034.11
	<b>Acct Total</b>	954.76	79.35	0.00	0.00	0.00	0.00	1,034.11
SCHOOL,GR2	PERSONAL_PROPERTY	3,817.32	1,024.49	11.55	0.00	0.00	0.00	4,853.36
	<b>Acct Total</b>	3,817.32	1,024.49	11.55	0.00	0.00	0.00	4,853.36
SCHOOL,R11	PERSONAL_PROPERTY	26,032.28	3,354.63	317.18	226.94	0.00	0.00	29,931.03
	<b>Acct Total</b>	26,032.28	3,354.63	317.18	226.94	0.00	0.00	29,931.03
SCHOOL,R13	PERSONAL_PROPERTY	15,336.25	2,269.35	421.93	377.14	0.00	0.00	18,404.67
	<b>Acct Total</b>	15,336.25	2,269.35	421.93	377.14	0.00	0.00	18,404.67
SCHOOL,R14	PERSONAL_PROPERTY	5,826.84	763.03	83.70	28.55	28.55	0.00	6,730.67
	<b>Acct Total</b>	5,826.84	763.03	83.70	28.55	28.55	0.00	6,730.67
SCHOOL,R15	PERSONAL_PROPERTY	4,382.38	1,055.74	0.00	0.00	0.00	0.00	5,438.12
	<b>Acct Total</b>	4,382.38	1,055.74	0.00	0.00	0.00	0.00	5,438.12
SCHOOL,R16	PERSONAL_PROPERTY	820.55	261.41	0.00	0.00	0.00	0.00	1,081.96
	<b>Acct Total</b>	820.55	261.41	0.00	0.00	0.00	0.00	1,081.96

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

		2024	2023	2022	2021	2020	Other Year	Year Total
SCHOOL,TOTAL	PERSONAL_PROPERTY	149,626.32	24,601.60	2,651.74	632.63	28.55	0.00	177,540.84
	<b>Acct Total</b>	149,626.32	24,601.60	2,651.74	632.63	28.55	0.00	177,540.84
HOSPITAL,NONE	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Acct Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOSPITAL,HERMANN	PERSONAL_PROPERTY	481.98	114.96	0.00	0.00	0.00	0.00	596.94
	<b>Acct Total</b>	481.98	114.96	0.00	0.00	0.00	0.00	596.94
HOSPITAL, TOTAL	PERSONAL_PROPERTY	481.98	114.96	0.00	0.00	0.00	0.00	596.94
	<b>Acct Total</b>	481.98	114.96	0.00	0.00	0.00	0.00	596.94
FIRE,NONE	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Acct Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIRE,BOLES	PERSONAL_PROPERTY	5,019.07	742.44	13.80	0.00	0.00	0.00	5,775.31
	<b>Acct Total</b>	5,019.07	742.44	13.80	0.00	0.00	0.00	5,775.31
FIRE,BEAU.LES	PERSONAL_PROPERTY	522.82	54.33	0.00	0.00	0.00	0.00	577.15
	<b>Acct Total</b>	522.82	54.33	0.00	0.00	0.00	0.00	577.15
FIRE,GER/ROS	PERSONAL_PROPERTY	506.63	48.27	0.71	0.00	0.00	0.00	555.61
	<b>Acct Total</b>	506.63	48.27	0.71	0.00	0.00	0.00	555.61
FIRE,ST CLAIR	PERSONAL_PROPERTY	2,667.25	373.70	68.94	53.97	3.76	0.00	3,167.62
	<b>Acct Total</b>	2,667.25	373.70	68.94	53.97	3.76	0.00	3,167.62
FIRE,SULLIVAN	PERSONAL_PROPERTY	862.51	216.16	1.68	0.00	0.00	0.00	1,080.35
	<b>Acct Total</b>	862.51	216.16	1.68	0.00	0.00	0.00	1,080.35
FIRE,NEW HAVEN	PERSONAL_PROPERTY	355.91	128.85	26.62	0.00	0.00	0.00	511.38
	<b>Acct Total</b>	355.91	128.85	26.62	0.00	0.00	0.00	511.38
FIRE,PACIFIC	PERSONAL_PROPERTY	6,442.61	848.33	171.53	0.00	0.00	0.00	7,462.47
	<b>Acct Total</b>	6,442.61	848.33	171.53	0.00	0.00	0.00	7,462.47
FIRE,UNION	PERSONAL_PROPERTY	2,838.23	393.13	35.12	25.59	0.00	0.00	3,292.07
	<b>Acct Total</b>	2,838.23	393.13	35.12	25.59	0.00	0.00	3,292.07
FIRE,WASHINGTON COMM FD	PERSONAL_PROPERTY	692.18	50.81	0.00	0.00	0.00	0.00	742.99
	<b>Acct Total</b>	692.18	50.81	0.00	0.00	0.00	0.00	742.99
FIRE,TOTAL	PERSONAL_PROPERTY	19,907.21	2,856.02	318.40	79.56	3.76	0.00	23,164.95
	<b>Acct Total</b>	19,907.21	2,856.02	318.40	79.56	3.76	0.00	23,164.95
COLLEGE,NONE	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Acct Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COLLEGE,EAST CENTRAL	PERSONAL_PROPERTY	11,745.81	2,042.35	213.27	75.62	3.26	0.00	14,080.31
	<b>Acct Total</b>	11,745.81	2,042.35	213.27	75.62	3.26	0.00	14,080.31
COLLEGE,ST LOUIS	PERSONAL_PROPERTY	2,233.18	289.82	47.13	0.00	0.00	0.00	2,570.13
	<b>Acct Total</b>	2,233.18	289.82	47.13	0.00	0.00	0.00	2,570.13

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

		2024	2023	2022	2021	2020	Other Year	Year Total
COLLEGE,TOTAL	PERSONAL_PROPERTY	13,978.99	2,332.17	260.40	75.62	3.26	0.00	16,650.44
	<b>Acct Total</b>	13,978.99	2,332.17	260.40	75.62	3.26	0.00	16,650.44
LIBRARY,SCENIC REGIONAL	PERSONAL_PROPERTY	6,289.22	1,032.74	97.65	32.26	1.44	0.00	7,453.31
	<b>Acct Total</b>	6,289.22	1,032.74	97.65	32.26	1.44	0.00	7,453.31
LIBRARY,WASHINGTON	PERSONAL_PROPERTY	587.53	104.14	26.19	0.00	0.00	0.00	717.86
	<b>Acct Total</b>	587.53	104.14	26.19	0.00	0.00	0.00	717.86
LIBRARY,TOTAL	PERSONAL_PROPERTY	6,876.75	1,136.88	123.84	32.26	1.44	0.00	8,171.17
	<b>Acct Total</b>	6,876.75	1,136.88	123.84	32.26	1.44	0.00	8,171.17
AMBULANCE,NONE	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Acct Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMBULANCE,HERMAN	PERSONAL_PROPERTY	30.88	2.28	0.00	0.00	0.00	0.00	33.16
	<b>Acct Total</b>	30.88	2.28	0.00	0.00	0.00	0.00	33.16
AMBULANCE,GERALD	PERSONAL_PROPERTY	846.61	68.10	0.62	0.00	0.00	0.00	915.33
	<b>Acct Total</b>	846.61	68.10	0.62	0.00	0.00	0.00	915.33
AMBULANCE,ST CLAIR	PERSONAL_PROPERTY	1,291.01	180.73	29.94	23.57	0.00	0.00	1,525.25
	<b>Acct Total</b>	1,291.01	180.73	29.94	23.57	0.00	0.00	1,525.25
AMBULANCE,MERAMEC	PERSONAL_PROPERTY	3,334.19	479.95	57.68	2.50	2.72	0.00	3,877.04
	<b>Acct Total</b>	3,334.19	479.95	57.68	2.50	2.72	0.00	3,877.04
AMBULANCE,NEW HAVEN	PERSONAL_PROPERTY	590.26	102.92	22.93	0.00	0.00	0.00	716.11
	<b>Acct Total</b>	590.26	102.92	22.93	0.00	0.00	0.00	716.11
AMBULANCE,UNION	PERSONAL_PROPERTY	65.67	2.64	1.01	1.10	0.00	0.00	70.42
	<b>Acct Total</b>	65.67	2.64	1.01	1.10	0.00	0.00	70.42
AMBULANCE,WASHINGTON	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Acct Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMBULANCE,TOTAL	PERSONAL_PROPERTY	6,158.62	836.62	112.18	27.17	2.72	0.00	7,137.31
	<b>Acct Total</b>	6,158.62	836.62	112.18	27.17	2.72	0.00	7,137.31
FRANKLIN CO SB40 RESOURCE BOARD	PERSONAL_PROPERTY	3,345.76	554.14	60.34	15.73	0.71	0.00	3,976.68
	<b>Acct Total</b>	3,345.76	554.14	60.34	15.73	0.71	0.00	3,976.68
FRANKLIN CO SB40 RESOURCE BOARD	PERSONAL_PROPERTY	3,345.76	554.14	60.34	15.73	0.71	0.00	3,976.68
	<b>Acct Total</b>	3,345.76	554.14	60.34	15.73	0.71	0.00	3,976.68
CITY,NONE	PERSONAL_PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Acct Total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CITY,BERGER	PERSONAL_PROPERTY	27.05	0.00	0.00	0.00	0.00	0.00	27.05
	<b>Acct Total</b>	27.05	0.00	0.00	0.00	0.00	0.00	27.05
CITY,GERALD	PERSONAL_PROPERTY	421.89	120.68	2.72	0.00	0.00	0.00	545.29
	<b>Acct Total</b>	421.89	120.68	2.72	0.00	0.00	0.00	545.29





# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

		2024	2023	2022	2021	2020	Other Year	Year Total
TOTAL ALL ACCOUNTS	PERSONAL_PROPERTY	246,000.53	40,522.93	4,558.56	1,140.88	58.16	0.00	292,281.06
	MERCHANT	75.00	0.00	0.00	0.00	0.00	0.00	75.00
	AUCTIONEER	104.00	0.00	0.00	0.00	0.00	0.00	104.00
	<b>Acct Total</b>	246,179.53	40,522.93	4,558.56	1,140.88	58.16	0.00	292,460.06
TOTAL VALUATION ALL ACCOUNTS	PERSONAL_PROPERTY	3,597,688.00	595,818.00	64,900.00	16,910.00	730.00	0.00	4,276,046.00
	<b>Acct Total</b>	3,597,688.00	595,818.00	64,900.00	16,910.00	730.00	0.00	4,276,046.00

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-07-2025	PERSONAL_PROPERTY	2024	270721	UNGER,RANDY & SHARON J	1293.68	
01-07-2025	PERSONAL_PROPERTY	2023	270721	UNGER,RANDY & SHARON J	1480.46	
01-07-2025	PERSONAL_PROPERTY	2024	354226	HANNAH,DENNIS J	1567.83	
01-07-2025	PERSONAL_PROPERTY	2024	4956	WHITMAN,ANTHONY K	83.41	
01-07-2025	PERSONAL_PROPERTY	2024	55568	CORLEY,JAMES G& JANE E	287.42	
01-07-2025	PERSONAL_PROPERTY	2024	277866	DUBBS,RYAN S	1114.04	
01-07-2025	PERSONAL_PROPERTY	2023	306073	BELL,JASON L & CARRIE A	292.32	
01-07-2025	PERSONAL_PROPERTY	2024	296481	GILDEHAUS,JACOB ALLAN & WHITNEY A	747.49	
01-07-2025	PERSONAL_PROPERTY	2024	344893	KLIETHERMES,JACOB R	571.43	
01-07-2025	PERSONAL_PROPERTY	2024	322155	HAWKINS,MICHAEL J JR	5.40	
01-07-2025	PERSONAL_PROPERTY	2024	251038	GRAHAM,HARRY S	37.65	
01-07-2025	PERSONAL_PROPERTY	2024	362266	MELTON,DANIELLE R	130.55	
01-07-2025	PERSONAL_PROPERTY	2024	281294	COJOCARU,FLORIN & ELLA	591.22	
01-07-2025	PERSONAL_PROPERTY	2024	370157	FIT AF ST CLAIR LLC	673.10	
01-07-2025	PERSONAL_PROPERTY	2024	318784	FIT AF ENTERPRISES LLC	105.77	
01-07-2025	PERSONAL_PROPERTY	2024	4951	THOMPSON,SAMUEL G & CHRISTINE A	141.64	
01-07-2025	PERSONAL_PROPERTY	2024	306073	BELL,JASON L & CARRIE A	865.53	
01-07-2025	PERSONAL_PROPERTY	2024	54769	TYREE,ERIC & THERESA	747.43	
01-07-2025	PERSONAL_PROPERTY	2024	278456	YODER,ROBERT G	37.82	
				Sub Total .....	10774.19	
01-08-2025	PERSONAL_PROPERTY	2023	368436	HEEMBROCK,KRIS S	98.19	
01-08-2025	PERSONAL_PROPERTY	2024	377034	SMITH,WYATT JOHN	255.94	
01-08-2025	PERSONAL_PROPERTY	2024	349465	BROOKS,BOBBY R JR & SHARON E	458.47	
01-08-2025	PERSONAL_PROPERTY	2024	207532	FLEMING,ELIZABETH M	85.22	
01-08-2025	PERSONAL_PROPERTY	2023	377038	THOMAS,JAMES L & KATHERINE	361.79	
01-08-2025	PERSONAL_PROPERTY	2024	353566	CLARK,DEWAYNE W & MCKENZIE M (CARR)	419.35	
01-08-2025	PERSONAL_PROPERTY	2024	36473	SCARBOROUGH,JOHN D & GAYLE A	138.51	
01-08-2025	PERSONAL_PROPERTY	2024	373021	KELLEY,ROGER L	1106.86	
01-08-2025	PERSONAL_PROPERTY	2024	301647	EVERSOLE,DARRELL J &	644.60	
01-08-2025	PERSONAL_PROPERTY	2024	377040	THOMAS,JAYDON L	48.60	
01-08-2025	PERSONAL_PROPERTY	2024	4934	NEIL,RONALD D & ROSEANNA K	1057.33	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-08-2025	PERSONAL_PROPERTY	2024	335491	HAMILTON,BRANDON LYN	363.70	
01-08-2025	PERSONAL_PROPERTY	2024	3173	GOBER,DAVID R	33.74	
01-08-2025	PERSONAL_PROPERTY	2024	341690	KITCHER,ALEXANDER & DANIELLE M	1004.60	
01-08-2025	PERSONAL_PROPERTY	2024	375190	A & E ELECTRIC	36.16	
01-08-2025	PERSONAL_PROPERTY	2024	362727	SPETH,MATTHEW B & ANDREA C	400.27	
01-08-2025	PERSONAL_PROPERTY	2024	280605	DOUGLAS,STEVEN BRIAN & DIANE M	82.65	
01-08-2025	PERSONAL_PROPERTY	2024	90850	MILLER,AARON K & KATHERINE M	399.40	
01-08-2025	PERSONAL_PROPERTY	2024	377038	THOMAS,JAMES L & KATHERINE	336.21	
01-08-2025	PERSONAL_PROPERTY	2023	335491	HAMILTON,BRANDON LYN	404.86	
01-08-2025	PERSONAL_PROPERTY	2024	374330	RC ROOFING & CONTRACTING	1954.91	
01-08-2025	PERSONAL_PROPERTY	2023	301647	EVERSOLE,DARRELL J &	463.87	
				Sub Total .....	10155.23	
01-09-2025	PERSONAL_PROPERTY	2023	21475	MALADY,BRUCE A & PICH,AMANDA J	218.68	
01-09-2025	PERSONAL_PROPERTY	2024	3267	REEB,DANIEL A	20.40	
01-09-2025	PERSONAL_PROPERTY	2024	309590	BUFFORD,BRIAN & PATRICIA	485.46	
01-09-2025	PERSONAL_PROPERTY	2024	4947	WURTZ,LACEY J	68.16	
01-09-2025	PERSONAL_PROPERTY	2024	281476	WHITNEY,TIMOTHY L	323.96	
01-09-2025	PERSONAL_PROPERTY	2024	325406	TILLET,KRISTINA M	152.96	
01-09-2025	PERSONAL_PROPERTY	2024	368937	SOHN,JONATHAN D	42.27	
01-09-2025	PERSONAL_PROPERTY	2024	377056	TURPIN,MARCUS A	394.69	
01-09-2025	PERSONAL_PROPERTY	2024	313837	GREGORY M SMITH INC	805.89	
01-09-2025	PERSONAL_PROPERTY	2023	313837	GREGORY M SMITH INC	1066.68	
01-09-2025	PERSONAL_PROPERTY	2024	327043	REILLY,SKYLAR M	254.01	
01-09-2025	PERSONAL_PROPERTY	2024	21475	MALADY,BRUCE A & PICH,AMANDA J	277.33	
01-09-2025	PERSONAL_PROPERTY	2024	322365	BORCHERDING,JAKE R	1556.31	
01-09-2025	PERSONAL_PROPERTY	2024	359044	HOFFMAN,HANNAH G	147.50	
01-09-2025	PERSONAL_PROPERTY	2024	326368	FITZPATRICK,DENNIS J & DONNA J	1319.32	
01-09-2025	PERSONAL_PROPERTY	2024	377054	HAHNE,JORDYN L	48.72	
01-09-2025	PERSONAL_PROPERTY	2024	349861	ARFLACK,SETH C	1033.45	
01-09-2025	PERSONAL_PROPERTY	2024	1092	QUARLES,CONNOR B	40.43	
01-09-2025	PERSONAL_PROPERTY	2024	40479	BELLVILLE,MATT B	257.28	
01-09-2025	PERSONAL_PROPERTY	2024	377046	EPPERSON,ROBERT C & SHELBY L	1363.94	
01-09-2025	PERSONAL_PROPERTY	2024	337918	WATTS,ROBERT V	917.47	
01-09-2025	PERSONAL_PROPERTY	2024	286659	GEISLER,CHARLENE L	423.74	
01-09-2025	PERSONAL_PROPERTY	2024	374258	HALL,LAYLA R	21.14	
01-09-2025	PERSONAL_PROPERTY	2023	1092	QUARLES,CONNOR B	42.98	
01-09-2025	PERSONAL_PROPERTY	2023	377054	HAHNE,JORDYN L	51.51	
01-09-2025	PERSONAL_PROPERTY	2024	280156	DIENER,CHRISTOPHER G & CHRISTINA M	512.56	
01-09-2025	PERSONAL_PROPERTY	2024	375217	PARKS,DYLAN C & SARA M	979.43	
				Sub Total .....	12826.27	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-10-2025	PERSONAL_PROPERTY	2023	337364	DOWNEY,MATTHEW R & CHELSA R	591.54	
01-10-2025	PERSONAL_PROPERTY	2023	272479	BECK,CHRIS	606.36	
01-10-2025	PERSONAL_PROPERTY	2024	365917	CLOUSE,LILLIAN M	255.43	
01-10-2025	PERSONAL_PROPERTY	2024	272479	BECK,CHRIS	530.85	
01-10-2025	AUCTIONEER	2024	850214	Riley,Diane	52.00	
01-10-2025	PERSONAL_PROPERTY	2024	233493	HARTING,MICHAEL R & ADRIENNE M (MEYER)	1415.53	
01-10-2025	PERSONAL_PROPERTY	2023	233493	HARTING,MICHAEL R & ADRIENNE M (MEYER)	1081.99	
01-10-2025	PERSONAL_PROPERTY	2024	367000	BUCKINGHAM,MICHAEL	21.14	
01-10-2025	PERSONAL_PROPERTY	2024	377061	WALLACE,CLINTON W & EILEEN K	25.10	
01-10-2025	PERSONAL_PROPERTY	2024	337364	DOWNEY,MATTHEW R & CHELSA R	628.78	
01-10-2025	PERSONAL_PROPERTY	2024	358905	PEHLE,SHANE W	147.14	
01-10-2025	PERSONAL_PROPERTY	2024	341476	HELLMAN,TODD J	675.82	
01-10-2025	PERSONAL_PROPERTY	2024	377063	PHILLIPS,SOPHIA M	170.97	
01-10-2025	PERSONAL_PROPERTY	2024	284961	KAVANAUGH,BRADLEY A	593.96	
				Sub Total .....	6796.61	
01-13-2025	PERSONAL_PROPERTY	2024	274441	DRESTE,DONALD N & KATHLEEN S	757.74	
01-13-2025	PERSONAL_PROPERTY	2024	369746	KRAMPE,DANIEL P	199.53	
01-13-2025	PERSONAL_PROPERTY	2023	292752	MEYER,TIMOTHY DEAN	226.67	
01-13-2025	PERSONAL_PROPERTY	2024	287908	KEITH,GLEN E & ELAINE G	321.60	
01-13-2025	PERSONAL_PROPERTY	2024	296021	STARCK,STEVEN E	827.73	
01-13-2025	PERSONAL_PROPERTY	2024	4969	JAUERNIG,JAMES H JR & GLADYS M	73.53	
01-13-2025	PERSONAL_PROPERTY	2024	367213	SEDLACEK,CHRISTOPHER A & ELIZABETH N	493.90	
01-13-2025	PERSONAL_PROPERTY	2023	356250	PETER,MARTHA	393.39	
01-13-2025	PERSONAL_PROPERTY	2024	286865	HELLEBUSCH,TODD J	975.38	
01-13-2025	PERSONAL_PROPERTY	2024	354515	SHELTON,EDWARD J & SUZANNE L	1052.84	
01-13-2025	PERSONAL_PROPERTY	2024	346939	GOAD,MARK L & SHERRY J	272.21	
01-13-2025	PERSONAL_PROPERTY	2024	341678	MEHLER,STEVEN W & HAYLEE T	699.24	
01-13-2025	PERSONAL_PROPERTY	2024	354978	BRANSON,EDWARD D	21.14	
01-13-2025	PERSONAL_PROPERTY	2024	349370	STONEY CREEK LLC	120.17	
01-13-2025	PERSONAL_PROPERTY	2024	374160	DRESTE,RYAN W H	20.33	
01-13-2025	PERSONAL_PROPERTY	2024	18991	SCHARFENBERG,DANIEL JR & HANNAH R	490.62	
01-13-2025	PERSONAL_PROPERTY	2024	377062	SCHULTZ,RONALD P & JANICE L	1001.43	
01-13-2025	PERSONAL_PROPERTY	2023	355555	BARR,KIMBERLY P	80.04	
01-13-2025	PERSONAL_PROPERTY	2024	4975	ACCARDI,MICHAEL J	119.27	
01-13-2025	PERSONAL_PROPERTY	2022	366001	CONLIN,JACK W	156.99	
01-13-2025	PERSONAL_PROPERTY	2024	301473	LATTIMORE,MATT G & SUSAN E	358.85	
01-13-2025	PERSONAL_PROPERTY	2023	348261	VOLKLAND,ERIC J	22.10	
01-13-2025	PERSONAL_PROPERTY	2024	301177	LEASOR,TERI	539.25	
01-13-2025	PERSONAL_PROPERTY	2024	354278	SHELER,KENDALL L	310.65	
01-13-2025	PERSONAL_PROPERTY	2024	366935	CRACCHIOLO,COLE D	342.72	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-13-2025	PERSONAL_PROPERTY	2023	296021	STARCK,STEVEN E	776.08	
01-13-2025	PERSONAL_PROPERTY	2024	322949	VONDRACEK,SARAH M	191.08	
01-13-2025	PERSONAL_PROPERTY	2024	346389	NEFF,JOSEPH D	125.23	
01-13-2025	PERSONAL_PROPERTY	2024	356195	WARDWELL-DAVIS,LESLEY A & CORY R	848.66	
01-13-2025	PERSONAL_PROPERTY	2024	357835	WAGNER,ELISA L	243.03	
01-13-2025	PERSONAL_PROPERTY	2024	292752	MEYER,TIMOTHY DEAN	201.40	
01-13-2025	PERSONAL_PROPERTY	2024	355555	BARR,KIMBERLY P	72.08	
01-13-2025	PERSONAL_PROPERTY	2022	356250	PETER,MARTHA	525.60	
01-13-2025	PERSONAL_PROPERTY	2024	302250	WHISENAND,JOSH D	311.15	
01-13-2025	PERSONAL_PROPERTY	2024	97043	HANNEKEN,GREGORY W	244.13	
01-13-2025	PERSONAL_PROPERTY	2024	2052	COLE,NOAH L	21.14	
01-13-2025	PERSONAL_PROPERTY	2024	54541	SCHINDLER,MICHAEL P	123.89	
01-13-2025	PERSONAL_PROPERTY	2023	355693	MATTLI,ELIZABETH A	57.00	
01-13-2025	PERSONAL_PROPERTY	2024	355693	MATTLI,ELIZABETH A	54.76	
01-13-2025	PERSONAL_PROPERTY	2024	4946	MARQUART,PRESTON J & LACEY L	406.39	
01-13-2025	PERSONAL_PROPERTY	2024	366001	CONLIN,JACK W	123.24	
01-13-2025	PERSONAL_PROPERTY	2023	366001	CONLIN,JACK W	134.44	
01-13-2025	PERSONAL_PROPERTY	2024	29491	ROWLEY,MARCIA C	66.66	
01-13-2025	PERSONAL_PROPERTY	2024	307141	THURLOW,KORIE D & LINDSEY N	971.30	
01-13-2025	PERSONAL_PROPERTY	2024	4940	BROEKER,WILLIAM L JR & CRISTINA L	445.67	
01-13-2025	PERSONAL_PROPERTY	2024	314394	THUERNAU,DENNIS R	455.11	
01-13-2025	PERSONAL_PROPERTY	2024	356250	PETER,MARTHA	354.41	
01-13-2025	PERSONAL_PROPERTY	2024	295231	HAWKINS,ERIC W & LEANNA L	398.88	
01-13-2025	PERSONAL_PROPERTY	2023	369746	KRAMPE,DANIEL P	226.98	
01-13-2025	PERSONAL_PROPERTY	2024	330240	BLANKENSHIP,ROSEANN M &	1717.77	
				Sub Total .....	18973.40	
01-14-2025	PERSONAL_PROPERTY	2024	240920	THOM,MARK A & KIM A	810.33	
01-14-2025	PERSONAL_PROPERTY	2024	34603	LEUTHAUSER,RANDY	841.24	
01-14-2025	PERSONAL_PROPERTY	2024	320798	DUNCAN,JUSTIN T & MARISSA	695.29	
01-14-2025	PERSONAL_PROPERTY	2024	67904	WACKER,DARREN W	87.48	
01-14-2025	PERSONAL_PROPERTY	2024	365545	TIEFENBRUNN,BENNETT M	511.78	
01-14-2025	PERSONAL_PROPERTY	2024	373395	BUTLER,TREY J & SYDNEY A	1283.77	
01-14-2025	PERSONAL_PROPERTY	2024	363840	LEAHY,DONALD M & KIMBERLY K	402.71	
01-14-2025	PERSONAL_PROPERTY	2024	41332	WALSH,JOHN T & LAURIE	388.52	
01-14-2025	PERSONAL_PROPERTY	2024	377084	BARRETT-HAYES,GAVIN	181.20	
01-14-2025	PERSONAL_PROPERTY	2024	364033	KING,ROBERT J	84.86	
01-14-2025	PERSONAL_PROPERTY	2024	233881	GERLT,DEANNA D	276.33	
01-14-2025	PERSONAL_PROPERTY	2024	2415	HUERTA,TIMOTHY R	412.97	
01-14-2025	MERCHANT	2024	802755	Do Jo's LLC	25.00	
01-14-2025	PERSONAL_PROPERTY	2024	366800	WILMESHER,KARLIE N	233.63	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-14-2025	PERSONAL_PROPERTY	2024	242252	DOWER,ANTHONY J	383.52	
01-14-2025	PERSONAL_PROPERTY	2024	4971	AMERSON,TYRONE T & AUTUMN R	375.39	
01-14-2025	PERSONAL_PROPERTY	2023	4971	AMERSON,TYRONE T & AUTUMN R	369.17	
01-14-2025	PERSONAL_PROPERTY	2023	65289	MARTIN,KEVIN	20.78	
01-14-2025	PERSONAL_PROPERTY	2024	308631	GLASS,KRISTOPHER & NIKI	743.95	
01-14-2025	PERSONAL_PROPERTY	2024	236241	TIEFENBRUNN,MATTHEW J & MIA J	604.37	
01-14-2025	PERSONAL_PROPERTY	2024	35	VALLEJO,JOSE D	103.96	
01-14-2025	PERSONAL_PROPERTY	2024	65289	MARTIN,KEVIN	20.82	
01-14-2025	PERSONAL_PROPERTY	2024	340881	SPAUNHORST,DANIEL L & JENNIFER N	638.73	
01-14-2025	PERSONAL_PROPERTY	2023	365545	TIEFENBRUNN,BENNETT M	510.39	
01-14-2025	PERSONAL_PROPERTY	2024	297610	PLEASANT COVE RENTALS-HARVEY,ERIC	65.65	
01-14-2025	PERSONAL_PROPERTY	2024	377080	UNNERSTALL,LESLIE A	551.69	
				Sub Total .....	10623.53	
01-15-2025	PERSONAL_PROPERTY	2023	362583	BARRON,MICHAEL E & BRIDGET W	532.36	
01-15-2025	PERSONAL_PROPERTY	2024	377086	LEACH,SIERRA L	66.30	
01-15-2025	PERSONAL_PROPERTY	2024	203840	YOUNG,CHARLES E JR	43.84	
01-15-2025	PERSONAL_PROPERTY	2024	282397	STILLMAN,TERRY D	381.31	
01-15-2025	PERSONAL_PROPERTY	2024	2989	WILDT,SOPHIA I	106.04	
01-15-2025	PERSONAL_PROPERTY	2024	323171	MACIEJEWSKI,LOUISE E	50.22	
01-15-2025	PERSONAL_PROPERTY	2024	202803	FALLIS,BRIAN	15.42	
01-15-2025	PERSONAL_PROPERTY	2024	296996	BRENDEL,BRIAN D	53.58	
01-15-2025	PERSONAL_PROPERTY	2024	293491	GENTRY,RICHARD P	1054.18	
01-15-2025	PERSONAL_PROPERTY	2024	313196	ABERNATHY,TODD J	102.31	
01-15-2025	PERSONAL_PROPERTY	2024	31568	LEWIS,GREGORY P	213.98	
01-15-2025	PERSONAL_PROPERTY	2024	362311	MACX GENERAL CONTRACTING	56.12	
01-15-2025	PERSONAL_PROPERTY	2024	28534	RANSOM,ALLEN W & PAMELA S	941.88	
01-15-2025	PERSONAL_PROPERTY	2024	346946	HARPER,KAYLAH J	240.18	
01-15-2025	PERSONAL_PROPERTY	2024	209191	HAYS,BRIAN K & ALICIA	66.90	
01-15-2025	PERSONAL_PROPERTY	2023	367296	ANDERSON,KELSI	114.60	
01-15-2025	PERSONAL_PROPERTY	2024	367296	ANDERSON,KELSI	105.77	
01-15-2025	PERSONAL_PROPERTY	2024	347278	EIRING,JOHN	302.12	
01-15-2025	PERSONAL_PROPERTY	2024	358980	KOENIG,ETHAN D	290.68	
01-15-2025	PERSONAL_PROPERTY	2024	243896	BROOKS,DELANA	573.13	
01-15-2025	PERSONAL_PROPERTY	2024	248229	STRAATMANN,JOSEPH W	843.72	
01-15-2025	PERSONAL_PROPERTY	2024	1001	WAGNER,MATTHEW L	356.03	
01-15-2025	PERSONAL_PROPERTY	2024	295273	BUCKLEY,CLINTON A	716.08	
01-15-2025	PERSONAL_PROPERTY	2024	254830	BRANNON,NICHOLAS S & JOY A	232.88	
01-15-2025	PERSONAL_PROPERTY	2024	372041	OCONNOR,LARAYNE L	162.70	
01-15-2025	PERSONAL_PROPERTY	2024	377089	FAGYAS,CORY J	273.76	
01-15-2025	PERSONAL_PROPERTY	2023	254262	FLEMING,GOLDIE &	281.92	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-15-2025	PERSONAL_PROPERTY	2023	347574	LOTTMAN,TIMOTHY J & CORTNEY K (MYERS)	113.73	
01-15-2025	PERSONAL_PROPERTY	2024	347574	LOTTMAN,TIMOTHY J & CORTNEY K (MYERS)	98.63	
01-15-2025	PERSONAL_PROPERTY	2024	374116	PAYEUR,NICHOLAS R & STACIE R	1635.07	
01-15-2025	PERSONAL_PROPERTY	2024	374728	SCOVEL,TOMMY L	251.64	
01-15-2025	PERSONAL_PROPERTY	2024	362583	BARRON,MICHAEL E & BRIDGET W	492.83	
01-15-2025	PERSONAL_PROPERTY	2024	50365	BESSINGER,CRAIG A & TERI	812.64	
01-15-2025	PERSONAL_PROPERTY	2024	374791	JEFFREY,LAUREL C	66.82	
01-15-2025	PERSONAL_PROPERTY	2023	371658	PISETTA,KATHY P	91.57	
01-15-2025	PERSONAL_PROPERTY	2024	324446	FORD,ASHLEY D	465.32	
01-15-2025	PERSONAL_PROPERTY	2023	377086	LEACH,SIERRA L	73.37	
01-15-2025	PERSONAL_PROPERTY	2023	28534	RANSOM,ALLEN W & PAMELA S	925.98	
01-15-2025	PERSONAL_PROPERTY	2024	362307	MCGOWAN,DENNIS M & SUSAN A	31.23	
01-15-2025	PERSONAL_PROPERTY	2024	254262	FLEMING,GOLDIE &	199.53	
01-15-2025	PERSONAL_PROPERTY	2024	371658	PISETTA,KATHY P	85.31	
01-15-2025	PERSONAL_PROPERTY	2023	254830	BRANNON,NICHOLAS S & JOY A	314.19	
01-15-2025	PERSONAL_PROPERTY	2024	377092	FARRELL,CAITLIN M	188.03	
				Sub Total .....	14023.90	
01-16-2025	PERSONAL_PROPERTY	2024	249	WEBB,JASON W & KORTNEY L	1840.63	
01-16-2025	PERSONAL_PROPERTY	2024	377071	PENATZER,RAYMOND	303.12	
01-16-2025	PERSONAL_PROPERTY	2022	62309	HAVERSTICK,GARY	5.47	
01-16-2025	PERSONAL_PROPERTY	2023	361466	DIGIROLAMO,JAMES G & JANICE K	379.12	
01-16-2025	PERSONAL_PROPERTY	2024	361789	HUSKY,DELOYCE A	66.11	
01-16-2025	PERSONAL_PROPERTY	2024	86127	MOORE,WILLIAM F & JULIE	784.84	
01-16-2025	PERSONAL_PROPERTY	2024	354732	SHORT,KIRK J JR	450.08	
01-16-2025	PERSONAL_PROPERTY	2024	377090	TUTT,ADAM K & MAKENZIE B (GERLING)	1365.68	
01-16-2025	PERSONAL_PROPERTY	2024	372576	AGUIRRE,FERNANDO & MARIA O	693.19	
01-16-2025	PERSONAL_PROPERTY	2024	356395	CADOTTE,ADRIANNAH E	21.14	
01-16-2025	PERSONAL_PROPERTY	2024	361466	DIGIROLAMO,JAMES G & JANICE K	340.29	
01-16-2025	PERSONAL_PROPERTY	2024	354458	MAGAC,BRIAN E	240.01	
01-16-2025	PERSONAL_PROPERTY	2024	367464	RACKERS,NICHOLAS A & ANGEL D	57.84	
01-16-2025	PERSONAL_PROPERTY	2024	361585	COELLO,CHARLES J & ATCHISON,DANIELLE C	728.68	
01-16-2025	PERSONAL_PROPERTY	2022	340252	LAWSON,JACOB A	893.46	
01-16-2025	PERSONAL_PROPERTY	2024	317823	RYAN,RHETA E	29.87	
01-16-2025	PERSONAL_PROPERTY	2024	4990	MUELLER,BEATRICE	53.92	
01-16-2025	PERSONAL_PROPERTY	2024	348261	VOLKLAND,ERIC J	651.41	
01-16-2025	PERSONAL_PROPERTY	2024	340252	LAWSON,JACOB A	716.19	
01-16-2025	PERSONAL_PROPERTY	2024	317423	SCHOLL,DAVID M	782.82	
01-16-2025	PERSONAL_PROPERTY	2023	62309	HAVERSTICK,GARY	5.54	
01-16-2025	PERSONAL_PROPERTY	2024	30356	SCHROEDER,THEODORE J & KELLY L	2391.45	
01-16-2025	PERSONAL_PROPERTY	2024	39247	OGLE,DAN J	67.78	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-16-2025	PERSONAL_PROPERTY	2024	326499	COLEMAN,ERIC M	131.30	
01-16-2025	PERSONAL_PROPERTY	2024	358630	GRADDY,SKYLER N & TAYLOR R	1748.09	
01-16-2025	PERSONAL_PROPERTY	2024	374484	JAKOB,JOHNATHON R	411.50	
01-16-2025	PERSONAL_PROPERTY	2024	377050	RENAISSANCE MASONRY LLC	494.17	
01-16-2025	PERSONAL_PROPERTY	2023	354458	MAGAC,BRIAN E	261.84	
01-16-2025	PERSONAL_PROPERTY	2024	216633	CARROLL,JARED J	235.50	
01-16-2025	PERSONAL_PROPERTY	2024	347033	AYDELOTT,KEN W	721.65	
01-16-2025	PERSONAL_PROPERTY	2024	62939	KLOOS,TIMOTHY	405.21	
01-16-2025	PERSONAL_PROPERTY	2024	377093	MCMANEMY,THOMAS M	922.87	
01-16-2025	PERSONAL_PROPERTY	2024	4943	PRUETT,DAVID E	109.85	
01-16-2025	PERSONAL_PROPERTY	2024	348260	REED,SHANNON R	711.21	
01-16-2025	PERSONAL_PROPERTY	2024	367736	VICK,JOHN S & CARRI L	1483.38	
01-16-2025	PERSONAL_PROPERTY	2024	42526	SCHNELTING,TERRY L & RITA K	943.84	
01-16-2025	PERSONAL_PROPERTY	2023	348260	REED,SHANNON R	677.17	
01-16-2025	PERSONAL_PROPERTY	2023	361585	COELLO,CHARLES J & ATCHISON,DANIELLE C	780.91	
01-16-2025	PERSONAL_PROPERTY	2023	340252	LAWSON,JACOB A	813.55	
01-16-2025	PERSONAL_PROPERTY	2024	365294	CRANE,JONATHAN D & CHRISTINA L	591.76	
01-16-2025	PERSONAL_PROPERTY	2024	44343	ESPOWE,CHRIS N & DEBRA	127.50	
01-16-2025	PERSONAL_PROPERTY	2023	44343	ESPOWE,CHRIS N & DEBRA	44.28	
01-16-2025	PERSONAL_PROPERTY	2024	350649	BECKMANN,MATTHEW T & KATHERINE A	544.09	
				Sub Total .....	25028.31	
01-17-2025	PERSONAL_PROPERTY	2024	44672	HEEMBROCK,KIRK L SR & DENISE	767.67	
01-17-2025	PERSONAL_PROPERTY	2023	340834	ALLEN,ALEXANDER M	428.50	
01-17-2025	PERSONAL_PROPERTY	2024	356486	HAKE,BRYAN M	80.69	
01-17-2025	PERSONAL_PROPERTY	2024	373813	BLACK GATE ENTITIES LLC	711.69	
01-17-2025	PERSONAL_PROPERTY	2024	13386	BULL,KAYLA J	405.02	
01-17-2025	PERSONAL_PROPERTY	2023	371363	ADAMS,EDWARD H	463.83	
01-17-2025	PERSONAL_PROPERTY	2024	313094	BANGERT,PAIGE E	269.46	
01-17-2025	PERSONAL_PROPERTY	2023	345388	DINNIUS,TERESA I	22.10	
01-17-2025	PERSONAL_PROPERTY	2024	355057	BOYLAN,KEVIN M	570.37	
01-17-2025	PERSONAL_PROPERTY	2023	313094	BANGERT,PAIGE E	80.01	
01-17-2025	PERSONAL_PROPERTY	2024	226978	PRUITT,JEREMY & KECIA	215.76	
01-17-2025	PERSONAL_PROPERTY	2024	366173	BOWERS,LISA A	39.10	
01-17-2025	PERSONAL_PROPERTY	2024	4988	PAYNE,BRODY J	159.46	
01-17-2025	PERSONAL_PROPERTY	2024	351284	LOWERY,KEVIN R	177.31	
01-17-2025	PERSONAL_PROPERTY	2024	226660	MORRIS,JAMES A	361.99	
01-17-2025	PERSONAL_PROPERTY	2024	371363	ADAMS,EDWARD H	417.54	
01-17-2025	MERCHANT	2024	802756	McDonald's	25.00	
01-17-2025	MERCHANT	2024	802757	McDonald's	25.00	
01-17-2025	PERSONAL_PROPERTY	2023	4989	WITT,MORGAN P	107.62	



# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-17-2025	PERSONAL_PROPERTY	2024	20799	HUDSON,JOHN D	284.40	
01-17-2025	PERSONAL_PROPERTY	2023	20799	HUDSON,JOHN D	307.89	
01-17-2025	PERSONAL_PROPERTY	2024	321955	FUNSTON,MICHAEL S JR	172.39	
01-17-2025	PERSONAL_PROPERTY	2024	345388	DINNIUS,TERESA I	22.43	
01-17-2025	PERSONAL_PROPERTY	2024	570	CORDRY,TIFFANY J(SCHUPP)	164.65	
01-17-2025	PERSONAL_PROPERTY	2024	4994	BADE,JOSHUA A	372.40	
01-17-2025	PERSONAL_PROPERTY	2024	312573	BREWER,BRANDON R & COLEENE M	156.45	
01-17-2025	PERSONAL_PROPERTY	2024	203657	TUCKER,LAURIE	625.02	
01-17-2025	PERSONAL_PROPERTY	2024	229317	COLOMBO,JOE M& DEANNA L (COWAN)	3054.94	
01-17-2025	PERSONAL_PROPERTY	2024	296461	WALKER,SCOTTY & STEPHANIE	224.11	
01-17-2025	PERSONAL_PROPERTY	2024	369076	MEHLER,CHASE M	1028.87	
01-17-2025	PERSONAL_PROPERTY	2024	321500	KELLERMAN,RAY & HEATHER	1066.24	
01-17-2025	PERSONAL_PROPERTY	2024	340834	ALLEN,ALEXANDER M	396.93	
01-17-2025	PERSONAL_PROPERTY	2024	4294	BAKER,STEPHON II & CHELSEY L	308.44	
01-17-2025	PERSONAL_PROPERTY	2024	87306	NEFF,JASON K & CHRISTINE	181.09	
01-17-2025	PERSONAL_PROPERTY	2024	348351	MANIACI,DEMI E	397.01	
01-17-2025	PERSONAL_PROPERTY	2024	365001	BLACK,BRADY R	20.45	
01-17-2025	PERSONAL_PROPERTY	2024	363886	STANLEY,TODD S	454.99	
01-17-2025	PERSONAL_PROPERTY	2024	341587	KOSARK,ZACHARY A & GRAVES,LAYCIE L	444.52	
01-17-2025	PERSONAL_PROPERTY	2024	349503	MORIARITY,MARY L	217.67	
01-17-2025	PERSONAL_PROPERTY	2024	314907	HAHN,TERRY D & KATHY	34.39	
01-17-2025	PERSONAL_PROPERTY	2024	353741	BUCHANAN,JUSTIN M	370.15	
01-17-2025	PERSONAL_PROPERTY	2024	361838	HOPKINS,JAMES P & JAIME	438.16	
01-17-2025	PERSONAL_PROPERTY	2024	2235	COFFMAN,COLIN B	160.19	
01-17-2025	PERSONAL_PROPERTY	2024	347762	HARNESS,ROBERT M	305.76	
01-17-2025	PERSONAL_PROPERTY	2024	1832	ERSELIUS,ANDREW K	22.14	
01-17-2025	PERSONAL_PROPERTY	2024	364049	BOEHM,DESTINY H	129.87	
01-17-2025	PERSONAL_PROPERTY	2024	225712	HURT,GLENN M & COURTNEY M	901.70	
01-17-2025	PERSONAL_PROPERTY	2024	210077	MAYS,STEVE H	545.04	
01-17-2025	PERSONAL_PROPERTY	2024	254610	RUSH,RYAN L	271.53	
01-17-2025	PERSONAL_PROPERTY	2024	359002	HEJNA,MATTHEW D	944.81	
01-17-2025	PERSONAL_PROPERTY	2022	314907	HAHN,TERRY D & KATHY	32.47	
01-17-2025	PERSONAL_PROPERTY	2024	351981	BERG,KEITH A & DEBORAH A	511.34	
01-17-2025	PERSONAL_PROPERTY	2024	322503	DIERKES,COLENE R	333.88	
01-17-2025	PERSONAL_PROPERTY	2024	5001	NORD,ALEXANDER M	7.54	
01-17-2025	PERSONAL_PROPERTY	2024	4989	WITT,MORGAN P	462.10	
01-17-2025	PERSONAL_PROPERTY	2023	374931	DICKINSON,DALTON J	5.67	
01-17-2025	PERSONAL_PROPERTY	2024	330881	WEHRMAN,HANNA M (BIZZLE)	231.60	
01-17-2025	PERSONAL_PROPERTY	2022	346411	TWEEDY,CHAD M	665.71	
01-17-2025	PERSONAL_PROPERTY	2021	346411	TWEEDY,CHAD M	619.38	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-17-2025	PERSONAL_PROPERTY	2023	314907	HAHN,TERRY D & KATHY	32.36	
Sub Total .....					22254.80	
01-21-2025	PERSONAL_PROPERTY	2024	1955	TOBBEN,LUCAS J	48.63	
01-21-2025	PERSONAL_PROPERTY	2024	293627	WALLACE,EDWARD L	295.35	
01-21-2025	PERSONAL_PROPERTY	2024	3358	HAYES,CHRIS W & LAURIE L	1004.13	
01-21-2025	PERSONAL_PROPERTY	2024	377114	BOVA,ANTHONY S	40.98	
01-21-2025	PERSONAL_PROPERTY	2024	373332	HAYES,EVAN C	34.40	
01-21-2025	PERSONAL_PROPERTY	2024	83911	WALTHER,RICHARD P JR & JULIE M	984.87	
01-21-2025	PERSONAL_PROPERTY	2024	33014	TOBBEN,ALFRED J & REBECCA A	309.05	
01-21-2025	PERSONAL_PROPERTY	2024	348232	THORNTON,MICHAEL S	21.02	
01-21-2025	PERSONAL_PROPERTY	2023	377114	BOVA,ANTHONY S	45.70	
01-21-2025	PERSONAL_PROPERTY	2024	290630	WILKINSON,WILLIAM & MELISSA	1500.13	
01-21-2025	PERSONAL_PROPERTY	2024	377115	MAASSEN,JEFFREY A	327.17	
01-21-2025	PERSONAL_PROPERTY	2024	304952	HUNT,WESLEY	806.05	
01-21-2025	PERSONAL_PROPERTY	2024	71329	SKAGGS,WILLIAM R III	713.07	
01-21-2025	PERSONAL_PROPERTY	2024	285805	MOSSONEY,DAVID JOHN	134.68	
01-21-2025	PERSONAL_PROPERTY	2024	1246	STARNES,ELAINA E	57.18	
01-21-2025	PERSONAL_PROPERTY	2024	304973	DAVENPORT,CRYSTAL L	420.65	
01-21-2025	PERSONAL_PROPERTY	2024	365031	HELMS,ALYSSA M	22.54	
01-21-2025	PERSONAL_PROPERTY	2024	367334	WYMAN,GERARD T & MEGAN M	714.74	
01-21-2025	PERSONAL_PROPERTY	2024	366335	THERIOT,PARKER E	404.65	
01-21-2025	PERSONAL_PROPERTY	2024	370761	BECKER,KAMI N	6.14	
01-21-2025	PERSONAL_PROPERTY	2023	232626	BIERMANN,BRENDA K	304.68	
01-21-2025	PERSONAL_PROPERTY	2024	73455	CRABTREE,DAVID L & SHELLY L	687.69	
01-21-2025	PERSONAL_PROPERTY	2024	2651	CAMINITI,SALVATORE J IV	42.78	
01-21-2025	PERSONAL_PROPERTY	2024	368927	LANDWEHR,MAGUIRE C	662.76	
01-21-2025	PERSONAL_PROPERTY	2024	366114	BILODEAU,CHRIS D	456.73	
01-21-2025	PERSONAL_PROPERTY	2024	51150	MCMILLEN,CHARLENE D	280.64	
01-21-2025	PERSONAL_PROPERTY	2024	31845	STEPHENSON,VIRGIL JR & MELBA	353.28	
01-21-2025	PERSONAL_PROPERTY	2023	71329	SKAGGS,WILLIAM R III	120.00	
01-21-2025	PERSONAL_PROPERTY	2023	370761	BECKER,KAMI N	6.23	
01-21-2025	PERSONAL_PROPERTY	2023	273343	PIERCE,DAVID A & MEGAN N	762.63	
01-21-2025	PERSONAL_PROPERTY	2023	44429	YEARY,KENDALL W	192.81	
01-21-2025	PERSONAL_PROPERTY	2023	1246	STARNES,ELAINA E	61.90	
01-21-2025	PERSONAL_PROPERTY	2024	338930	RESNIK-HORVATH,LISA L	169.99	
01-21-2025	PERSONAL_PROPERTY	2024	354549	COJOCARU,DENNIS	208.93	
01-21-2025	PERSONAL_PROPERTY	2024	1619	THACKER,CHARLES L	22.14	
01-21-2025	PERSONAL_PROPERTY	2022	370761	BECKER,KAMI N	6.16	
01-21-2025	PERSONAL_PROPERTY	2024	273343	PIERCE,DAVID A & MEGAN N	748.39	
01-21-2025	PERSONAL_PROPERTY	2024	377109	PIERCE HOME REMODEL & REPAIR	536.08	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-21-2025	PERSONAL_PROPERTY	2024	44429	YEARY,KENDALL W	177.00	
01-21-2025	PERSONAL_PROPERTY	2023	338930	RESNIK-HORVATH,LISA L	177.51	
01-21-2025	PERSONAL_PROPERTY	2023	293627	WALLACE,EDWARD L	328.12	
01-21-2025	PERSONAL_PROPERTY	2024	330995	FELDMAN,RYAN M & MELISSA D	341.81	
01-21-2025	PERSONAL_PROPERTY	2023	368927	LANDWEHR,MAGUIRE C	110.71	
				Sub Total .....	14650.10	
01-22-2025	PERSONAL_PROPERTY	2024	343974	RANDLE,KARISSA S & JASON D	327.65	
01-22-2025	PERSONAL_PROPERTY	2023	343974	RANDLE,KARISSA S & JASON D	380.24	
01-22-2025	PERSONAL_PROPERTY	2024	359962	LEEMANN,SARAH A	288.93	
01-22-2025	PERSONAL_PROPERTY	2023	369501	WOODFIN,LARRY D	22.06	
01-22-2025	PERSONAL_PROPERTY	2024	13404	BUNGE,ROBERT D	166.51	
01-22-2025	PERSONAL_PROPERTY	2024	1975	BENGIVENGO,CHRISTOPHER A	25.68	
01-22-2025	PERSONAL_PROPERTY	2024	4401	BROOKS,LOUIS J	675.52	
01-22-2025	PERSONAL_PROPERTY	2023	4401	BROOKS,LOUIS J	177.30	
01-22-2025	PERSONAL_PROPERTY	2023	372527	THAYER,KAGE F & MANNING,TYLER J	578.52	
01-22-2025	PERSONAL_PROPERTY	2024	327965	HEINLE,JAMES M & SHANNON	1493.49	
01-22-2025	PERSONAL_PROPERTY	2024	377013	VANCE,KARAN P	122.12	
01-22-2025	PERSONAL_PROPERTY	2024	375589	GREEN MOUNTAIN TRANSPORT LLC	1013.50	
01-22-2025	PERSONAL_PROPERTY	2024	313343	BRYANT,JERROD P	92.09	
01-22-2025	PERSONAL_PROPERTY	2024	54327	GREENWAY,LINDA F	22.14	
01-22-2025	PERSONAL_PROPERTY	2024	2251	WINTERS,ANTHONY J	748.93	
01-22-2025	PERSONAL_PROPERTY	2024	48	COUCH,SHANNON M	25.83	
01-22-2025	PERSONAL_PROPERTY	2024	16368	CHAPMAN,DANIEL M & SHARI	1083.94	
01-22-2025	PERSONAL_PROPERTY	2023	2251	WINTERS,ANTHONY J	1146.78	
01-22-2025	PERSONAL_PROPERTY	2022	369501	WOODFIN,LARRY D	21.53	
01-22-2025	PERSONAL_PROPERTY	2024	4649	MILLER,DEBRA A	349.01	
01-22-2025	PERSONAL_PROPERTY	2024	2299	BAY,ROSS E	26.41	
01-22-2025	PERSONAL_PROPERTY	2024	372760	ADVANCE MANUFACT. HOME MOVING &	4708.21	
01-22-2025	PERSONAL_PROPERTY	2024	343622	CLARK,TONYA R	135.55	
01-22-2025	PERSONAL_PROPERTY	2024	350661	JONES,SHELLEY D	403.55	
01-22-2025	PERSONAL_PROPERTY	2024	284391	CALDWELL,CHRISTOPHER R&LEAH B	494.51	
01-22-2025	PERSONAL_PROPERTY	2024	372527	THAYER,KAGE F & MANNING,TYLER J	539.33	
01-22-2025	PERSONAL_PROPERTY	2024	353769	GIBSON,DANIEL C & BRENDEL,AMY M	1365.25	
01-22-2025	PERSONAL_PROPERTY	2023	302610	WINTERS,SALOMA	461.35	
01-22-2025	PERSONAL_PROPERTY	2024	369587	TIERNEY,JACOB N	420.51	
01-22-2025	PERSONAL_PROPERTY	2024	377118	HEYING,CLAIRE E	272.64	
01-22-2025	PERSONAL_PROPERTY	2024	52723	BYRNE,ERNEST III	61.88	
01-22-2025	PERSONAL_PROPERTY	2024	367207	LOPEZ,AMAYA RONIS R	307.07	
01-22-2025	PERSONAL_PROPERTY	2024	357107	AGUIRRE,ADRIAN A	946.29	
01-22-2025	PERSONAL_PROPERTY	2024	280260	HALCOTT,SHAWN & BRITTANY	84.07	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-22-2025	PERSONAL_PROPERTY	2023	280260	HALCOTT,SHAWN & BRITTANY	26.35	
01-22-2025	PERSONAL_PROPERTY	2024	339535	FIEDLER,MICHAEL J	52.75	
01-22-2025	PERSONAL_PROPERTY	2024	304172	HARTRY,SEAN	310.33	
01-22-2025	PERSONAL_PROPERTY	2024	369501	WOODFIN,LARRY D	22.14	
01-22-2025	PERSONAL_PROPERTY	2024	229771	BRENNAN,CHRIS M & MELISSA N	373.19	
01-22-2025	PERSONAL_PROPERTY	2024	377126	EVANS,KENADY N	663.07	
01-22-2025	PERSONAL_PROPERTY	2024	302610	WINTERS,SALOMA	417.55	
				Sub Total .....	20853.77	
01-23-2025	PERSONAL_PROPERTY	2024	355327	FETH,STEVEN P JR & SAVANNAH M (MOORE)	538.23	
01-23-2025	PERSONAL_PROPERTY	2024	362855	LAY,ERVIN III	448.64	
01-23-2025	PERSONAL_PROPERTY	2024	358002	SCHRADER,BROOKE R	406.27	
01-23-2025	PERSONAL_PROPERTY	2024	289516	PENNINGTON,GARY T	212.59	
01-23-2025	PERSONAL_PROPERTY	2024	49854	STOGSDILL,GARY II	280.64	
01-23-2025	PERSONAL_PROPERTY	2024	374021	PATE,TOMMY R & JOANN	2726.78	
01-23-2025	PERSONAL_PROPERTY	2024	318208	RIDENHOUR,JOSEPH E & ALLISON	2000.53	
01-23-2025	PERSONAL_PROPERTY	2023	5019	GERLING,MATTHEW A & TARA L	355.12	
01-23-2025	PERSONAL_PROPERTY	2022	367995	PATTERSON,DAKOTA J	51.71	
01-23-2025	PERSONAL_PROPERTY	2024	367769	HUGHES,TYLER D	150.31	
01-23-2025	PERSONAL_PROPERTY	2023	355327	FETH,STEVEN P JR & SAVANNAH M (MOORE)	109.56	
01-23-2025	PERSONAL_PROPERTY	2024	358133	HELLMANN,COURTNEY A	397.67	
01-23-2025	PERSONAL_PROPERTY	2024	1791	COULTER,ZACHARY J	292.34	
01-23-2025	PERSONAL_PROPERTY	2024	231162	COGHLAN,JIM & JANE	331.72	
01-23-2025	PERSONAL_PROPERTY	2024	373085	ELLISON,OTEZ S	239.29	
01-23-2025	PERSONAL_PROPERTY	2024	5021	MUNDWILLER,ANDREW R	136.21	
01-23-2025	PERSONAL_PROPERTY	2024	366810	TOBLER,CHRISTIAN S & JOANNA	233.89	
01-23-2025	PERSONAL_PROPERTY	2023	38099	HAWKINS,DANIEL & DANA	36.20	
01-23-2025	PERSONAL_PROPERTY	2024	5019	GERLING,MATTHEW A & TARA L	266.88	
01-23-2025	PERSONAL_PROPERTY	2024	38099	HAWKINS,DANIEL & DANA	36.12	
01-23-2025	PERSONAL_PROPERTY	2023	5005	WUENNENBERG,NICHOLE L	278.31	
01-23-2025	PERSONAL_PROPERTY	2024	115	HARRIS,KAILA F	209.29	
01-23-2025	PERSONAL_PROPERTY	2023	115	HARRIS,KAILA F	269.35	
01-23-2025	PERSONAL_PROPERTY	2024	366360	BOHN,TRISHA M	321.41	
01-23-2025	PERSONAL_PROPERTY	2024	1881	DURBIN,SHAYNE P & KARA E	97.65	
01-23-2025	PERSONAL_PROPERTY	2023	1791	COULTER,ZACHARY J	22.06	
01-23-2025	PERSONAL_PROPERTY	2024	250081	CAIN,NICHOLAS G & STANFIELD,AMBER	712.13	
01-23-2025	PERSONAL_PROPERTY	2024	287862	DONNELLY,PATRICK T & RACHEL R	245.62	
01-23-2025	PERSONAL_PROPERTY	2024	374634	BENNICK,JORDAN L	164.19	
01-23-2025	PERSONAL_PROPERTY	2023	49854	STOGSDILL,GARY II	315.98	
01-23-2025	PERSONAL_PROPERTY	2024	343403	VERMILLION,DANNY H	487.20	
01-23-2025	PERSONAL_PROPERTY	2023	287862	DONNELLY,PATRICK T & RACHEL R	127.72	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-23-2025	PERSONAL_PROPERTY	2024	339940	LICARE,MATTHEW A & KAYLA M (VIA)	457.73	
01-23-2025	PERSONAL_PROPERTY	2024	364006	RODGERS,JESSI C	20.40	
Sub Total .....					12979.74	
01-24-2025	PERSONAL_PROPERTY	2023	234955	CASH,LISA L	323.93	
01-24-2025	PERSONAL_PROPERTY	2024	342971	WILSON,ALEXANDER E	31.01	
01-24-2025	PERSONAL_PROPERTY	2024	366427	MIKULAS,JOHN S	44.71	
01-24-2025	PERSONAL_PROPERTY	2024	375094	RUSSELL,BRIAN E & KAREN M	844.89	
01-24-2025	PERSONAL_PROPERTY	2023	307919	DIECKHAUS,TAWYNA L	191.68	
01-24-2025	PERSONAL_PROPERTY	2024	361438	PONDER,SASSY B	172.39	
01-24-2025	PERSONAL_PROPERTY	2022	254051	NASH,JENNIFER	48.81	
01-24-2025	PERSONAL_PROPERTY	2024	57020	DIECKHAUS,JEFFREY T	517.19	
01-24-2025	PERSONAL_PROPERTY	2021	217252	MULFORD,MOLLY J	381.76	
01-24-2025	PERSONAL_PROPERTY	2024	205341	WHITLOCK,ERIC C & BRANDY C	1065.35	
01-24-2025	PERSONAL_PROPERTY	2023	23450	LEE,JANICE V L	61.56	
01-24-2025	PERSONAL_PROPERTY	2024	326990	LAMMERT,LOGAN D & ASHLEY D	364.67	
01-24-2025	PERSONAL_PROPERTY	2024	254051	NASH,JENNIFER	21.02	
01-24-2025	PERSONAL_PROPERTY	2024	361991	GRAY,RAYMOND D	260.90	
01-24-2025	PERSONAL_PROPERTY	2024	357689	ZACK,BAILEY R & MEGAN R (RAYMO)	342.49	
01-24-2025	PERSONAL_PROPERTY	2022	217252	MULFORD,MOLLY J	368.87	
01-24-2025	PERSONAL_PROPERTY	2024	372563	HALL,RANDALL W & BRITTANY M	58.87	
01-24-2025	PERSONAL_PROPERTY	2024	323743	TRACY,BARBARA L	187.47	
01-24-2025	PERSONAL_PROPERTY	2024	2761	GAZAWAY,TERRY M & ALICIA M	225.89	
01-24-2025	PERSONAL_PROPERTY	2024	34960	KEARNS,DARRELL & JUANITA L	268.75	
01-24-2025	PERSONAL_PROPERTY	2024	376801	JOHNSON,SHELTON A & JOLIE M	801.95	
01-24-2025	PERSONAL_PROPERTY	2024	38020	RHOADS,BARBARA	99.74	
01-24-2025	PERSONAL_PROPERTY	2024	327255	ZLOTOPOLSKI,WILLIAM T	121.75	
01-24-2025	PERSONAL_PROPERTY	2024	234955	CASH,LISA L	293.24	
01-24-2025	PERSONAL_PROPERTY	2024	344942	HOPP,ELDON L & TAYLOR E	990.56	
01-24-2025	PERSONAL_PROPERTY	2024	362319	BRIGGS,ALEXIS K	5.70	
01-24-2025	PERSONAL_PROPERTY	2024	345706	LOONEY,NATHAN E & AMBER L	441.40	
01-24-2025	PERSONAL_PROPERTY	2024	309800	MORELAND,VINCE J JR & CARMEN M	406.83	
01-24-2025	PERSONAL_PROPERTY	2024	284881	TIDWELL,RONALD A	157.76	
01-24-2025	PERSONAL_PROPERTY	2024	3543	TRAXLER,CODY J	135.28	
01-24-2025	PERSONAL_PROPERTY	2023	3543	TRAXLER,CODY J	149.58	
01-24-2025	PERSONAL_PROPERTY	2023	297456	MOORE,RONALD L & IMA S	796.45	
01-24-2025	PERSONAL_PROPERTY	2024	360672	BAILEY,JEREMY C	20.67	
01-24-2025	PERSONAL_PROPERTY	2024	348397	RICHARD,CATARINA A	492.81	
01-24-2025	PERSONAL_PROPERTY	2024	5027	UNSER,NATALIE I	127.86	
01-24-2025	PERSONAL_PROPERTY	2024	352919	FAVIER,DONOVAN J	86.30	
01-24-2025	PERSONAL_PROPERTY	2023	352919	FAVIER,DONOVAN J	92.35	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-24-2025	PERSONAL_PROPERTY	2024	307919	DIECKHAUS,TAWYNA L	175.85	
01-24-2025	PERSONAL_PROPERTY	2024	327970	THEBEAU,JAKE	305.86	
01-24-2025	PERSONAL_PROPERTY	2023	254051	NASH,JENNIFER	45.07	
01-24-2025	PERSONAL_PROPERTY	2024	297456	MOORE,RONALD L & IMA S	800.65	
01-24-2025	PERSONAL_PROPERTY	2024	369102	ADAMS,CHRISTOPHER E & KAYLA D	352.85	
01-24-2025	PERSONAL_PROPERTY	2024	369537	BURLESON,MARISSA J	572.52	
01-24-2025	PERSONAL_PROPERTY	2024	347124	MCCAIN,JACOB J & MARY L	656.15	
01-24-2025	PERSONAL_PROPERTY	2023	347124	MCCAIN,JACOB J & MARY L	761.28	
01-24-2025	PERSONAL_PROPERTY	2024	353271	COPPEDGE,NICHOLAS A	109.98	
01-24-2025	PERSONAL_PROPERTY	2024	226998	PELTONEN,RYAN K & STEPHANIE D	968.08	
01-24-2025	PERSONAL_PROPERTY	2024	23450	LEE,JANICE V L	20.67	
01-24-2025	PERSONAL_PROPERTY	2023	327970	THEBEAU,JAKE	345.60	
				Sub Total .....	16117.00	
01-27-2025	PERSONAL_PROPERTY	2023	1389	COLLINS,NICHOLAS H & STEPHANIE R L	753.53	
01-27-2025	PERSONAL_PROPERTY	2023	361047	WEISNER,JESSICA R & MARKO M	979.46	
01-27-2025	PERSONAL_PROPERTY	2024	307213	HOANG,VINH	1880.94	
01-27-2025	PERSONAL_PROPERTY	2024	369230	VAUGHN,ZACHARY D S	21.14	
01-27-2025	PERSONAL_PROPERTY	2024	347345	DAVIS,HALLIE B	501.12	
01-27-2025	PERSONAL_PROPERTY	2024	360333	SCHNEIDER,LACEY G	47.55	
01-27-2025	PERSONAL_PROPERTY	2024	367802	JONES,IAN M	74.46	
01-27-2025	PERSONAL_PROPERTY	2024	314245	SIMPSON,SHEILA K	238.12	
01-27-2025	PERSONAL_PROPERTY	2024	291691	MORITZ,DALE	26.37	
01-27-2025	PERSONAL_PROPERTY	2024	273043	BLECKMAN,MARSHA M	583.11	
01-27-2025	PERSONAL_PROPERTY	2024	64175	WEEKE,JOHN & SUSAN A	634.56	
01-27-2025	PERSONAL_PROPERTY	2024	377094	SCHMELZ,GERALD R	419.44	
01-27-2025	PERSONAL_PROPERTY	2024	361047	WEISNER,JESSICA R & MARKO M	877.39	
01-27-2025	PERSONAL_PROPERTY	2023	369230	VAUGHN,ZACHARY D S	21.23	
01-27-2025	PERSONAL_PROPERTY	2024	318136	GAUER,AMANDA A	20.45	
01-27-2025	PERSONAL_PROPERTY	2024	90729	IMMEKUS,BRIAN & AMY	739.51	
01-27-2025	PERSONAL_PROPERTY	2024	372130	MONTOWINE,SEBASTIAN E	233.63	
01-27-2025	PERSONAL_PROPERTY	2024	9510	NEELY,TY S	38.86	
01-27-2025	PERSONAL_PROPERTY	2023	294244	HENCKEN,HEROLD F III	191.90	
01-27-2025	PERSONAL_PROPERTY	2022	314245	SIMPSON,SHEILA K	308.99	
01-27-2025	PERSONAL_PROPERTY	2023	341133	MILLER,CODY B	127.73	
01-27-2025	PERSONAL_PROPERTY	2022	1389	COLLINS,NICHOLAS H & STEPHANIE R L	831.26	
01-27-2025	PERSONAL_PROPERTY	2024	321234	THORNTON,JOSHUA A & TAYLOR A (APER)	1449.60	
01-27-2025	PERSONAL_PROPERTY	2022	369230	VAUGHN,ZACHARY D S	21.16	
01-27-2025	PERSONAL_PROPERTY	2024	336878	MCDANIEL,ZACHARY D	1371.60	
01-27-2025	PERSONAL_PROPERTY	2024	294244	HENCKEN,HEROLD F III	185.16	
01-27-2025	PERSONAL_PROPERTY	2024	330086	DIERKING,BETH L	997.17	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-27-2025	PERSONAL_PROPERTY	2024	349548	COLEMAN,MARK L	284.40	
01-27-2025	PERSONAL_PROPERTY	2024	366734	ASH,JENNA L	268.09	
01-27-2025	PERSONAL_PROPERTY	2024	243141	FASZOLD,JASON S	688.41	
01-27-2025	PERSONAL_PROPERTY	2024	218540	NEVILLS,KELLY	45.47	
01-27-2025	PERSONAL_PROPERTY	2024	308949	DAVID,LANDON D	227.34	
01-27-2025	PERSONAL_PROPERTY	2024	2376	RAPP,TANYA F	465.02	
01-27-2025	PERSONAL_PROPERTY	2024	1389	COLLINS,NICHOLAS H & STEPHANIE R L	718.73	
01-27-2025	PERSONAL_PROPERTY	2024	331786	MULLEN,MARK E & ERICA N	1088.17	
01-27-2025	PERSONAL_PROPERTY	2024	362292	PEHLE,HANNAH L	337.35	
01-27-2025	PERSONAL_PROPERTY	2024	377142	WEST,DAVID B	240.25	
01-27-2025	PERSONAL_PROPERTY	2024	203981	COVERT,DENNIS M JR & ANGELA G	3151.28	
01-27-2025	PERSONAL_PROPERTY	2023	314245	SIMPSON,SHEILA K	283.21	
01-27-2025	PERSONAL_PROPERTY	2024	341133	MILLER,CODY B	118.03	
01-27-2025	AUCTIONEER	2024	850215	Hanold,Cody	52.00	
01-27-2025	PERSONAL_PROPERTY	2024	351219	LAMKE,STEWART S & KAYLA M	229.47	
01-27-2025	PERSONAL_PROPERTY	2023	9510	NEELY,TY S	41.68	
				Sub Total .....	21814.34	
01-28-2025	PERSONAL_PROPERTY	2024	361434	VERTICAL MOBILITY CORP	4522.56	
01-28-2025	PERSONAL_PROPERTY	2024	377120	GUDERMUTH,ANDREW T & ISABELLA F	410.38	
01-28-2025	PERSONAL_PROPERTY	2024	373183	FROST,MYLES LEE	343.05	
01-28-2025	PERSONAL_PROPERTY	2024	369782	HASZA,JOSAFEEN	465.51	
01-28-2025	PERSONAL_PROPERTY	2024	312340	ESHELMAN,JASON C & JESSICA R	457.82	
01-28-2025	PERSONAL_PROPERTY	2024	371832	VOYTOVICH,FRED R	285.82	
01-28-2025	PERSONAL_PROPERTY	2024	364450	VOLLMER,VALERIE M	188.08	
01-28-2025	PERSONAL_PROPERTY	2024	366856	GOUGH,NICHOLAS C	974.92	
01-28-2025	PERSONAL_PROPERTY	2024	311415	COVERT,RYAN N	75.04	
01-28-2025	PERSONAL_PROPERTY	2024	213944	DECKER,JEREMY C & JULIE A	1153.94	
01-28-2025	PERSONAL_PROPERTY	2023	328736	CALHOUN,MICHAEL D	40.52	
01-28-2025	PERSONAL_PROPERTY	2024	58720	ARNOLD,DANIEL E & LINETTE	1616.18	
01-28-2025	PERSONAL_PROPERTY	2024	315266	BARNHOUSE,JOHNNY D JR	726.20	
01-28-2025	PERSONAL_PROPERTY	2023	286125	COLLARD,CLAYTON R & JESSICA L	998.18	
01-28-2025	PERSONAL_PROPERTY	2024	352726	UMBRIGHT,JUSTIN C & HEATHER L (SHIPLEY)	256.75	
01-28-2025	PERSONAL_PROPERTY	2024	367145	PATTERSON,MATTHEW D	400.68	
01-28-2025	PERSONAL_PROPERTY	2024	372557	UNNERSTALL,ALYSSA L	188.81	
01-28-2025	PERSONAL_PROPERTY	2024	346164	HAYES,DANNY L & SCARLETT	54.90	
01-28-2025	PERSONAL_PROPERTY	2022	328736	CALHOUN,MICHAEL D	42.89	
01-28-2025	PERSONAL_PROPERTY	2024	364005	LUNDRY,GREGORY D JR	93.08	
01-28-2025	PERSONAL_PROPERTY	2023	340753	BAXTER,JOHNATHON R & TAYLOR L	667.84	
01-28-2025	PERSONAL_PROPERTY	2024	355409	WALKER,THOMAS A & LYNAE D	458.47	
01-28-2025	PERSONAL_PROPERTY	2024	339021	WESTHOFF,JOSEPH A	268.62	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-28-2025	PERSONAL_PROPERTY	2024	349349	BROCKMAN,JAMES R	633.63	
01-28-2025	PERSONAL_PROPERTY	2024	362637	AGUILAR,DAVIANA M	49.69	
01-28-2025	PERSONAL_PROPERTY	2024	355952	BAUER,JOSEPH & DAWN	1134.09	
01-28-2025	PERSONAL_PROPERTY	2024	980	PANEITZ,BOYDE K	36.34	
01-28-2025	PERSONAL_PROPERTY	2023	980	PANEITZ,BOYDE K	20.32	
01-28-2025	PERSONAL_PROPERTY	2024	328736	CALHOUN,MICHAEL D	37.34	
01-28-2025	PERSONAL_PROPERTY	2023	5042	STARKEY,GILBERT C	283.99	
01-28-2025	PERSONAL_PROPERTY	2023	319397	OSHIA,KEITH A	43.88	
01-28-2025	PERSONAL_PROPERTY	2024	340753	BAXTER,JOHNATHON R & TAYLOR L	602.44	
01-28-2025	PERSONAL_PROPERTY	2024	363799	POLITTE,TYLER A	7.14	
01-28-2025	PERSONAL_PROPERTY	2024	2096	LANDWEHR,BRAD H & JULIE	344.90	
01-28-2025	PERSONAL_PROPERTY	2024	364700	ROTHSCHILD,TAYLOR N (KEE) & COLE N	649.81	
01-28-2025	PERSONAL_PROPERTY	2024	377152	STELLJES,AMANDA C	62.71	
01-28-2025	PERSONAL_PROPERTY	2024	364227	HOLLAND,PHILLIP A	594.58	
01-28-2025	PERSONAL_PROPERTY	2023	362637	AGUILAR,DAVIANA M	53.33	
01-28-2025	PERSONAL_PROPERTY	2023	64899	BETZ,CHARLES W & ROBIN	41.62	
01-28-2025	PERSONAL_PROPERTY	2024	270957	WEBB,WILLIAM S & PAULA M	550.62	
01-28-2025	PERSONAL_PROPERTY	2024	9626	KEEVEN,DYLAN J	146.56	
01-28-2025	PERSONAL_PROPERTY	2023	347761	BABB,AARON M	110.19	
01-28-2025	PERSONAL_PROPERTY	2024	328787	PHILLIPS,CINDY	360.49	
01-28-2025	PERSONAL_PROPERTY	2024	330850	HOMER,TIMOTHY J JR & SARAH L	1182.36	
01-28-2025	PERSONAL_PROPERTY	2024	357275	BROWN,SAMUEL J	261.42	
01-28-2025	PERSONAL_PROPERTY	2024	359593	MILLER,TYLER ALAN & AMBER L	731.65	
01-28-2025	PERSONAL_PROPERTY	2023	369782	HASZA,JOSAFEEN	127.83	
01-28-2025	PERSONAL_PROPERTY	2023	349349	BROCKMAN,JAMES R	696.03	
01-28-2025	PERSONAL_PROPERTY	2023	312340	ESHELMAN,JASON C & JESSICA R	565.05	
01-28-2025	PERSONAL_PROPERTY	2024	347761	BABB,AARON M	311.71	
01-28-2025	PERSONAL_PROPERTY	2023	311415	COVERT,RYAN N	81.39	
01-28-2025	PERSONAL_PROPERTY	2024	202362	ALTHAGE,KRAIG A	134.61	
01-28-2025	PERSONAL_PROPERTY	2024	220664	SIMPSON,JAMES R	117.94	
01-28-2025	PERSONAL_PROPERTY	2023	359593	MILLER,TYLER ALAN & AMBER L	822.70	
01-28-2025	PERSONAL_PROPERTY	2024	330271	CLARK,AUSTIN T	27.93	
01-28-2025	PERSONAL_PROPERTY	2023	5040	DURHAM,HUNTER S	195.28	
01-28-2025	PERSONAL_PROPERTY	2024	206581	WARD,RANDY L & MICHELLE (BEACH)	878.19	
01-28-2025	PERSONAL_PROPERTY	2024	286125	COLLARD,CLAYTON R & JESSICA L	918.36	
01-28-2025	PERSONAL_PROPERTY	2024	362302	PATTERSON,JOE DAVID & CAROLYN C	2111.11	
01-28-2025	PERSONAL_PROPERTY	2024	64899	BETZ,CHARLES W & ROBIN	38.94	
01-28-2025	PERSONAL_PROPERTY	2024	212412	HOLAWAY,JONATHAN & NICOLE R (WEIBLE)	237.71	
01-28-2025	PERSONAL_PROPERTY	2022	311415	COVERT,RYAN N	267.75	
01-28-2025	PERSONAL_PROPERTY	2023	328787	PHILLIPS,CINDY	412.12	



# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-28-2025	PERSONAL_PROPERTY	2024	299959	ROTT,ANTHONY A& BRITTANY J (ALLEN)	726.33	
01-28-2025	PERSONAL_PROPERTY	2024	5042	STARKEY,GILBERT C	259.50	
01-28-2025	PERSONAL_PROPERTY	2024	367140	LANDWEHR,SOPHIA A	56.52	
01-28-2025	PERSONAL_PROPERTY	2024	349856	SCHILLER,CASEY A & EMILY S	771.23	
01-28-2025	PERSONAL_PROPERTY	2023	330850	HOMER,TIMOTHY J JR & SARAH L	1295.29	
01-28-2025	PERSONAL_PROPERTY	2024	351105	SEXTON,ANYSSA B	541.19	
01-28-2025	PERSONAL_PROPERTY	2024	319397	OSHIA,KEITH A	37.97	
				Sub Total .....	34262.02	
01-29-2025	PERSONAL_PROPERTY	2024	71785	FARRELL,BRAD W & DANIELLE R	1296.30	
01-29-2025	PERSONAL_PROPERTY	2024	22273	KLEEKAMP,MICHAEL E & CYNTHIA S	422.29	
01-29-2025	PERSONAL_PROPERTY	2022	285896	BRUGNONE,JOHNNIE	41.50	
01-29-2025	PERSONAL_PROPERTY	2024	364570	BOX,RYLEE M	87.61	
01-29-2025	PERSONAL_PROPERTY	2021	366288	WASHINGTON,ALEXIS S	48.86	
01-29-2025	PERSONAL_PROPERTY	2024	356304	BENEDICT,ALEXANDER R	496.49	
01-29-2025	PERSONAL_PROPERTY	2024	63723	CATTANI,MARK & MARY KIM	288.33	
01-29-2025	PERSONAL_PROPERTY	2024	372513	BOURBON,COURTNEY K	1300.98	
01-29-2025	PERSONAL_PROPERTY	2023	351453	WELCH,JOSEPH P	115.20	
01-29-2025	PERSONAL_PROPERTY	2023	285896	BRUGNONE,JOHNNIE	38.68	
01-29-2025	PERSONAL_PROPERTY	2021	285896	BRUGNONE,JOHNNIE	33.46	
01-29-2025	PERSONAL_PROPERTY	2024	351453	WELCH,JOSEPH P	104.33	
01-29-2025	PERSONAL_PROPERTY	2024	359292	JUNG,DARRELL D & AMY L	544.47	
01-29-2025	PERSONAL_PROPERTY	2024	249776	PRATT,PHYLLIS J	331.18	
01-29-2025	PERSONAL_PROPERTY	2024	37262	FERGERSON,KAREN A	305.51	
01-29-2025	PERSONAL_PROPERTY	2024	214165	MANSELL,MATT & SHERRY	2690.87	
01-29-2025	PERSONAL_PROPERTY	2024	356705	GREER,MADONNA	412.73	
01-29-2025	PERSONAL_PROPERTY	2024	5041	MCCULLOUGH,STEPHEN I & MICHELLE M	673.94	
01-29-2025	PERSONAL_PROPERTY	2023	5041	MCCULLOUGH,STEPHEN I & MICHELLE M	721.98	
01-29-2025	PERSONAL_PROPERTY	2024	359360	HILL,HANNAH E & TRAVIS E	423.42	
01-29-2025	PERSONAL_PROPERTY	2024	288200	KLENKE,CHAD A	586.87	
01-29-2025	PERSONAL_PROPERTY	2020	347071	ADAMS,DYLAN J	58.16	
01-29-2025	PERSONAL_PROPERTY	2024	2031	MOORE,RANDY & THERESA L	1009.98	
01-29-2025	PERSONAL_PROPERTY	2024	285896	BRUGNONE,JOHNNIE	49.37	
01-29-2025	PERSONAL_PROPERTY	2024	3045	PRATT,JESSICA R	71.36	
01-29-2025	PERSONAL_PROPERTY	2024	271679	RACER,ROB & KIMBERLY	1181.19	
01-29-2025	PERSONAL_PROPERTY	2024	61253	ALLISON,DAMON & CHRISTINA	410.93	
01-29-2025	PERSONAL_PROPERTY	2024	73859	SULLENTROP,SUZANNE	113.07	
01-29-2025	PERSONAL_PROPERTY	2024	342915	ECKERT,THOMAS W & BARBARA L	929.12	
01-29-2025	PERSONAL_PROPERTY	2024	67995	SUNFIELD,TODD D & JAMIE	617.85	
01-29-2025	PERSONAL_PROPERTY	2024	5050	OVALLE,KEVIN A	289.15	
01-29-2025	PERSONAL_PROPERTY	2022	366288	WASHINGTON,ALEXIS S	111.06	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-29-2025	PERSONAL_PROPERTY	2023	61253	ALLISON,DAMON & CHRISTINA	458.63	
01-29-2025	PERSONAL_PROPERTY	2024	509	WILLIAMS,AMANDA LYNN	324.41	
01-29-2025	PERSONAL_PROPERTY	2024	357888	LYNCH,ANDREW J III	291.29	
01-29-2025	PERSONAL_PROPERTY	2024	366288	WASHINGTON,ALEXIS S	358.25	
01-29-2025	PERSONAL_PROPERTY	2024	370204	NICKLES,JACK E & MELISSA A	927.06	
01-29-2025	PERSONAL_PROPERTY	2023	3045	PRATT,JESSICA R	75.96	
01-29-2025	PERSONAL_PROPERTY	2024	5035	JOHNSON,GARY J	499.59	
01-29-2025	PERSONAL_PROPERTY	2024	330498	TAYLOR,JONATHAN & BETTY M	1156.13	
01-29-2025	PERSONAL_PROPERTY	2024	5046	STROUP,DANI F (MCKENZIE,VICTORIA)	104.96	
01-29-2025	PERSONAL_PROPERTY	2021	347071	ADAMS,DYLAN J	57.42	
01-29-2025	PERSONAL_PROPERTY	2024	359698	HIGHFILL,ANTHONY C & LAUREN A	1032.14	
01-29-2025	PERSONAL_PROPERTY	2023	366288	WASHINGTON,ALEXIS S	376.60	
01-29-2025	PERSONAL_PROPERTY	2024	315523	GOODMON,JULIE E	710.51	
				Sub Total .....	22179.19	
01-30-2025	PERSONAL_PROPERTY	2024	370342	BRUNING,WESLEY D & BRANDY N	212.74	
01-30-2025	PERSONAL_PROPERTY	2022	345535	VINSON,ANGELA M	157.17	
01-30-2025	PERSONAL_PROPERTY	2024	299004	OWENS,RHONDA L	523.12	
01-30-2025	PERSONAL_PROPERTY	2023	364491	ROBINSONS AUTO LLC	382.50	
01-30-2025	PERSONAL_PROPERTY	2024	364491	ROBINSONS AUTO LLC	57.18	
01-30-2025	PERSONAL_PROPERTY	2024	377124	BROWN,MEGAN R	478.22	
01-30-2025	PERSONAL_PROPERTY	2024	368795	HENDERSON,ADAM Y	364.31	
01-30-2025	PERSONAL_PROPERTY	2024	272490	COURTWAY,LESLEY M	302.50	
01-30-2025	PERSONAL_PROPERTY	2024	94950	SCHAFFER,CHARLES P & KATHY	491.68	
01-30-2025	PERSONAL_PROPERTY	2024	310874	BAY,JARED W	992.59	
01-30-2025	PERSONAL_PROPERTY	2023	377166	PERKINS,ERIN (PAGAN)	120.26	
01-30-2025	PERSONAL_PROPERTY	2024	218626	BEASLEY,CHARLES E & JUDY	476.97	
01-30-2025	PERSONAL_PROPERTY	2024	357434	VANOVER,JACOB	167.21	
01-30-2025	PERSONAL_PROPERTY	2024	290385	RANDOLPH,JEFFREY A & SAMANTHA L	313.44	
01-30-2025	PERSONAL_PROPERTY	2023	311080	ARNOLD,KARLA J & JOHN R	988.21	
01-30-2025	PERSONAL_PROPERTY	2024	347241	HUBER,KATELYN E (RIEGEL) &	1027.97	
01-30-2025	PERSONAL_PROPERTY	2024	356396	KOEPKE,GINA M	27.93	
01-30-2025	PERSONAL_PROPERTY	2024	290110	FORISTER,WILLIAM J & ELIZABETH	407.46	
01-30-2025	PERSONAL_PROPERTY	2024	367217	TORRES,COURTNEY S	752.08	
01-30-2025	PERSONAL_PROPERTY	2024	5047	MEHRING,ANDREW K & HAMLIN,LISBETH D	135.19	
01-30-2025	PERSONAL_PROPERTY	2023	351214	JOHNMEYER,CHAD C & SHELLEY A	541.91	
01-30-2025	PERSONAL_PROPERTY	2024	377166	PERKINS,ERIN (PAGAN)	108.47	
01-30-2025	PERSONAL_PROPERTY	2024	367626	SIMPSON,RANDY L III	280.07	
01-30-2025	PERSONAL_PROPERTY	2023	297178	SUERMANN,THOMAS J & ERIN	416.81	
01-30-2025	PERSONAL_PROPERTY	2024	373960	LOYD,HAILEY A	152.29	
01-30-2025	PERSONAL_PROPERTY	2024	311080	ARNOLD,KARLA J & JOHN R	893.63	

# Add On Report

From Business Date: 01.06.2025 To Business Date: 01.31.2025

Report Generated: 20:59:21 02.14.2025

Add Date	Src	Year	Account	Name	Base Tax Amt	Tif
01-30-2025	PERSONAL_PROPERTY	2023	359959	ROBINSON,MICHAEL J & MARISSA J	580.22	
01-30-2025	PERSONAL_PROPERTY	2024	377052	BAER,TYLOR W	364.01	
01-30-2025	PERSONAL_PROPERTY	2024	312994	STRUCKHOFF,PATRICK T	42.26	
01-30-2025	PERSONAL_PROPERTY	2024	274675	WOLFF,JOHN K	208.69	
01-30-2025	PERSONAL_PROPERTY	2024	297178	SUERMANN,THOMAS J & ERIN	364.01	
01-30-2025	PERSONAL_PROPERTY	2024	3395	WETTEROFF,CARI R & RAPP,ANDREW M	574.19	
01-30-2025	PERSONAL_PROPERTY	2024	220544	FLANNERY,STEPHEN W III	70.13	
01-30-2025	PERSONAL_PROPERTY	2023	312994	STRUCKHOFF,PATRICK T	45.08	
01-30-2025	PERSONAL_PROPERTY	2024	338474	MARTIN,ZACH C	684.62	
01-30-2025	PERSONAL_PROPERTY	2024	1072	TORRES,CHRISTOPHER R	748.36	
01-30-2025	PERSONAL_PROPERTY	2023	3395	WETTEROFF,CARI R & RAPP,ANDREW M	73.25	
01-30-2025	PERSONAL_PROPERTY	2024	325255	SWINFORD,DENNIS M & CHELSEA L	1107.21	
01-30-2025	PERSONAL_PROPERTY	2024	349988	GIBSON,PHILLIP R	122.05	
01-30-2025	PERSONAL_PROPERTY	2023	370342	BRUNING,WESLEY D & BRANDY M	230.11	
01-30-2025	PERSONAL_PROPERTY	2024	345535	VINSON,ANGELA M	124.30	
01-30-2025	PERSONAL_PROPERTY	2023	345535	VINSON,ANGELA M	134.54	
01-30-2025	PERSONAL_PROPERTY	2023	338474	MARTIN,ZACH C	747.62	
01-30-2025	PERSONAL_PROPERTY	2024	2221	DOUGLAS,BRANDON J	42.11	
01-30-2025	PERSONAL_PROPERTY	2024	367770	LAMKIN,DAMIAN L	26.37	
01-30-2025	PERSONAL_PROPERTY	2024	359959	ROBINSON,MICHAEL J & MARISSA J	563.95	
01-30-2025	PERSONAL_PROPERTY	2024	351214	JOHNMEYER,CHAD C & SHELLEY A	443.01	
01-30-2025	PERSONAL_PROPERTY	2024	369904	MAUS,TONISHA L	79.66	
Sub Total .....					18147.66	
Grand Total .....					292460.06	



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Taxes-Entities/Other

**IN THE MATTER OF APPORTIONMENT OF GENERAL SPECIAL ROAD AND BRIDGE FUND TAXES PAID BY RAILROAD & UTILITY COMPANIES FOR THE YEAR 2024 TO VARIOUS SPECIAL ROAD DISTRICTS AND CITIES WITHIN FRANKLIN COUNTY**

Now comes Timothy A. Baker, Clerk of the County Commission and presents to the County Commission, the apportionment of funds paid on General Special Road and Bridge taxes by railroad & utility companies for the year 2024, less .01 percent Collector's Commission and .005 percent for the Assessor's Fund.

Total charges to the collector for roads were \$539,460.88. Collector's commission of \$5,394.61, Assessor's commission of \$2,697.30 and T.I.F. charges of \$98.29 were deducted. The amount to be apportioned is \$531,270.68.

The Commission being satisfied that the apportionment is correct, order the same be and hereby approved and that the funds be credited to the various Special Road Districts and Cities within Franklin County as follows:

Franklin County Road District #1	\$	458,306.21
New Haven Special Road District		2,853.36
Sullivan Special Road District		5,734.51
Union Special Road District		4,136.55
Washington Special Road District		6,758.55
City of Berger		201.90
City of Gerald		801.46
City of New Haven		5,243.62
Village of Oak Grove		28.64
City of Pacific		3,794.31
Village of Parkway		177.02
City of St. Clair		2,021.90
City of Sullivan		3,548.20
City of Union		12,283.26
City of Washington		25,381.19
Village of Miramiguoa Park		0.00
<b>Total</b>	<b>\$</b>	<b>531,270.68</b>

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

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

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District

# 2024 ROAD & BRIDGE RRU COLLECTIONS

Disbursed: January 17, 2025

## See Collector's Report: Railroad/Utility Monthly Disbursement

	Washington Special	District 1	New Haven Special	Sullivan Special	Union Special	TOTALS
Base Amount (Gross)	34,444.32	467,443.72	8,944.48	10,908.61	17,719.75	539,460.88
Coll Commission	344.44	4,674.44	89.44	109.09	177.20	5,394.61
Assessor Fund	172.22	2,337.22	44.72	54.54	88.60	2,697.30
TIF - Base amount	98.29	0.00	0.00	0.00	0.00	98.29
Sub Total	33,829.37	460,432.06	8,810.32	10,744.98	17,453.95	531,270.68
Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00
Assr Fund ratio	0.00	0.00	0.00	0.00	0.00	0.00
 Tax Source Total	 33,829.37	 460,432.06	 8,810.32	 10,744.98	 17,453.95	 531,270.68
				Collector's Road Total Amount to Disburse:		531,270.68
				Difference:		0.00

## Commission Order Information

Found in WORD > Apportionment of 20xx RRU R&B taxes, paragraph 2.

Total Charges	539,460.88
Collector's Commissions	5,394.61
Assr Comm & Ratio	2,697.30
TIF charges	98.29
Sub-Total	531,270.68
interest	0.00
 Total Distribution	 531,270.68

Total R&B distribution from Collector	531,270.68
less cities share (from Treasurer report)	53,481.50
less special road share (from Treasurer report)	19,482.97
Franklin County Rd District #1 (starting point on C/O)	458,306.21

See Treasurer's Road Report for the disbursement amount for the special road districts & cities.

Franklin County Road District #1	458,306.21
New Haven Special Road	2,853.36
Sullivan Special Road	5,734.51
Union Special Road	4,136.55
Washington Special Road	6,758.55
City of Berger	201.90
City of Gerald	801.46
City of New Haven	5,243.62
Oak Grove Village	28.64
City of Pacific	3,794.31
Parkway Village	177.02
City of St. Clair	2,021.90
City of Sullivan	3,548.20
City of Union	12,283.26
City of Washington	25,381.19
Miramiguo Village	0.00
	531,270.68



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Contract/Agreement

**IN THE MATTER OF APPROVING AND AUTHORIZING  
EXECUTION OF A CASH SALE AGREEMENT AND  
MAINTENANCE AGREEMENT FROM GFI DIGITAL FOR  
THE PURCHASE OF A NEW PRINTER FOR THE FRANKLIN  
COUNTY COLLECTOR'S OFFICE**

**WHEREAS**, the Franklin County Collector's Office is in need of a new printer; and

**WHEREAS**, GFI Digital submitted a Cash Sale Agreement to Franklin County for the amount not to exceed \$3,846.92 for the cost of a new printer and a Maintenance Agreement to include a monthly cost for black & white copies as shown in the contract attached hereto and incorporated by reference herein; and

**WHEREAS**, the Franklin County Commission hereby finds and determines that it is in the best interest of Franklin County to approve and authorize execution of the Cash Sale Agreement for the purchase of a new printer and Maintenance Agreement from GFI Digital.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the purchase of a new purchase of a new printer from GFI Digital is hereby accepted and approved and that the Presiding Commissioner is authorized to execute any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order be provided to GFI Digital; Doug Trentmann, Collector; Shakara Bray, Purchasing Director; Meagan Johnson, Purchasing; Angela Gibson, Auditor; and to Lynne Maloney, Accounts Payable.

---

Presiding Commissioner

---

Commissioner of 1<sup>st</sup> District

---

Commissioner of 2<sup>nd</sup> District

PO#



### CASH SALE AGREEMENT

**BILL TO****SHIP TO**

<i>Company</i> Franklin, County of			<i>Company</i> Franklin, County of		
<i>Address</i> 400 E Locust Room 103			<i>Address</i> 400 E Locust Room 103		
<i>City</i> Union	<i>State</i> MO	<i>Zip</i> 630584	<i>City</i> Union	<i>State</i> MO	<i>Zip</i> 63084
<i>Phone</i> 636.583.6353		<i>Fax</i>	<i>Phone</i> 636.583.6353		<i>Fax</i>
<i>Contact</i> Doug Trentmann			<i>Contact</i>		
<i>Tax Exempt # (Copy of Certificate must be attached)</i>			<i>Key Operator</i>		

Sales Representative Connor Arcobasso Sales Rep # 25SA13

ORDER TYPE:  Purchase  Cash Conversion EQUIPMENT TYPE:  New  Refurbished

QTY	PRODUCT #	DESCRIPTION	SERIAL #	UNIT PRICE	NET PRICE
1		Sharp BP 50M55			
EQUIPMENT TOTAL					\$3846.92
*Excludes Applicable Taxes					

SPECIAL INSTRUCTIONS: NASPO #140603

Franklin, County of  
COMPANY NAME

**GFI Digital, INC.**  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE                      DATE

\_\_\_\_\_  
WITNESS                                              DATE

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
PRINT NAME & TITLE





## **SALES CONTRACT TERMS & CONDITIONS**

The Equipment Total does not include any applicable taxes, unless specified on the face of the contract.

The undersigned represent that they have authority to enter in to this Agreement.

The undersigned agrees to pay the total amount due, as specified, to GFI Digital, in accordance with the terms specified. GFI reserves the right to delay service if your account is delinquent.



## MAINTENANCE AGREEMENT

### BILL TO

### SHIP TO

<i>Company</i> Franklin, County of			<i>Company</i> Franklin, County of		
<i>Address</i> 400 E Locust Room 103			<i>Address</i> 400 E Locust Room 103		
<i>City</i> Union	<i>State</i> MO	<i>Zip</i> 63084	<i>City</i> Union	<i>State</i> MO	<i>Zip</i> 63084
<i>Phone</i> 636.583.6353	<i>Fax</i>		<i>Phone</i> 636.583.6353	<i>Fax</i>	
<i>Contact</i> Doug Trentmann			<i>Contact</i>		
<i>PO#</i>			<i>Contact for Meter Read</i>		

### EQUIPMENT:

Model Sharp BP 50M55 Serial # \_\_\_\_\_ Equipment ID # \_\_\_\_\_

### PROGRAM TYPE:

Supply Inclusive: Includes parts, labor, drums, toner and developer; does not include paper or staples

### CONTRACT TERMS:

Length of Contract Annual Contract Start Date Upon Installation Contract Base Billing Cycle monthly  
 B/W monthly Base Rate \$0 # monthly of Copies/Prints 0 monthly B/W Overage \$0.0073  
 Color monthly Base Rate - # monthly of Copies/Prints -- monthly Color Overage \_\_\_\_\_  
 Beginning Meter Read \_\_\_\_\_ Beginning Meter Read Date \_\_\_\_\_

### SPECIAL INSTRUCTIONS \* Refer to Sec 9 for Customer Initial

NASPO #140603

Franklin, County of  
 \_\_\_\_\_  
 COMPANY NAME

**GFI DIGITAL, INC.**  
 \_\_\_\_\_  
 COMPANY NAME

\_\_\_\_\_  
 AUTHORIZED SIGNATURE DATE

\_\_\_\_\_  
 WITNESS DATE

\_\_\_\_\_  
 PRINT NAME & TITLE

\_\_\_\_\_  
 PRINT NAME & TITLE

## **MAINTENANCE AGREEMENT TERMS & CONDITIONS**

GFI Digital agrees to provide maintenance service as required at the installation address specified on the equipment contracted. All charges specified are those currently in effect and are subject to change only at the time of annual renewal. If the charges are increased the customer may, as of the effective date of such increase, terminate this Agreement by written notice to GFI Digital. Otherwise the new charges shall become effective upon the date specified in the renewal notice. GFI Digital service calls are limited to normal working hours (Monday through Friday, 8:00a.m. to 5:00p.m.).

1. Trained technicians will respond to all service calls within eight working hours or less from the time a call is placed.
2. All parts worn or broken through normal use of equipment will be replaced under the maintenance agreement. Subject to maintenance agreement plan chosen).
3. All labor charges will be covered under the maintenance agreement.
4. All mileage charges will be covered under the maintenance agreement.
5. Loaner equipment will be provided in the event that the equipment covered under the maintenance agreement cannot be repaired on site.
6. Should the equipment covered under the maintenance agreement be traded in for a new model from GFI Digital during the life of this agreement, the unused balance will be pro-rated toward maintenance of the new equipment.
7. Parts and labor for repairs made necessary by accident, negligence, theft, vandalism, lightening, loss of power or current fluctuation, fire, water or other casualty is not covered under this maintenance agreement.
8. Service performed at the specific request of the customer which commences outside normal working hours or extends more than one hour past the close of the normal workday will be charged at published rates for service time and expense, but without charge for parts covered by this agreement. Normal workday is defined as Monday through Friday 8:00am to 5:00pm.
9. Technical/IT calls that are performed as a result of the customer changing or upgrading their network and/or Computers will be charged at a rate of \$120.00 per hour after the initial install is completed.

**Customer Initial** \_\_\_\_\_

For service as specified on the equipment listed, the undersigned agrees to pay in advance the total amount due as specified to GFI Digital, in accordance with the terms specified. GFI Digital reserves the right to delay service if your account is delinquent.

The undersigned represent that they are the owner of the equipment or that they have the owner's authority to enter in to this Agreement.

This Agreement is subject to acceptance by GFI Digital. It takes effect on the Contract Start Date and continues in effect for the specified period and will remain in force thereafter, with automatic renewal at the prevailing rates, until cancelled by either party. Either party may cancel this contract with a 30 day written notice.



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Contract/Agreements

**IN THE MATTER OF APPROVING AND AUTHORIZING  
EXECUTION OF THE SECOND AMENDMENT TO COLLECTIVE  
BARGAINING AGREEMENT BETWEEN FRANKLIN COUNTY,  
MISSOURI AND INTERNATIONAL UNION OF OPERATING  
ENGINEERS, LOCAL 148**

**WHEREAS**, the County Commission of the County of Franklin, Missouri recognizes the INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 148 (“Union”) as the sole and exclusive bargaining representative of eligible employees of the Franklin County, Missouri Highway Department, engaged in maintenance, repair and construction of Franklin County’s roads and bridges, but not including supervisory, technical, office or clerical employees; and

**WHEREAS**, Union is the sole and exclusive bargaining representative, for the purpose of presenting proposals to the County Commission of the County of Franklin, Missouri relative to salaries and other conditions of employment and meeting, conferring, and discussing such proposals with the County Commission of the County of Franklin, Missouri or its designated representative with respect to the above specified employees of Franklin County; and

**WHEREAS**, all employees of the Bargaining Unit represented by the Union shall be governed by the orders of the County Commission of the County of Franklin, Missouri relating to them. Those persons who have a physical or mental impairment which would entitle them to an accommodation under the American with Disabilities Act of 1990, 42 U.S.C. Section 12101, shall be provided such accommodation so long as such does not violate the terms of this agreement and does not unduly burden Franklin County; and

**WHEREAS**, the Second Amendment between Franklin County, Missouri and International Union of Operating Engineers, Local 148 (“Amendment”), attached hereto and incorporated herein by reference as if fully set forth, outlining the terms and conditions of employment, is entered into the 4<sup>th</sup> day of March, 2025, by and between the County of Franklin, Missouri, a political subdivision of the State of Missouri, and the International Union of Operating Engineers Local 148 (“Parties”), and shall be effective March 4, 2025, through October 31, 2026; and

**WHEREAS**, this Amendment shall automatically renew from term to term under the same terms and conditions unless either party shall have notified the other party in writing at least one hundred eighty (180) days prior to the end of the then existing term of the party’s desire to terminate or modify the Agreement; and

**WHEREAS**, it is understood by both Parties to this Amendment that there will be fair treatment, good services and due diligence in the observance of the rules as established by Franklin County, Missouri consistent with the terms and conditions as set forth in this working Agreement; and

**WHEREAS**, this Amendment supersedes all prior or contemporaneous negotiations, commitments, agreements and writing with respect to the subject matter thereof, all such other negotiations, commitments, agreements and writing will have no further force or effect, and the parties to any such other negotiation, commitment, agreement or writing will have no further rights or obligations thereunder; and

**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to approve and authorize execution of the Agreement with the Union.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the Amendment between Franklin County, Missouri and International Union of Operating Engineers, Local 148 is hereby accepted and approved and that the County Commission of the County of Franklin, Missouri is authorized to execute said Agreement and any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order and the executed Agreement be provided to the International Union of Operating Engineers, Local 148; Mark Piontek, County Counselor; Jim Grutsch, Highway Administrator; Michelle Patke, Highway Department; Rhonda Parks, Payroll Clerk; Anne Barry, Human Resources Administrator; Shakara Bray, Purchasing Director; and to Angela Gibson, Auditor.

---

Presiding Commissioner

---

Commissioner of 1<sup>st</sup> District

---

Commissioner of 2<sup>nd</sup> District

**SECOND AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT**

THIS SECOND AMENDMENT TO AGREEMENT BETWEEN FRANKLIN COUNTY, MISSOURI AND INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 148 (“First Amendment”) made and entered into this 1<sup>st</sup> day of March, 2025, between Franklin County, Missouri, hereinafter called the "County," and International Union of Operating Engineers, Local 148, hereinafter called the "Local."

WHEREAS, the County and the Local entered into that certain Agreement for the period November 1, 2024 through October 31, 2026 (the “Agreement”); and

WHEREAS, the County and the Local entered into that certain First Amendment to Collective Bargaining Agreement dated February 1, 2025; and

WHEREAS, the County and the Local desire to amend the Agreement to adjust the number of hours of paid time off (“PTO”) that are earned by employees during the first year of employment.

NOW, THEREFORE, the parties agree as follows:

**1. Article 19, Section 2 of the Agreement is hereby amended to read as follows:**

Section 2. Personal Leave Days. Eligible employees shall earn and accrue personal days at the following rate:

<b>Years of Service</b>	
at 3 Months	40 hours
1st Year Anniversary	136.00 Annually
2nd Year Anniversary	144.00 Annually
3rd Year Anniversary	152.00 Annually
4th Year Anniversary	160.00 Annually
5th Year Anniversary	168.00 Annually
10th Year Anniversary	192.00 Annually
14th Year Anniversary	208.00 Annually

The general conditions for earning and accrual of personal leave days are as follows:

a. It shall be required of employees to give two, (2) weeks' notice prior to requesting personal leave or compensatory time which is to be greater than four (4) days.

b. Each year of prior employment with the County shall be counted in determining years of service for accrual of personal leave.

c. An employee shall continue to earn personal leave days during a period of paid leave.

d. An employee shall not earn personal leave days during a period of leave without pay,

e. An employee may take personal leave days or compensatory leave days only when authorized by his supervisor. Personal leave or the use of compensatory time which is for two (2) days or more but for four (4) days or less shall require 48-hour advanced notice. For leave greater than four (4) days see paragraph "a" above.

f. Personal leave days may be used in less than four-hour increments with the approval of the requesting employee's immediate supervisor but under no circumstances shall personal leave be used in less than one (1) hour increments.

g. New employees shall receive forty (40) hours of personal leave upon completion of three (3) months employment with the County. At the end of the first year of employment the employee will receive an additional 136 hours of personal leave. For example, Employee A is hired on January 1. On April 1 Employee A will receive forty (40) hours of personal leave. On the following January 1, Employee A will receive an additional 136 hours of personal leave.

2. To the extent that they do not conflict with any of the terms contained herein, the terms and provisions of the Agreement are expressly reaffirmed by the parties hereto and such terms and provisions of the Agreement shall continue in full force and effect.

3. This Agreement shall be binding upon, and inure to the benefit of, the parties hereto, their heirs, executors, administrators, trustees, successors, receivers and assigns.

*(Remainder of this page intentionally left blank)*





IN WITNESS WHEREOF, the parties have executed this Lease on the date set out above.

County of Franklin, Missouri

International Union of Operating Engineers,  
Local 148

By: \_\_\_\_\_  
Tim Brinker

By: DAVID  
Name: DAVID BAHR  
Title: BUSINESS MANAGER

\_\_\_\_\_  
Paul Overschmidt

\_\_\_\_\_  
Kenneth "Ken" Cox



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Bid Award

## IN THE MATTER OF AWARDING THE BID FOR REAL ESTATE CHANGE NOTICES TO PACWEST DIRECT

**WHEREAS**, a Public Notice to Bidders asking for sealed bids for Real Estate Change Notices was published in the Washington Missourian January 24, 2025 edition for receipt by February 19, 2025; and

**WHEREAS**, two (2) bids were received from Input Technology, Inc. and PacWest Direct; and

**WHEREAS**, after due deliberation and consideration, it is the recommendation of the Franklin County Purchasing Department that the contract for Real Estate Change Notices be awarded to the lowest and most responsive bidder, PacWest Direct; and

**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to award the bid for Real Estate Change Notices to PacWest Direct.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the contract for Real Estate Change Notices is hereby awarded to PacWest Direct and that the Presiding Commissioner is authorized to execute any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order be provided to PacWest Direct; Dawn Mentz, Assessor; Shakara Bray, Purchasing Director; Lynne Maloney, Accounts Payable; and to Angela Gibson, Auditor.

---

Presiding Commissioner

---

Commissioner of 1<sup>st</sup> District

---

Commissioner of 2<sup>nd</sup> District

## COMMISSION ORDER PRECERTIFICATION FORM

Please return this completed form to the Purchasing Department to make a request for solicitation, contract, or contract renewal for the expenditure of funds.

Date: February 27, 2025

Official/Appointed Requestor: Dawn Mentz, Assessor

Name of item/service requesting: Printing and Mailing of Real Estate Change Notices

(Proposed specifications/contract documents/quotes should be attached to form)

Budget Information: List the account(s) and estimated amount(s) used to make the purchase.

Account	Estimated Amount
<u>300-204-624.100 - Postage</u>	<u>\$42,337.00 -/+</u>
<u>300-204-656.100 - Printing</u>	<u>\$8,161.00 -/+</u>
_____	_____
_____	_____

Auditor approval of funds: Angela Gibson Date: 2-27-2025

Purchasing Director approval: Shakara Bray Date: 2-27-2025

Circle One:  Solicitation       New Contract       Renew Existing       Signature

Attached solicitation information and no: 2025-09 Real Estate Change Notices

Previous Commission Order number if applicable: 2023-94

Cooperative Agreement Number/Information: \_\_\_\_\_

Notes: \_\_\_\_\_

Date of Agenda for Commission approval: \_\_\_\_\_

(Attached is all corresponding information; signed contract, awarding vendor, required documents.)

# **FRANKLIN COUNTY**

## **PURCHASING DEPARTMENT**

400 EAST LOCUST STREET, RM 004  
UNION, MO 63084  
636-584-6274



February 27<sup>th</sup>, 2025

RE: 2025-09 Real Estate Change Notices

Dear Commissioners,

On February 21, 2025 the Purchasing Department received and opened two bids. The publication date of the solicitation was January 24, 2025. The responses were from Input Technology and PacWest Direct. Following review, the Purchasing Department hereby submits recommendation for awarding to PacWest Direct as they are the lowest and most responsive.

Respectfully,

A handwritten signature in black ink that reads "Shakara Bray". The signature is written in a cursive, flowing style.

Shakara Bray,  
Purchasing Agent, Franklin County Missouri

# PRICING FORM

## 2025-09 Real Estate Change Notices

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Printing and Mailing of Real Estate Change Notices as outlined in Specific Requirements, page 3 of bid packet.

### ADDING COST OF POSTCARDS

Cost per piece (including cost of design):

\$.035 envelope    \$.035 form    \$.03 postcards

Data sorting/inserting cost: \$.037

Estimate of postage/cost per piece: Letter - \$.545

Post card - \$.384

### Optional Contract Renewal Pricing

\*Not to exceed 5%

1<sup>st</sup> Renewal % Increase 4

2<sup>nd</sup> Renewal % Increase 4

Company Name Pac West Direct

Authorized Signature [Signature]

Printed name and title Jeremy Heroux - Regional Manager

*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.*



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

RFB NO: 2025-09

TITLE: Real Estate Change Notices

Solicitation Schedule & Deadlines:

January 24, 2025	Solicitation Release/Advertising Date
January 30, 2025 2:00 pm	Deadline for Submitting Questions
February 6, 2025 4:30 pm	Deadline to post Addendum
February 19, 2025 2:00 PM	Deadline to Submit Response
February 19, 2025 2:30 PM	Opening Date   Time

Responses must be received no later than "Deadline to Submit Response"

February 19, 2025 2:00 PM

Shakara Bray, Purchasing Agent

Meagan Johnson, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.gov](mailto:purchasing@franklinmo.gov)

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: PacWest Direct

## SUBMISSION CHECKLIST

- I have reviewed the bid schedule and deadlines, located on the solicitation cover page
- I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

### THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

#### USE THESE FORMS ONLY

- Solicitation Cover page
- Contractual Terms and Conditions Acknowledgement ✓
- Pricing Form completed and signed ✓
- Full Service Postal Provider Included — missing
- I have one original and two copies that are labeled accordingly
- I have included contact information
- Envelope is sealed and label attached
- COI (Certificate of Insurance)
- Affidavit for Work Authorization is completed and Notarized ✓
- Updated W9 is attached

# SPECIFIC REQUIREMENTS

Vendor to print and mail the real estate taxpayer change notices for 2025 according to the information provided below.

## 1. Printing Requirements:

- a) "Exhibit A" – 8 ½ x 11", three color on white, printed on both sides.  
sample attached
  - Quantity: Approximately 65,000
- b) "Exhibit B" - #10 window envelope, white wove with security tint, return address and logo; sample attached
  - Quantity: Approximately 65,000
- c) "Exhibit C" – 6 x 4" double sided post card, orange with black print.  
sample attached
  - Quantity: Approximately 18,000

## 2. "Exhibit A" & "Exhibit C" Requirements:

- a) Vendor to use sample from prior years.
- b) Cost to design forms to be included in pricing.
- c) Design proofs to be provided and approved before receiving data files.
- d) Test data will be provided to send proofs.
- e) Data files will be sent electronically and will be provided to the vendor from the Assessor's Office as a CVS file two weeks prior to mailing.
- f) Vendor to receive variable data and fill in forms.
- g) Vendor to provide proofs to the Assessor's Office for review with all variable data.
- h) Proofs to be provided and approved prior to printing and mailing.
- i) Vendor to provide Franklin County with electronic file of "clean" forms after final approved proof.
- j) Complete forms to be received in a fillable file for office use by County.
- k) Files with copies of ALL FORMS & POSTCARDS that were mailed to be provided to the Assessor's Office in PDF format when mailings are dropped.
- l) Final quantities to be determined upon receipt of data files.



## SPECIFIC REQUIREMENTS CONTINUED...

### 3. "Exhibit A" Requirements:

- a) Variable data is described as name; address; parcel number; property location; legal description; acreage; date; and values.
- b) Mailings will take place in April or May of 2025. Exact schedule to be determined with awarded vendor upon awarding.
- c) Data files to be sorted by property owner name AND mailing address to find multiple parcels under same ownership.
- d) Vendor to mail multiple notices of parcels with same owner in one envelope.

### 4. "Exhibit B" Requirements:

- a) Proofs to be provided and approved before printing and mailing.
- b) Final quantity to be determined upon receipt of data files.

### 5. "Exhibit C" Requirements:

- a) Variable data is described as name, mailing address and dates.
- b) Mailings will take place in April or May of 2025 five (5) days after Forms ("Exhibit A") are mailed. Exact schedule to be determined with awarded vendor upon awarding.

### 6. Mailing Schedules and Deadlines:

- a) Franklin County Assessor's office will provide specific mailing dates and approve all mailing schedules for production of Forms and Postcards prior to start of project.
- b) Estimate of postage due to County prior to mailing date.

### 7. Mailing Requirements:

- a) Vendor to be full service postal provider utilizing maximum postage discounts. Vendor to provide NCOA and CASS services. Postal reports to be provided to Assessor's Office. Proof of full-service provider must be provided with bid.
- b) All postage discounts must be passed along to the County as a straight pass through without any markup.

## SPECIFIC REQUIREMENTS CONTINUED...

- c) Use of USPS approved IMB postal barcode and preparing mailing per full service standards.
- d) Vendor shall utilize their own postage permit. Postage to be paid by the vendor and reimbursed by the county within 21 days of invoice. Reimbursement request to be accompanied by the postal reports.
- e) All mail to be delivered by vendor to a designated Post Office.
- f) Bid to include estimated cost of postage.

### 8. Additional Requirements:

- a) All data processing, personalization of forms, folding, inserting, and mail preparations are to be provided by the awarded contractor only, no outsourcing is permitted under this contract.
- b) The satisfaction of the finished product is at the discretion of the County. Vendor should keep in mind when completing the bid that these forms will be mailed, therefore subject to the elements at that time of year. The County must process returned forms adequately, requiring the absence of smudging or running ink.
- c) Franklin County to be billed for actual items used, and reporting per item printed required to be submitted with invoice.
- d) Payment to be made upon project completion. Invoice should include reporting with required breakdowns.

### 9. Contract Period:

The contract period shall be for 12 consecutive months. The contract may be renewed at the sole option of the County for additional periods, or any portion thereof and subject to annual appropriation. The County also reserves the right to terminate and/or cancel the contract in writing prior via a formal contract amendment issued by the Purchasing Department.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

## **OTHER REQUIREMENTS**

### **Insurance Requirements**

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:

A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.

B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.

1. Premises – Operations
2. Products and Completed Operations
3. Broad Form Property Damage
4. Contractual
5. Personal Injury

C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."

E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".

2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

## **OTHER REQUIREMENTS CONTINUED...**

### **Anti-Discrimination Against Israel Act Requirement**

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company 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; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

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

<http://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.



Vendor/Contractor Signature

2-12-2025

Date

Jeremy Heroux - Regional Manager

Vendor/Contractor Name and Title

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 Jeremy Heroux (Name of Business Entity Authorized Representative)  
as Regional Manager (Position/Title)

first being duly sworn on my oath, affirm PacWest Direct (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 RFB NO: 2025-09 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that PacWest Direct (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 RFB NO: 2025-09 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, 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.)*

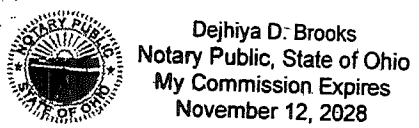
[Signature] \_\_\_\_\_  
Authorized Representative's Signature Printed Name Jeremy Heroux

Regional Manager \_\_\_\_\_  
Title Date 2-17-25

Subscribed and sworn to before me this 17th of February 2025. I am  
Day Month, Year

\_\_\_\_\_ commissioned as a notary public within the County of Medina, State of Ohio and my commission expires on Date 11-12-28

Dejiya Brooks \_\_\_\_\_  
Signature of Notary Date 02/17/2025



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Pac West Direct (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.

Jeremy Heroux

Authorized Business Entity  
Representative's Name  
(Please Print)

  
Authorized Business Entity  
Representative's Signature

Pac West Direct

Business Entity Name

2-12-2025

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](mailto: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, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

# PRICING FORM

## 2025-09 Real Estate Change Notices

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Printing and Mailing of Real Estate Change Notices as outlined in Specific Requirements, page 3 of bid packet.

### ADDING COST OF POSTCARDS

Cost per piece (including cost of design):

\$.035 envelope   \$.035 form   \$.03 postcards

Data sorting/inserting cost: \$.037

Estimate of postage/cost per piece: Letter - \$.545  
Post card - \$.384

### Optional Contract Renewal Pricing

\*Not to exceed 5%

1<sup>st</sup> Renewal % Increase 4

2<sup>nd</sup> Renewal % Increase 4

Company Name Pac West Direct

Authorized Signature [Signature]

Printed name and title Jeremy Heroux - Regional Manager

*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.*



## VENDOR INFORMATION

Company Name PacWest Direct

Mailing Address 496 S. Urvapan Way

Dinuba, CA 93618

Phone number 216-288-7715

Contact Name Jeremy Heroux

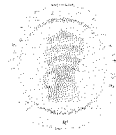
Contact Name Title Regional Manager

Email Address Jeremy@integravote.com

# EXHIBIT A (FRONT)

2025 REASSESSMENT VALUE CHANGE NOTICE

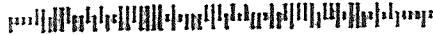
**DAWN NENTZ**  
 Assessor, Franklin County, MO  
 1000 Missouri State Capitol  
 Jefferson City, MO 64580-1308



**2025 REASSESSMENT**  
 (see back for details)

**14, 2025**  
 JULY 10, 2025

VALUE CHANGE NOTICE - SEE A TAX BILL FOR  
 IMPORTANT DEADLINES AND DUE



\*\*\*\*\*AUTO\*\*MIXED AADC 936  
 KANDBINDER, MARILYN Y  
 18 MELVIN AVE APT 3  
 BRIGHTON MA 02135-7443

3  
 11 21  
 1025

PROPERTY LOCATION

Parcel Number: 17-8-27.0-1-004-072.000  
 Property Location:  
 208 HAMBRO AVE  
 Legal Description:  
 LOT:2 HALL

Acreage: 0

Dear Property Owner,

The real estate you own in Franklin County Missouri is listed above. This letter is to notify you that changes in real estate values can affect property taxes which are due Dec. 31st. If you agree with the value below, then you do not need to respond to this notice. If you disagree with the value, or if you have other questions regarding this notice, please follow the instructions in the last paragraph below.

**Why did your property value increase?** Real estate market values change over time, even if no improvements are made to the property.

**IMPORTANT: A property value increase does not necessarily mean that your taxes will go up.** Tax rates are set in September of each year by the local taxing entities: School districts, Fire Departments, Road & Bridge districts, Ambulance districts, etc. These taxing entities set their own budgets which determine how much tax money needs to be collected.

*NOTE: The Assessor determines the VALUE only, the taxing entities determine the RATES. If you feel that your taxes are too high, then you should involve yourself in the budget process of the taxing entities on your tax bill and make your voice heard.*

**RESPONDING TO THIS NOTICE: Please read the information below and on the back before calling.**

If you believe that the appraised value shown *does not represent market value*, and you have recent documentation to prove otherwise, then you may challenge the value by contacting the Assessor's office for an informal hearing. Most questions or concerns can be resolved during the informal hearing process, but if yours cannot, formal appeal options are available. (See back for details).

**Real Estate Department: (636) 583-6348 (Press option 3) Office Hours 8:00 a.m. - 4:00 p.m. Monday - Friday.**

	TOTAL APPRAISED VALUE - 2024	TOTAL ASSESSED VALUE - 2024	TOTAL APPRAISED VALUE - 2023	TOTAL ASSESSED VALUE - 2023	ASSESS RATIO
RESIDENTIAL:	59,890	11,379	68,270	12,972	19%
AGRICULTURAL:	0	0	0	0	12%
COMMERCIAL, INDUSTRIAL, OTHER:	0	0	0	0	32%
LEASE/EXEMPT:					100%
<b>TOTAL:</b>	<b>59,890</b>	<b>11,379</b>	<b>68,270</b>	<b>12,972</b>	

The county abates a total assessed value of \$16,404,947 pursuant to section 353, RSMo. A list of specific abated property is available for inspection upon request at the County Assessor's office.

# EXHIBIT A (BACK)

## EXPLANATION OF THE VALUE CHANGE NOTICE

Dear Property Owner:

The enclosed Notice of Change in Assessed Value indicates there has been a change in value of your property for one of the following reasons:

- **Reassessment:** According to Missouri Law, all property in Franklin County is reappraised every two years.
- **New Construction:** This includes new homes, additions, remodeling or any other new improvement made prior to January 1st. *If your new construction project was not complete by January 1st of the current year, contact our office immediately.*
- **Changing from Partial Assessment to Full Assessment:** A new residential structure partially assessed in the previous year is now assessed at full value.
- **New Parcel:** The creation of new subdivisions or lots where a new parcel number has been assigned to a property.
- **Split or Combination:** This is a result of a portion of a larger property being sold to a new owner or combination of two adjoining parcels owned by the same person.

### How Property Values are determined:

All properties except farmland are valued as the property relates to the market. This value is called the Appraised Value and is the price that the property could be expected to bring if offered for sale.

Appraised Values are developed by these common approaches as they apply to the property; (1) recent sales of similar properties; (2) the cost of replacement less depreciation; and (3) the income and expense of operating a building with commercial use, apartments, offices, stores, etc.

### How Property Taxes are determined:

The Appraised Value is multiplied by the Assessment Rate to determine the Assessed Value. Assessment Rates are established by the State of Missouri for each class of property as follows:

Residential	19%
Agricultural	12%
All Other	32%

If you have questions about these terms and how they relate to your property, call the Franklin County Assessor's Office within 10 days of receipt of the enclosed Notice.

Estimating Taxes: If you wish to estimate your taxes, you may use the following formula:

New Assessed Value = 100% x previous year's tax rate  
found on paid-in receipt.

### To Appeal your Assessment Valuation:

If you wish to appeal the value of your property you must provide proof that the value assigned to your property

is incorrect. You may provide the following information to support your claim: sales contracts, appraisals, income and expense information, documented sales of similar properties in your neighborhood (all must be current documentation dated late last year), pictures, blueprints or evidence of significant property data errors regarding your property.

**Informal Hearings:** We request that you schedule an informal hearing before proceeding on to the Board of Equalization hearings. This meeting allows for an exchange of information regarding your property. Informal hearings will be conducted Monday through Friday.

**Board of Equalization:** If after the informal hearing you are not satisfied, you may file a protest with the Board of Equalization, the appeal must be on a BOE form from the assessor's office or downloaded from the website. The form must be submitted to the Board of Equalization before the second Monday in July. The property owner is cautioned that failure to file with the BOE prevents any further appeal to the State Tax Commission.

**State Tax Commission Hearings:** Hearings will be conducted only after you have appeared before the Board of Equalization during the current year, and have filed the proper forms with the State Tax Commission by September 15th or 30 days after the Board of Equalization's decision, whichever is later. This appeal will be conducted on a formal basis.

For additional information contact the State Tax Commission of Missouri, P.O. Box 146, Jefferson City, MO 65102-0146, Phone (573) 751-2414.

### NOTICE TO TAXPAYER

IF YOUR ASSESSED VALUE HAS INCREASED, IT MAY INCREASE YOUR REAL PROPERTY TAXES WHICH ARE DUE DECEMBER THIRTY-FIRST. IF YOU DO NOT AGREE WITH THE VALUE OF YOUR PROPERTY, YOU MUST CHALLENGE THE VALUE ON OR BEFORE THE SECOND MONDAY IN JULY BY CONTACTING YOUR COUNTY ASSESSORS OFFICE.

AD2000-04-10

EXHIBIT B  
(FRONT)

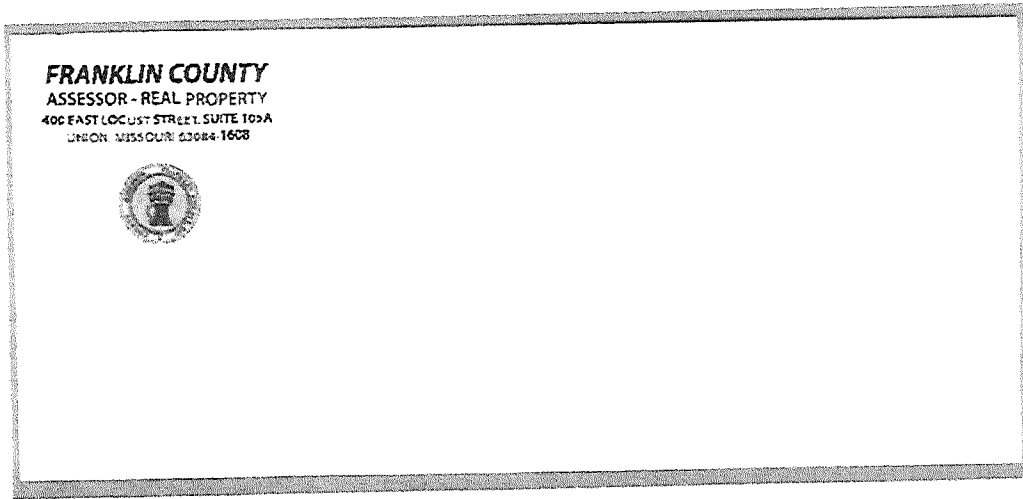


EXHIBIT B  
(BACK)

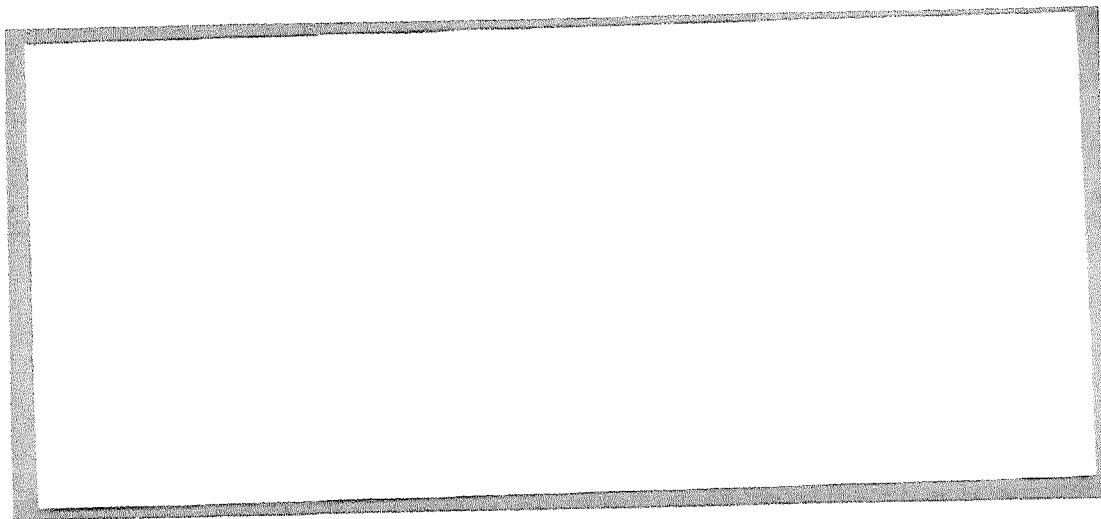


EXHIBIT C (FRONT)

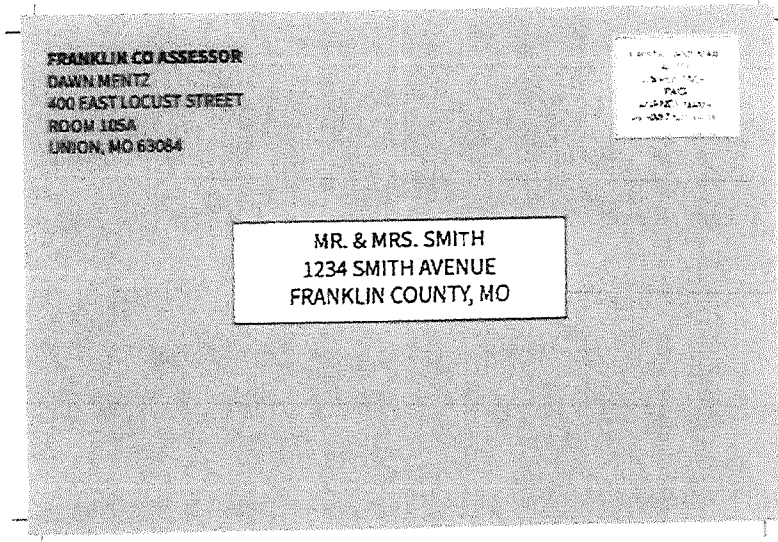
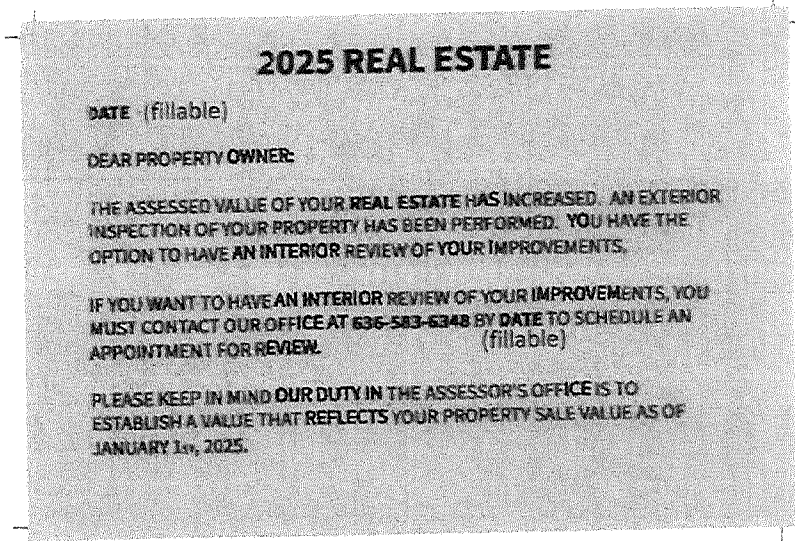


EXHIBIT C (BACK)



# Employer Category

## Employer Category

None of these categories apply

[Edit Employer Category](#)

## Company Addresses

### Physical Address

3806 Coronado Avenue  
Stockton, CA 95204

### Mailing Address

496 S Uruapan Way  
Dinuba, CA 93618

[Edit Company Addresses](#)

## Hiring Sites

We have implemented a new policy and require more information for existing and future hiring sites.

### Number of Sites

1

[Edit Hiring Sites](#)

## Company Access and MOU

My Company is configured to:

Memorandum of Understanding

Verify Its Own Employees

[View Current MOU](#)

[U.S. Department of Homeland Security](#) [U.S. Citizenship and Immigration Services](#)

[Accessibility](#) [Plug-ins](#) [Site Map](#)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/4/2024

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).

<b>PRODUCER</b> Kerr Insurance Brokers, Inc. 7255 N First St., Ste 101  Fresno CA 93720	<b>CONTACT NAME:</b> Karen Mechelke <b>PHONE (A/C, No, Ext):</b> (559) 277-4771 <b>E-MAIL ADDRESS:</b> karen@inskerr.com	<b>FAX (A/C, No):</b> (559) 573-8557
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> UNITED FNCL CAS CO	<b>NAIC #</b> 11770
<b>INSURED</b> Integrated Voting Systems Inc. 496 S Uruapan Way  Dinuba CA 93618	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	984578611	07/29/2024	01/29/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
See ACORD 101

<b>CERTIFICATE HOLDER</b>  Franklin County  400 E. Locust Street Room 206 Union MO 63084	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Rebecca Kerr



AGENCY CUSTOMER ID: \_\_\_\_\_  
LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

AGENCY Kerr Insurance Brokers, Inc.		NAMED INSURED Integrated Voting Systems Inc.	
POLICY NUMBER 984578611			
CARRIER UNITED FINANCIAL CAS CO	NAIC CODE 11770	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**  
**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25      FORM TITLE: Certificate Of Liability Insurance**

Scheduled vehicles : 2003 Dodge Caravan VIN #6659, 1995 Chevrolet G20 VIN #0025, 2004 Toyota Tacoma VIN #3701, 2004 Toyota Tacoma VIN # 6054, 2004 Toyota Tacoma VIN #2449, 2015 Nissan NV200 #8766, 2016 Nissan NV200 VIN # 7845.



## ADDITIONAL REMARKS SCHEDULE

AGENCY Kerr Insurance Brokers, Inc.		NAMED INSURED Integrated Voting Systems Inc.	
POLICY NUMBER 984578611		EFFECTIVE DATE:	
CARRIER UNITED FINANCIAL CAS CO	NAIC CODE 11770		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25    **FORM TITLE:** Certificate Of Liability Insurance

RE: Franklin County, its employees, elected officials, representatives and members of its board and/or commissioners are additional insureds. This certificate is valid only if the certificate holder requires in as per written contract to be named as additional insured. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. Notice of cancellation is 30 days except in the event of cancellation for non-payment or non-reporting which is 10 days.



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Policy

**IN THE MATTER OF ADOPTING A REVISED EMPLOYEE PERSONNEL POLICY MANUAL FOR DESIGNATED EMPLOYEES OF FRANKLIN COUNTY, 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 adopt personnel rules and regulations for County employees; and

**WHEREAS**, the County Commission of the County of Franklin, Missouri has previously adopted a Personnel Policy Manual 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 Manual is in need of revision; and

**WHEREAS**, the County Commission of the County of Franklin, Missouri has reviewed the proposed revisions to the Personnel Policy Manual and hereby finds and determines it is in the best interest of Franklin County to approve and adopt the revised Personnel Policy Manual.

**IT IS THEREFORE ORDERED** by the County Commission of the County of Franklin, Missouri, that the Personnel Policy Manual dated June 16, 2020, Revised March 4, 2025, 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 and the revised Personnel Policy Manual be provided to all Franklin County Elected Officials and Department Heads and to Mark Piontek, County Counselor.

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

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> 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  
REVISED OCTOBER 20, 2020  
REVISED NOVEMBER 09, 2021  
REVISED FEBRUARY 01, 2022  
REVISED AUGUST 16, 2022  
REVISED OCTOBER 25, 2022  
REVISED FEBRUARY 7, 2023  
REVISED MARCH 28, 2023  
REVISED AUGUST 1, 2023  
REVISED DECEMBER 19, 2023  
REVISED FEBRUARY 8, 2023  
REVISED FEBRUARY 11, 2025

**Franklin County Officeholders**

Assessor .....	Dawn Mentz
Auditor .....	Angela Gibson
Collector of Revenue .....	Doug Trentmann
Presiding Commissioner .....	Tim Brinker
Commissioner, District 1 .....	Paul Overschmidt
Commissioner, District 2 .....	Ken Cox
County Clerk .....	Tim Baker
Prosecuting Attorney .....	Matthew Becker
Public Administrator .....	Mary Jo Straatmann
Recorder of Deeds.....	Lisa Smart
Sheriff .....	Steven Pelton
Treasurer .....	Debbie Aholt

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

**Table of Contents**

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

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

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

**CHAPTER 8                   HOLIDAYS.....PAGE 26**

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

**CHAPTER 9                   LEAVE.....PAGE 29**

- Section 9-1-a         -     Eligibility
- Section 9-1-b         -     Paid Time Off (PTO) Days Accrual Schedule
- Section 9-1-c         -     Leave of Absence without Pay
  
- Section 9-2           -     Catastrophic Illness Leave Philosophy
- Section 9-2-a         -     Carry Over of Paid Time Off (PTO)
- Section 9-2-b         -     Health Care Provider Statement
- Section 9-2-c         -     Unused Catastrophic Illness Leave
- Section 9-2-d         -     Other Employment
- Section 9-2-e         -     Catastrophic Illness Leave and Other Leave Time
  
- Section 9-3           -     Special Leave

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

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

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

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

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

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

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



## **Chapter 1**

# **GENERAL PROVISIONS**

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



## Section 1-1 Purpose

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

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

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

## Section 1-2 Applicability

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

- Assessor
- Auditor
- Collector of Revenue
- County Clerk-Voter Registration
- County 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 Human Resources Administrator 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 Human Resources Administrator, 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 Human Resources Administrator 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, department head, or Human Resources Administrator acting by and for the County Commission, certifies that the employee has achieved the required level of performance and has recommended, in writing, advancement to the next higher rate.

#### (c) Emergency Communications/911 Personnel

An employee in Emergency Communications 911 shall receive a night shift differential of \$2.00 per hour during a regularly scheduled non-overtime shift occurring between the hours of 6:30 p.m. and 6:30 a.m. Night shift differential is part of an employee's base pay 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.

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, and all compensatory time earned by an employee of the Sheriff's Office assigned as a School Resource Officer shall be utilized by August 14 following the end of the school year. 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 or by August 14 following the end of the school year in the case of School Resource Officers, 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.

Notwithstanding anything contained herein to the contrary, employees of the Sheriff's Office who are working Traffic Enforcement Overtime shall be paid at two (2) times the employee's normal rate for all overtime worked. Employees of the Sheriff's Office who are providing law enforcement to a municipality under contract between the municipality and Franklin County shall be paid at one and one-half (1 ½) times the employee's normal rate.

(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 or 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)
- Emancipation Day (June 19)
- 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.

### (d) Emergency Communications/911 Employees

All non-exempt Emergency Communications/911 employees will earn twice their normal rate of pay when working any of the following holidays:

New Year's Day (January 1)  
The Friday before Easter  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Thanksgiving Day (fourth Thursday in November)  
Christmas Eve (December 24).  
Christmas Day (December 25)

Holiday hours will start on 6:30 a.m. on the day of the holiday and will end at 6:30 a.m. the following day.

If holiday pay and overtime pay fall on the same day the employee will receive 2.5 times their normal rate of 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) For all employees other than non-exempt, full-time Emergency Communications/911 employees, 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. For all non-exempt full-time Emergency Communications/911 employees, if a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave), holiday pay will not 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 3 months 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 Hours Accrual Schedule

- (1) For purposes of accruing PTO hours, each employee shall have an anniversary date which is the date an employee was hired (See “definitions”).PTO hours are accrued as set forth below. The number of hours which an employee shall accrue as set forth below based upon the employee’s length of service. Adjustments in the number of hours 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 hereafter who converts from a “12-hour” employee to an “8, 7.5 or 10-hour employee” or from an “8, 7.5 or 10-hour” employee to a “12 hour” employee shall have their then-existing PTO hours converted to the applicable hours for an employee of the same hourly schedule, on a pro-rated basis as of the date of the conversion to the rate to which they are transferring.
- (2) PTO. Eligible employees working 7.5 hour shifts shall earn and accrue PTO hours at the following rate effective as of each individual employee’s anniversary date.

**7.50 hour shifts**

<b>Years of Service</b>	
at 3 Months	37.50 hours
1st Year Anniversary	127.50 Annually
2nd Year Anniversary	135.00 Annually
3rd Year Anniversary	142.50 Annually
4th Year Anniversary	150.00 Annually
5th Year Anniversary	157.50 Annually
10th Year Anniversary	180.00 Annually
14th Year Anniversary	195.00 Annually

- (3) PTO. Eligible employees working 8 hour shifts shall earn and accrue PTO hours at the following rate effective as of each individual employee’s anniversary date.

**8 hour shifts**

<b>Years of Service</b>	
at 3 Months	40 hours
1st Year Anniversary	136.00 Annually
2nd Year Anniversary	144.00 Annually
3rd Year Anniversary	152.00 Annually

4th Year Anniversary	160.00 Annually
5th Year Anniversary	168.00 Annually
10th Year Anniversary	192.00 Annually
14th Year Anniversary	208.00 Annually

- (4) PTO. Eligible employees working 10 hour shifts shall earn and accrue PTO hours at the following rate effective as of each individual employee's anniversary date.

**10 hour shifts**

<b>Years of Service</b>	
at 3 Months	50.00 hours
1st Year Anniversary	170.00 Annually
2nd Year Anniversary	180.00 Annually
3rd Year Anniversary	190.00 Annually
4th Year Anniversary	200.00 Annually
5th Year Anniversary	210.00 Annually
10th Year Anniversary	240.00 Annually
14th Year Anniversary	260.00 Annually

- (5) PTO. Eligible employees working 12 hour shifts shall earn and accrue PTO hours at the following rate effective as of each individual employee's anniversary date.

**12 hour shifts**

<b>Years of Service</b>	
at 3 Months	60.00 hours
1st Year Anniversary	228.00 Annually
2nd Year Anniversary	240.00 Annually
3rd Year Anniversary	252.00 Annually
4th Year Anniversary	264.00 Annually
5th Year Anniversary	276.00 Annually
10th Year Anniversary	312.00 Annually
14th Year Anniversary	336.00 Annually

- (6) PTO Emergency Communications/911 Personnel. Eligible Employees working 12 hour shifts will earn and accrue PTO hours at the following rate effective as of each individual employee's anniversary date:



**Emergency Communications/911  
Personnel**

<b>Years of Service</b>	
at 3 Months	60.00 hours
1st Year Anniversary	204.00 Annually
2nd Year Anniversary	216.00 Annually
3rd Year Anniversary	228.00 Annually
4th Year Anniversary	240.00 Annually
5th Year Anniversary	252.00 Annually
10th Year Anniversary	288.00 Annually
14th Year Anniversary	312.00 Annually

- (7) The general conditions for earning and accruing PTO hours are as follows (the terms annual leave hours and PTO hours are interchangeable and are intended to replace personal leave days, 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 hours through the appropriate elected official or department head. Vacations, through the use of PTO, 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, unless approval is obtained from the appropriate elected official who may reinstate the employee with all previous benefits to include seniority for purposes of PTO determination. If, however, an employee with the approval of the elected official is placed on a long term leave of absence (see Section 9-1-c) 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 hours during a period of paid leave regardless of what type of paid leave the employee is utilizing.
  - (d) An employee shall not earn PTO hours during a period of leave without pay.

- (e) An employee may take PTO leave hours only when authorized by his supervisor.
- (f) For any eligible employee employed as of June 16, 2020 any accrued PTO in excess of 80 hours shall be banked for Catastrophic Illness purposes up to the maximum allowable. Any days not so banked shall be forfeited.
- (g) Eligible 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, or in the case of employees under the County Commission the Human Resources Administrator, 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 or Human Resources Administrator, as the case may be, 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 hours and catastrophic illness days.
- (c) PTO hours 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, acting by and through the Human Resources Administrator, 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 Human Resources Administrator or the appropriate elected official, as the case may be, 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 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 one (1) day requirement shall not apply to absences related to "waiting periods" under worker's compensation.

(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 or the Human Resources Administrator for those employees under the County Commission.

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. Ten 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 or Human Resources Administrator for employees under the County Commission, have their unused Catastrophic Illness balance reinstated.

9-2-b Health Care Provider's Statement

If an employee is absent for one (1) day 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, an employee will be required to provide a health care provider's certification that they may safely return to work. An elected official, department administrator, or the Human Resources Administrator for employees under the County Commission, 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, acting by and through the Human Resources Administrator, 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

a. Bereavement 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, or for employees under the County Commission by the Human Resources Administrator, 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 or the Human Resources Administrator, as the case may be. 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, department administrator, or County Commission acting by and through the Human Resources Administrator for employees under the County Commission. 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, department supervisor, or the County Commission acting by and through the Human Resources Administrator for employees under the County Commission. 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, department supervisor, or the County Commission acting by and through the Human Resources Administrator for employees under the County Commission, 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 or the employee's family.

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, department supervisor, or the County Commission acting by and through the Human Resources Administrator for employees under the County Commission, 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 on 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 acting by and through the Human Resources Administrator. 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, department administrator, or the County Commission acting by and through the Human Resources Administrator for employees under the County Commission. 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, elected official, or Human Resources Administrator) 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, March 4, 2025  
Bid Award

**IN THE MATTER OF AWARDING THE BID FOR  
TRAP ROCK TO NEW FRONTIER MATERIALS, LLC  
FOR THE FRANKLIN COUNTY HIGHWAY DEPARTMENT**

**WHEREAS**, a Public Notice to Bidders asking for sealed bids for Real Estate Change Notices was published in the Washington Missourian February 5, 2025 edition for receipt by February 26, 2025; and

**WHEREAS**, two (2) bids were received from Frontier Materials, LLC and Green Dream International, LLC; and

**WHEREAS**, after due deliberation and consideration, it is the recommendation of the Franklin County Purchasing Department that the contract for Trap Rock be awarded to the lowest and most responsive bidder, New Frontier Materials, LLC; and

**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to award the bid for Trap Rock to New Frontier Materials, LLC.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the contract for Trap Rock is hereby awarded to New Frontier Materials, LLC and that the Presiding Commissioner is authorized to execute any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order be provided to New Frontier Materials, LLC; Jim Grutsch, Highway Administrator; Michelle Patke, Highway Dept; Shakara Bray, Purchasing Director; Meagan Johnson, Purchasing; Lynne Maloney, Accounts Payable; and to Angela Gibson, Auditor.

---

Presiding Commissioner

---

Commissioner of 1<sup>st</sup> District

---

Commissioner of 2<sup>nd</sup> District

# COMMISSION ORDER PRECERTIFICATION FORM

Please return this completed form to the Purchasing Department to make a request for solicitation, contract, or contract renewal for the expenditure of funds.

Date: 2/27/2025

Official/Appointed Requestor: Meagan Johnson

Name of item/service requesting: Awarding Trap Rock Bid #2025-10 to New Frontier Materials LLC. for Franklin Co. Hwy Dept.  
(Proposed specifications/contract documents/quotes should be attached to form)

Budget Information: List the account(s) and estimated amount(s) used to make the purchase.

Account	Estimated Amount
<u>various accounts - 200 fund</u>	<u>At \$19.50 + \$45.50 delivered (per ton)</u>
_____	_____
_____	_____

Auditor approval of funds: Angela Gibson Date: 2/27/2025

Purchasing Director approval: Shakera Bray Date: 2/27/25

Circle One:  Solicitation     New Contract     Renew Existing     Signature

Attached solicitation information and no: 2025-10

Previous Commission Order number if applicable: \_\_\_\_\_

Cooperative Agreement Number/Information: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Agenda for Commission approval: \_\_\_\_\_

(Attached is all corresponding information; signed contract, awarding vendor, required documents.)

# **FRANKLIN COUNTY**

## **PURCHASING DEPARTMENT**



400 EAST LOCUST STREET, RM 004  
UNION, MO 63084  
636-584-6274

February 27<sup>th</sup>, 2025

RE: 2025-10 Trap Rock

Dear Commissioners,

On February 26, 2025 the Purchasing Department received and opened two bids. The publication date of the solicitation was February 5, 2025. The responses were from New Frontier Materials, LLC & Green Dream International, LLC. Following review, the Purchasing Department hereby submits a recommendation for awarding New Frontier Materials, LLC. as they are the lowest and most responsive.

Respectfully,

A handwritten signature in black ink that reads "Shakara Bray". The signature is written in a cursive, flowing style.

Shakara Bray,  
Purchasing Agent, Franklin County Missouri



## Meagan Johnson

---

**From:** Michelle Patke  
**Sent:** Wednesday, February 26, 2025 3:06 PM  
**To:** Shakara Bray; Meagan Johnson  
**Cc:** Jim Grutsch  
**Subject:** Bid for Trap Rock

Good afternoon ladies,

In speaking with Jim about the two bids that we received for trap rock, we would like to award New Frontier, as they are the lowest bid and we have worked well with them in the past.

If you need anything else from us, please let me know.

*Thank you,  
Michelle Patke  
Franklin County Highway Department  
Office: 636-584-6264  
Cell: 636-303-5230  
Email: [mpatke@franklinmo.gov](mailto:mpatke@franklinmo.gov)*



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

RFB NO: 2025-10

TITLE: Trap Rock

**Solicitation Schedule & Deadlines:**

February 5, 2025	Solicitation Release Date
February 12, 2025 2:00 P.M.	Deadline for Submitting Questions
February 14, 2025 4:30 P.M.	Deadline to post Addendum
February 26, 2025 2:00 P.M.	Deadline to Submit Response
February 26, 2025 2:30 P.M.	Open Responses

Responses must be received no later than "Deadline to Submit Response"  
February 26, 2025 2:00 P.M.

Shakara Bray, Purchasing Agent

Meagan Johnson, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.gov](mailto:purchasing@franklinmo.gov)

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:                     New Frontier Materials LLC

## SUBMISSION CHECKLIST

- I have reviewed the bid schedule and deadlines, located on the solicitation cover page
- I have read ALL Terms and Conditions and Bid documents closely  
(Located at [www.franklinmo.org](http://www.franklinmo.org))

### THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

- Solicitation Cover page
- Contractual Terms and Conditions Acknowledgement
- Pricing Form completed and signed
- I have one original and two copies that are labeled accordingly
- I have included contact information
- I have included the COI as requested - *Upon Award*
- Affidavit for Work Authorization is completed, Notarized, and supporting information is included
- Envelope is sealed and label attached
- W9 is filled out completely & included

## PURPOSE/ INTRODUCTION/ BACKGROUND

Franklin County is soliciting a Request for Bid from qualified contractors to provide trap rock for the Franklin County Highway Department.

**The contract period is for one year, with the option of two, one -year renewals.**

## Scope of Services

The awarded contractor shall provide 3/8" trap rock for the Franklin County Highway Department. Possible delivery locations are below.

- **4987 Highway ZZ, Gerald, MO 63037**
- **3401 Highway 50, Beaufort, MO 63013**
- **7431 Elmont Road, Sullivan, MO 63080**
- **K & Old K, St. Clair, MO 63077**

1. **Trap Rock: The aggregate shall be 3/8" washed and screened trap rock of Precambrian rhyolite porphyry origin from the Iron County area or granite porphyry trap rock.**

**The graduation shall be: ½" sieve – 100% passing  
3/8" sieve – 92-100% passing  
#4 sieve – 0-10% passing**

## Insurance Requirements:

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
  - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the State and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
  - B. Comprehensive or Commercial General Liability with a minimum limit of \$2,000,000.00 per occurrence, \$4,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
    1. Premises – Operations
    2. Products and Completed Operations
    3. Broad Form Property Damage
    4. Contractual
    5. Personal Injury
  - C. Automobile Liability with a minimum limit of \$2,000,000.00 per occurrence, \$4,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
    1. Owned Automobiles
    2. Hired Automobiles
    3. Non-Owned Automobiles
  - D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."
  - E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".
2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

## **Additional Requirements:**

3.

### **1. E-Verify**

Completion of Affidavit of Work Authorization and provide acceptable documentation of enrollment in the program.

### **2. Employment of Unauthorized Aliens Prohibited**

a.) Vendor agrees to comply with Missouri Revised Statute Section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

b.) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

c.) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the State of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

### **3. Prevailing wage for public works projects totaling over \$75,000**

Not less than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under the contract, shall be paid to all workers performing work under the contract. (Section 290.250 RSMo)

The contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor. (Section 290.250 RSMo)

The contractor and all subcontractors to the contract must require all on-site employees to complete the ten-hour construction safety training program required under Section 292.675, RSMo, unless they have previously completed the program and have documentation of having done so.

The contractor will forfeit a penalty to the contracting public body of \$2500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. (Section 292.675 RSMo.)

For all projects that meet the prevailing wage threshold, the vendor will be required to supply the necessary information to Franklin County Purchasing Dept prior to the start of work. In addition, there will be a 10% retainage for prevailing wage projects that will be paid upon completion of final Dept of Labor documents.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*





# 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:

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

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.



---

Vendor/Contractor Signature

2/26/2025

Date

---

New Frontier Materials LLC - Andy Cook - Director, Special Projects

Vendor/Contractor Name and Title

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

I, Andy Cook [Contractor Agent], being duly sworn, attest and state, under penalty of perjury, as follows:

1. I am employed by New Frontier Materials LLC [Contractor] and serve as the Director, Special Projects [Position with Contractor].
2. I hereby affirm that New Frontier Materials LLC [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.

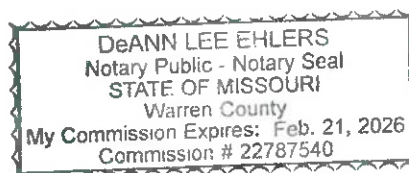
  
[Contractor Agent]

STATE OF MISSOURI     )  
                                          ) ss.  
St. Louis COUNTY     )

Subscribed and sworn to me, a notary public, this 26th day of February, 2025.

  
Notary Public

My commission expires: February 21, 2026



**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 Stephanie Bartlett (Name of Business Entity Authorized Representative)  
as Director, Human Resources (Position/Title)

first being duly sworn on my oath, affirm New Frontier Materials LLC (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 RFB NO 2025-10 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that New Frontier Materials LLC (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 RFB NO 2025-10 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, 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.)*

Stephanie Bartlett  
Authorized Representative's Signature

Stephanie Bartlett  
Printed Name

Director, Human Resources  
Title

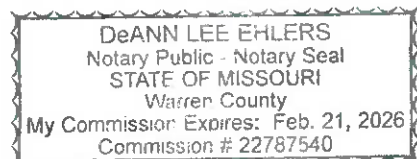
2/26/2025  
Date

Subscribed and sworn to before me this 26th of February, 2025. I am  
Day Month, Year

commissioned as a notary public within the County of Warren, State of Missouri and my commission expires on Date February 21, 2026

DeAnn Lee Ehlers  
Signature of Notary

2/26/2025  
Date



# AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

## CURRENT BUSINESS ENTITY STATUS

I certify that New Frontier Materials LLC (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.

Stephanie Bartlett  
Authorized Business Entity  
Representative's Name  
(Please Print)



Authorized Business Entity  
Representative's Signature

New Frontier Materials LLC  
Business Entity Name

2/26/2025  
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](mailto: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, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

## VENDOR INFORMATION

Company Name New Frontier Materials LLC

Mailing Address 2300 Creve Coeur Mill Rd

Maryland Heights, MO 63043

Phone number 314-473-3434

Contact Name Andy Cook

Contact Name Title Director, Special Projects

Email Address ajcook@newfrontiermaterials.com

Company ID Number: 1692822

may subject the Web Services Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

**Approved by:**

<b>Web Services Employer</b> New Frontier Materials Operations Alpha LLC	
Name (Please Type or Print) Stephanie L Bartlett	Title
Signature Electronically Signed	Date 05/20/2021
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/20/2021

Company ID Number: 1692822

**Information Required for the E-Verify Program**

**Information relating to your Company:**

Company Name	New Frontier Materials Operations Alpha LLC
Company Facility Address	2300 Creve Coeur Mill Rd Maryland Heights, MO 63043
Company Alternate Address	
County or Parish	SAINT LOUIS
Employer Identification Number	862325360
North American Industry Classification Systems Code	212
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	21 site(s)

Company ID Number: 1692822

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

IL	1
MO	20



**Company ID Number:** 1692822

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Julie Shields  
Phone Number 3144733741  
Fax 3143440970  
Email [ilshields@fredweberinc.com](mailto:ilshields@fredweberinc.com)

Name Debra K Buraelin  
Phone Number 3144733727  
Fax 3143440970  
Email [dkburaelin@fredweberinc.com](mailto:dkburaelin@fredweberinc.com)

Name Stephanie L Bartlett  
Phone Number 3144733628  
Fax  
Email [sibartlett@newfrontiermaterials.com](mailto:sibartlett@newfrontiermaterials.com)

Company ID Number: 1692822

This list represents the first 20 Program Administrators listed for this company.

Company ID Number: 1692849

may subject the Web Services Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

**Approved by:**

<b>Web Services Employer</b> New Frontier Materials Operations Beta LLC	
<b>Name (Please Type or Print)</b> Stephanie L Bartlett	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 05/20/2021
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 05/20/2021

Company ID Number: 1692849

### Information Required for the E-Verify Program

#### Information relating to your Company:

Company Name	New Frontier Materials Operations Beta LLC
Company Facility Address	2300 Creve Coeur Mill Rd Maryland Heights, MO 63043
Company Alternate Address	
County or Parish	SAINT LOUIS
Employer Identification Number	862354420
North American Industry Classification Systems Code	212
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	17 site(s)

Company ID Number: 1692849

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

IL	1
MO	16

Company ID Number: 1692849

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Julie L Shields  
Phone Number 3144733741  
Fax 3143440970  
Email [ilshields@fredweberinc.com](mailto:ilshields@fredweberinc.com)

Name Debra K Buraelin  
Phone Number 3144733727  
Fax 3143440970  
Email [dkburaelin@fredweberinc.com](mailto:dkburaelin@fredweberinc.com)

Name Stephanie L Bartlett  
Phone Number 3144733628  
Fax  
Email [sbartlett@newfrontiermaterials.com](mailto:sbartlett@newfrontiermaterials.com)

Company ID Number: 1692849

This list represents the first 20 Program Administrators listed for this company.



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Bid Award

**IN THE MATTER OF AWARDING THE BID FOR  
VEHICLE(S) TO DON BROWN CHEVROLET FOR  
THE FRANKLIN COUNTY SHERIFF'S OFFICE**

**WHEREAS**, a Public Notice to Bidders asking for sealed bids for Vehicle(s) was published in the Washington Missourian February 5, 2025 edition for receipt by February 26, 2025; and

**WHEREAS**, one (1) bid was received from Don Brown Chevrolet; and

**WHEREAS**, after due deliberation and consideration, it is the recommendation of the Franklin County Purchasing Department that the contract for Vehicle(s) be awarded to the lowest and most responsive bidder, Don Brown Chevrolet; and

**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to award the bid for Vehicle(s) to Don Brown Chevrolet.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the contract for Vehicle(s) is hereby awarded to Don Brown Chevrolet and that Sheriff Steve Pelton is authorized to execute any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order be provided to Don Brown Chevrolet; Steve Pelton, Sheriff; Mandy Warnecke, Sheriff's Office; Shakara Bray, Purchasing Director; Meagan Johnson, Purchasing; Lynne Maloney, Accounts Payable; and to Angela Gibson, Auditor.

---

Presiding Commissioner

---

Commissioner of 1<sup>st</sup> District

---

Commissioner of 2<sup>nd</sup> District



# COMMISSION ORDER PRECERTIFICATION FORM

Please return this completed form to the Purchasing Department to make a request for solicitation, contract, or contract renewal for the expenditure of funds.

Date: 2-27-2025

Official/Appointed Requestor: Shakira Bray

Name of item/service requesting: Award Don Brown Chevrolet Bid 2025-11 to provide SUV(s) to FCSO

(Proposed specifications/contract documents/quotes should be attached to form)

Budget Information: List the account(s) and estimated amount(s) used to make the purchase.

Account	Estimated Amount
<u>620-385-685.100</u>	<u>APPROX. 14,535<sup>00</sup></u>
_____	_____
_____	_____

Auditor approval of funds: Angela Gibson Date: 2/27/2025

Purchasing Director approval: Shakira Bray Date: 2-27-2025

Circle One: Solicitation New Contract Renew Existing Signature

Attached solicitation information and no: 2025-11 RFB

Previous Commission Order number if applicable: N/A

Cooperative Agreement Number/Information: N/A

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Agenda for Commission approval: \_\_\_\_\_  
(Attached is all corresponding information; signed contract, awarding vendor, required documents.)



**FRANKLIN COUNTY**  
PURCHASING DEPARTMENT

February 27, 2025

Attn:  
Franklin County Commission

RE: RFB 2025-11 Mid-Sized SUV(s) FCSO

Dear Commissioners:

On February 27, 2025 the Purchasing Department received a response to the Request for Bid for Vehicle(s) FCSO. One response was received from Don Brown Chevrolet. Following discussion with the Franklin County Sheriff's Office, the Purchasing Department hereby recommends Don Brown Chevrolet to be awarded for 2025-11 SUV(s) FCSO.

Respectfully,

Shakara Bray  
Purchasing Director, Franklin County



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

RFB NO: 2025-11

TITLE: Mid-Sized SUV(s) for FCSO

Solicitation Schedule & Deadlines:

February 5, 2025

February 12, 2025 2:00PM

February 14, 2025 4:30PM

February 26, 2025 2:00PM

February 26, 2025 2:30 PM

Solicitation Release/Advertising Date

Deadline for Submitting Questions

Deadline to post Addendum

Deadline to Submit Response

Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

February 26, 2025 2:00 PM

Shakara Bray, Purchasing Agent

Meagan Johnson, Assistant Purchasing Agent

Phone: 636-584-6274      Email: PURCHASING@FRANKLINMO.GOV

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: Don Brown Chevrolet

# SUBMISSION CHECKLIST

- I have reviewed the bid schedule and deadlines, located on the solicitation cover page
- I have read ALL Terms and Conditions and Bid documents closely  
(Located at [www.franklinmo.org](http://www.franklinmo.org))

**THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE**

**\*BID MAY BE SUBMITTED ONLINE THROUGH VENDOR REGISTRY**

**USE THESE FORMS ONLY**

- Solicitation Cover page
- Contractual Terms and Conditions Acknowledgement
- Pricing Form (all pages) completed and signed
- I have one original and two copies that are labeled accordingly
- I have included contact information
- COI (Certificate of Insurance)
- Envelope is sealed and label attached
- Affidavit for Work Authorization is completed and Notarized
- Current, signed W-9 is included in solicitation packet

*If you have already submitted W-9 information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.*

## PURPOSE

Franklin County, Mo (Sheriff's Office) is seeking bids from qualified vendors to provide Mid-Sized SUV(s) for law enforcement purposes that meets or exceeds the specific requirements listed below.

## SPECIFIC REQUIREMENTS

1. The vendor shall provide Model year 2024/2025 Mid-Sized SUV with manufacturers' standard equipment.
2. All items of standard equipment which are normally provided with each vehicle by the manufacturer shall be furnished unless such items are specifically omitted by the request for bid specifications.
3. **The vehicles MUST include an offroad package.**
4. All options and/or accessories must be manufacturers' original equipment. No aftermarket options and/ or accessories shall be acceptable.
5. All options must be factory installed.
6. The Vehicle must have a 7 year 75,000 mile zero deductible comprehensive warranty.
7. All warranty service must be performed within a 70 mile radius from the Franklin County Sheriff's Office physical location: 1 Bruns Dr. Union, Mo 63084.
8. Vehicle shall come with owner's manual.
9. Vehicle shall come with proper form to apply for Missouri title and license including the Manufacturer's Statement of Origin and invoice.
10. Vehicle shall be delivered and/or picked up within one week from award date of this bid.
11. Delivery and/or pick up specifications of the vehicle will be one of the following:
  - a) Vehicle delivered to the Franklin County Sheriff's office at 1 Bruns Dr. Union, Mo
  - b) Vehicle picked up at awarded vendor's location no more than 70 miles from the Franklin County Sheriff's office at 1 Bruns Dr. Union, Mo. 63084
12. In the event that the awarded vendor cannot deliver and/or accommodate pick up for the Franklin County Sheriff's Office within one week of the award date, The Franklin County Sheriff's office reserves the right to find the same or similar vehicle from another source.
13. Payment will be a check from Franklin County, Mo which will be processed and sent after vehicle is in hands of Franklin County Sheriff's Office and after invoice is received by Franklin County Sheriff's Office. Invoice can be mailed or emailed it the following:

Franklin County Sheriff's Office  
Attn: Mandy Warnecke  
1 Bruns Dr. Union, Mo. 63084

[purchasing@franklinmo.gov](mailto:purchasing@franklinmo.gov)

14. Invoice will have the awarded vendor's remittance address, Legal Business name, Franklin County's Purchase order number, and pricing broke down by specifications.
15. The awarded vendor shall be responsible for repairing any item or components received in damaged condition at no cost to Franklin County, MO.
16. All prices shall be firm, fixed as indicated in the pricing pages within this bid.
17. Color of the vehicle shall be one of the following colors: Black, Gray, Silver, or White.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

# PRICING FORM

## 2025-11 Mid-Sized SUV(s) – FCSO

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

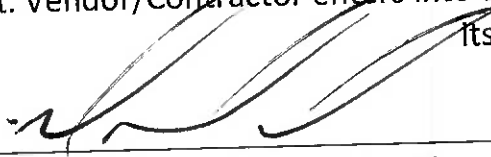
Model 2024/2025 Mid-Sized SUV	
Firm, Fixed Base Price Equipped as Specified Below: \$ <u>44,535.00</u> each	
<i>In addition to the mandatory required equipment stated below, the vehicles shall be equipped with <u>all</u> standard equipment for the model specified.</i>	
Mandatory Specifications	Vendor should provide a description of each specification below for the vehicle proposed or indicate compliance.
ENGINE: 2.5L Turbo	ok
AWD	ok
TIRES: All Terrain	ok
WHEELS: 18" Aluminum	ok
SINGLE KEY LOCKING SYSTEM: 2 Key Fobs	ok
Heated Leather Steering Wheel	ok
Headlights: LED	ok
Hitch Guidance	ok
FLOOR MATS: All Weather Floor Liners	ok
FRONT LICENSE BRACKET: Manufacturer's standard required	ok
OFF ROAD PACKAGE	ok
Seating: 7-Passenger, Seat adjuster, Driver 8 way power, Driver and Front Passenger heated seats	ok
COLORS: Black, grey, silver, or White	ok
MANDATORY MODEL: 2024/2025 Mid-Sized SUV	2025

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

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

<http://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.



Vendor/Contractor Signature

2-21-2025

Date

Dave Helberbrand Fleet Manager

Vendor/Contractor Name and Title





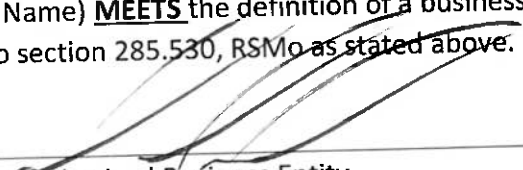
AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Don Brown Chevrolet (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.

Dave Helterbrand  
Authorized Business Entity  
Representative's Name  
(Please Print)

  
Authorized Business Entity  
Representative's Signature

Don Brown Chevrolet  
Business Entity Name

02/20/25  
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:

- o 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](mailto: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

- o Provide documentation affirming said company's/individual's enrollment and participation in the E-Ver

Company Name Don Brown Chevrolet

Authorized Signature 

Printed name and title Dave Helterbrand Fleet Manager

*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.*

## VENDOR INFORMATION

Company Name Don Brown Chevrolet

Mailing Address 2244 S. Kingshighway Blvd. St. Louis, MO 63110

Phone number 314-772-1400

Contact Name Dave Helterbrand

Contact Name Title Fleet Manager

Email Address dave@donbrownchevrolet.com



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, March 4, 2025  
Opioid Settlement Funds

## IN THE MATTER OF APPROVING AND AUTHORIZING THE DISTRIBUTION OF FRANKLIN COUNTY OPIOID SETTLEMENT FUNDS

**WHEREAS**, the County of Franklin, Missouri, has incurred financial losses to combat the harms of the opioid epidemic including, but not limited to, costs for law enforcement; prosecution; public safety; incarceration; medical care; addiction treatment; counseling and withdrawal services; family protective services; social services; and coroner services due to the misbranding and overabundance of opioids; and

**WHEREAS**, on January 29, 2019, Franklin County filed a Petition against manufacturers; distributors; pharmacies; pharmacy benefit managers; and physicians legally responsible for the wrongful distribution of prescription opiates and damages caused thereby (the “Defendants”) captioned *Jefferson County et al. v. Dannie E. Williams, M.D., et al.*, No. 1922-CC00203 (the “Petition”), asserting six causes of action relating to the alleged manufacture, promotion, distribution, monitoring, and/or sale of opioid products, including claims of public nuisance, negligence per se-illegal diversion, negligence, fraud in the omission, fraud, and negligent misrepresentation; and

**WHEREAS**, on July 24, 2019, Franklin County’s claims were severed from the Petition and remanded to the Missouri Circuit Court, Twenty-Second Judicial Circuit, St. Louis City; and

**WHEREAS**, on October 21, 2019, Franklin County, joined by Jefferson County, filed an Amended Petition against the Defendants captioned *Jefferson County et al. v. Dannie E. Williams, M.D., et al.*, No. 1922-CC00203-01 (the “Amended Petition”) seeking damages for reimbursement of expenses for the provision of governmental services expended to combat the harms of the opioid epidemic; and

**WHEREAS**, on December 20, 2019, Franklin County’s claims were further severed and transferred to the Missouri Circuit Court, Twentieth Judicial Circuit, Franklin County, and assigned case number 20AB-CC00006; and

**WHEREAS**, Franklin County has received Opioid Settlement Funds to abate public costs expended fighting the opioid epidemic and for future costs to finance community efforts aimed at ending the crisis that has caused death, abuse, addiction, crime, and social and familial destruction in Franklin County; and

**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to approve and authorize the distribution of Franklin County Opioid Settlement Funds to Franklin County Treatment Court, PreventEd, Franklin County CRUSH Coalition, and HOPE for Franklin County to respond to the serious public health and safety crisis involving opioid abuse, addiction, morbidity, and mortality in Franklin County.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the distribution of Franklin County Opioid Settlement Funds is hereby approved and authorized as hereinafter set forth:

<b>Franklin County Treatment Court</b>	<b>PreventEd</b>	<b>Franklin County CRUSH Coalition</b>	<b>HOPE for Franklin County Coalition</b>	<b>St. Charles County Medical Examiner</b>
\$102,276.00	\$121,238.00	\$20,000.00	\$89,100.00	\$47,000.00

**IT IS FURTHER ORDERED** that a copy of this Order be provided to Franklin County Treatment Court; PreventEd; Franklin County CRUSH Coalition; HOPE for Franklin County Coalition; Brianne Barr, Assistant Prosecuting Attorney; Tim Baker, County Clerk; Angela Gibson, Auditor; Debbie Aholt, Treasurer; Lynne Maloney, Accounts Payable; and to Shakara Bray, Purchasing Director.

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

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District

**ESTIMATED BUDGET FOR 2025 TREATMENT COURT (request already submitted with Treatment Court budget request)**

APPROVED USE JUSTIFICATION:

A – Expand availability of treatment for OUD, including all forms of MAT.

Section: Support People in Treatment and Recovery

A – Provide counseling, peer support, recovery case management for those who need it to persons with OUD and any co-occurring SUD/MH disorder

A – Provide community support services, including access to housing, supportive housing and recovery housing, transportation services, job training and other recovery services to allow a more full reintegration into the community following addiction treatment, incarceration or otherwise.

Section: Address the Needs of Criminal Justice Involved Persons

A – Support treatment and recovery courts for persons with OUD and any co-occurring SUD/MH conditions, but only if these courts provide referrals to evidence-informed treatment, including MAT.

<u>ITEM</u>	<u>\$ AMOUNT REQUESTED</u>	<u>ACTUAL SPENT</u>
<b>MEDICATION ASSISTED TREATMENT FUNDING – SUB-CONTRACTED THROUGH FREEDOM RECOVERY CENTER</b> <ul style="list-style-type: none"> <li>➤ Extended-Release Injectable Naltrexone (Vivitrol or Sublocade) - \$1530 per monthly injection x 12 months x 2 participants per month = \$36,720</li> <li>➤ Medication Services – doctor/nurse services - \$214 per month x 12 months x2 participants = \$5,136</li> </ul>	\$41,856	
<b>Case Manager – part-time position – subcontracted (for tx ct program expansion)</b> <ul style="list-style-type: none"> <li>➤ Supervise 30 later phased tx ct participants</li> <li>➤ \$23.50/hr x 20 hours per week x 50 weeks per year = \$23,400</li> <li>➤ \$2500 = office expenses, sub-contracting fees</li> </ul>	\$25,900	
<b>Urinalysis Testing (for tx ct expansion participants)</b> <ul style="list-style-type: none"> <li>➤ 2 UA's per week (\$8.50 per collection) x 52 weeks x 30 clients (Gateway and Redwood)</li> </ul>	\$26,520	
<b>Sober Living Expenses for Treatment Court Participants</b> <ul style="list-style-type: none"> <li>➤ \$130 per week x 2 weeks per participant x 31 participants</li> </ul>	\$8,000	
<b>TOTAL</b>	<b>\$102,276</b>	

The reason for the slight increase in request is related to the increase in the number of weeks requested for the urinalysis testing. In 2024, we did not ask for a full year of testing. In 2025, we will be asking for a full year.

Also, we quickly ran out of funding for sober living expenses for Treatment Court participants. Thus, we have requested an increase in this funding category in an attempt to cover the gap for 2025.

**ESTIMATED BUDGET FOR 2025 CRUSH TEEN DRUG SUMMIT/PARENT EDUCATION PROGRAM/INFORMATION**

APPROVED USE JUSTIFICATION:

Section: Prevent Misuse of Opioids

B – Corrective advertising or affirmative public campaigns based on evidence.

B – Support community based and school-based organizations and coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction.

B- Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drug, including emotional modulation and resilience skills.

<u>ITEM</u>	<u>\$ AMOUNT REQUESTED</u>	<u>ACTUAL SPENT</u>
<b>National Speaker – opening program</b> (possibly Tall Cop)	\$7000	
<b>Closing speaker/program</b>	\$2000	
<b>T-shirts</b>	\$5000	
➤ 100 staff @ \$10 each = \$1000		
➤ 400 students @ \$10 each = \$4000		
<b>Food</b>	\$1000	
➤ Staff – set up day		
➤ Staff – day of event		
<b>Facility Rental</b>	\$2000	
➤ First Christian Church		
<b>Promotion materials and kid giveaways</b>	\$3000	
➤ <b>Possibles:</b>		
➤ Lanyards		
➤ Name Cards		
➤ Light up stuff		
➤ Pens		
➤ Little note books		
➤ Bags for kids		
➤ Chip clips		
➤ Stress balls		
➤ Cups		
➤ Stickers		



<b>TOTAL</b>	<b>\$20,000</b>	

Our goal for 2025 is to increase the number of students served to 400.

We would again like to bring in 2 national speakers, thus the increase in amount requested over 2024.

	A	B	C	D	E	F	
1							
2		<b>HOPE for Franklin County</b>					
3		<b>Opioid Settlement Funds Budget- January 2025</b>					
4							
5		<b>CORE STRATEGY ADDRESSED:</b>					
6		Prevention Programs (Schedule A, Section G)					
7	<b>APPROVED USE</b>				<b>2025 Budgeted</b>	<b>Remaining</b>	
8	<b>DESIGNATIONS</b>	<b>Budget Category</b>	<b>Budget Amount</b>	<b>Description</b>			
9							
10	<b>G3, 5, 6, 8</b>	<b>Community Based Opioid Education Campaigns</b>		<i>(Prescription drug safety messages and tools;</i>			
11				<i>safe storage containers; drug disposal bags;</i>			
12		Rx Safety/Opioid Education Program	\$ 20,000.00	<i>counterfeit prescription education ; fentanyl and other</i>			
13				<i>emerging concerns awareness for adults and youth;</i>			
14				<i>community wide permanent drug disposal locations)</i>			
15		<b>Total Community Education</b>	<b>\$ 20,000.00</b>		\$ 20,000.00		
16							
17							
18	<b>G1, 3, 5, 6</b>	<b>Prevention Awareness Promotion &amp; Advertising</b>		<i>(Marketing plan using geofencing to target audiences</i>			
19				<i>about opioid misuse prevention programs; print,</i>			
20		Targeted Consumer Internet Ads	\$ 15,000.00	<i>social media, digital and other methods)</i>			
21		Print/Other Promotion	6,000.00				
22							
23							
24		<b>Total Promotion &amp; Advertising</b>	<b>\$ 21,000.00</b>		\$ 21,000.00	-	
25							
26							
27	<b>G5, 6, 8</b>	<b>Operations/Administration Costs</b>		<i>(Sustain the centrally located Prevention Center</i>			
28				<i>for coalitions, community meetings, collaborative</i>			
29		Office Space and Storage Expenses	\$ 13,500.00	<i>partners, focused on prevention efforts in schools</i>			
30		Administrative Staffing /Management	\$ 26,500.00	<i>and in the community; create one part time position</i>			
31				<i>to assist with increased administrative duties)</i>			
32		<b>Total Operations/Administration Costs</b>	<b>\$ 40,000.00</b>		\$ 40,000.00	\$ -	
33							
34							
35	<b>G7, 10</b>	<b>Indirect Costs-Foundations for Franklin County</b>					
36		10% allocation	\$ 8,100.00	<i>(Applied to increased utilities, office supplies,</i>	\$ 8,100.00	\$ -	
37				<i>building and lot maintenance, etc.)</i>			
38						\$ -	
39							
40		<b>TOTAL</b>	<b>\$ 89,100.00</b>		<b>\$ 89,100.00</b>	<b>\$ -</b>	

2025

Franklin County Opioid Settlement

PreventEd- Certified Peer Specialists Services

CATEGORY	SUBTOTAL	TOTAL	ALIGNMENT WITH ALLOWABLE COST-EXHIBIT E
<b>Personnel</b>		<b>\$60,588</b>	<b>Schedule A- C.3, E.2, E.4 Schedule B- A.5, B.1-3, B.6, B.12, D.5, E.6</b>
1 FTE CPS I			
.15 FTE CPS Supervisor			
.10 FTE Program Director			
<b>Fringe @ 30.75%</b>		<b>\$18,636</b>	
Medical, payroll taxes, retirement, life insurance, workman's comp			
<b>Transportation Support</b>		<b>\$16,608</b>	<b>Schedule A- C.3, E. 4 Schedule B- A.9,B.1, B.7, B.12, B.15</b>
Transportation Partnership (eg. EZMO)	\$6,000		
Insurance	\$4,608		
Fuel/Mileage	\$3,000		
Conference Travel Expenses	\$3,000		
<b>Peer Support Needs</b>		<b>\$3,700</b>	<b>Schedule A- C.3, E. 4 Schedule B- B.1, B.12</b>
Incidentals for clients such as assistance with birth certificate costs, a meal, clothes, registration fees			
<b>Other</b>		<b>\$1,500</b>	<b>Schedule B-B.1-3</b>
Utilities	\$1,200		
Mobile Charges	\$300		
<b>Indirect @ 20%</b>		<b>\$20,206</b>	
Administration and general operating, which includes a pro- rata share of agency-wide expenses such as management salaries and fringe benefits, internal accounting, financial audit, payroll service, clerical support, liability insurance, etc.			

20% is PreventEd's Federal Negotiated Rate			
<b>TOTAL</b>		<b>\$121,238</b>	