

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 2020

County of Boone

In the County Commission of said county, on the

24th

day of

September 20 20

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

Now on this day, the County Commission of the County of Boone does hereby recognize September as National Suicide Prevention Awareness Month.

Done this 24th day of September 2020.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner



# PROCLAMATION RECOGNIZING SEPTEMBER AS NATIONAL SUICIDE PREVENTION AWARENESS MONTH

- Whereas,* suicide is the tenth leading cause of death among adults in the US, and the second leading cause of death among individuals between the ages of 10 and 34 in the US; and
- Whereas,* according to the American Foundation for Suicide Prevention (AFSP), more than 48,000 people died by suicide in the year 2018 which, according to the FBI, was nearly three times the number of homicides; an average of 132 suicides were completed daily and an estimated 1.4 million attempts were made in 2018; and
- Whereas,* Boone County is not exempt from this devastating trend, with 129 suicides having been completed in Boone County between 2013 and 2018, with the male suicide rate being nearly three times higher than the female rate; and
- Whereas,* suicidal thoughts can affect anyone, regardless of age, gender, race, orientation, income level, religion, or background; and each and every suicide directly impacts a minimum of 100 individuals, including family, friends, co-workers, neighbors, and community members; and
- Whereas,* regional organizations, like Suicide Prevention Services (SPS) and American Foundation for Suicide Prevention Greater Mid-Missouri, and national organizations, like the National Alliance on Mental Illness (NAMI) and the National Suicide Prevention Lifeline, are on the front lines of a war that many still refuse to acknowledge, as suicide and mental health remain, for many, too uncomfortable to discuss; and
- Whereas,* local campaign Look Around Boone encourages everyone in Boone County to recognize mental health is an “everybody issue,” to be actively aware and support neighbors, friends and loved ones who are experiencing mental health issues, and to “See something. Do something.”; and
- Whereas,* September, as National Suicide Prevention Awareness Month, is intended to help raise the visibility of the mental health resources and suicide prevention services in our community; to speak openly about the importance of mental health and the impacts of suicide; to help remove the surrounding stigmas; and to help provide access to support services for those in need; and
- Therefore,* the Boone County Commission does hereby recognize September as National Suicide Prevention Awareness Month, identifies suicide prevention as a priority and encourages all Boone County citizens to learn how they can help their loved ones and their community at large.

**IN TESTIMONY WHEREOF,** this 24<sup>th</sup> day of September, 2020.

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Daniel K. Atwill, Presiding Commissioner

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Fred J. Parry, District I Commissioner

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Janet M. Thompson, District II Commissioner

ATTEST:

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Brianna L. Lennon, County Clerk



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In the County Commission of said county, on the

24th

day of September

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

Now on this day, the County Commission of the County of Boone does hereby award Contract CC171501001 for Mailroom Equipment, Supplies & Maintenance with Pitney Bowes, Inc. of Pittsburgh, Pennsylvania.

Terms of the award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 24th day of September 2020.

ATTEST:

*Brianna L. Lennon* AW  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
District I Commissioner

*Absent*

Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Liz Palazzolo**  
Senior Buyer



613 E. Ash, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Liz Palazzolo, CPPO, C.P.M.  
**DATE:** September 03, 2020  
**RE:** Award of Contract CC171501001 – Mailroom Equipment, Supplies & Maintenance - (Co-op contract – State of Missouri)

The Purchasing Department requests permission to award contract CC171501001 for Mailroom Equipment, Supplies & Maintenance with Pitney Bowes, Inc. of Pittsburgh, Pennsylvania. This is a cooperative contract established by the State of Missouri using a NASPO Valuepoint contract.

The contract runs through September 01, 2020 through May 14, 2021.

Payments will be made from the following department/account codes:

- 1194 -Mail Services/92300 – Replacement Machinery & Equipment: \$6,000.00
- 1194 - Mail Services/70050 – Software Service Contract: \$3,000.00
- 2010 - Assessment/92300 - Replacement Machinery & Equipment: \$6,000.00
- 2110 – Collector Tax Maintenance Activity/92300- Replacement Machinery & Equipment: \$6,000.00

/lp

cc: Contract File



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County of Boone

In the County Commission of said county, on the 24th day of September 2020

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to Contract 45-22AUG19-Records Shredding and Disposal Services.

Terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Done this 24th day of September 2020.

ATTEST:

Brianna L. Lennon AW  
Brianna L. Lennon  
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Absent  
Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPO, CPPB  
**DATE:** March 4, 2020  
**RE:** Amendment Number One - 45-22AUG19 - Records Shredding and Disposal Services

County-wide Term and Supply contract *45-22AUG19 - Records Shredding and Disposal Services* was approved by commission for award to Stericycle, Inc., d/b/a Shred-It USA, LLC on September 24, 2019, commission order # 413-2019.

This amendment adds one (1) 64-gallon locking bin for the Sheriff Annex.

cc: Contract File



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County of Boone

In the County Commission of said county, on the 24th day of September 2020

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

Now on this day, the County Commission of the County of Boone does hereby approve the utilization of The Interlocal Purchasing System (TIPS) Cooperative Contract #200201 - Trades, Labor and Materials (JOC) for exterior masonry repair and waterproofing.

Terms of the cooperative contract are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Done this 24th day of September 2020.

ATTEST:

*Brianna L. Lennon AW*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*[Signature]*  
Fred J. Parry  
District I Commissioner

*Absent*  
Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



613 E. Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPO, CPPB  
**DATE:** September 25, 2020  
**RE:** Cooperative TIPS Contract: 200201 - Trades, Labor and Materials (JOC)  
for Exterior Masonry Repair and Waterproofing

Purchasing requests permission for the Facilities Maintenance Department to utilize The Interlocal Purchasing System (TIPS) cooperative contract # 200201 - Trades, Labor and Materials (JOC) for exterior masonry repair and waterproofing.

The contract expiration date is April 30, 2022 and it has two (2) one-year renewal periods. This is a county-wide term and supply contract that will be used primarily by our Facilities Maintenance Department.

**cc:** Contract File



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In the County Commission of said county, on the 24th day of September 2020

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to Contract 05-31DEC18C- Legislative Consultant-Lobbying Services.

Terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Done this 24th day of September 2020.

ATTEST:

*Brianna L. Lennon AW*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*[Signature]*

Fred J. Parry  
District I Commissioner

*Absent*

Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: March 4, 2020  
RE: Amendment Number One - 05-31DEC18C - Legislative Consultant -  
Lobbying Services

Contract *05-31DEC18C - Legislative Consultant - Lobbying Services* was approved by commission for award to Grote & Associates Inc. on March 13, 2018, commission order # 128-2018.

This amendment adds five additional optional renewal periods as follows:

January 1, 2021 - December 31, 2021 for \$27,198.40  
January 1, 2022 - December 31, 2022 for \$27,198.40  
January 1, 2023 - December 31, 2023 for \$27,470.38  
January 1, 2024 - December 31, 2024 for \$27,882.44  
January 1, 2025 - December 31, 2025 for \$28,300.68

Invoices will be paid from Department 1121- County Commission, Account 71101 - Professional Services.

cc: Contract File



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County of Boone

In the County Commission of said county, on the 24th day of September 2020

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

Now on this day, the County Commission of the County of Boone does hereby approve the utilization of the State of Missouri Cooperative Contract CC160284002- Snowplow Blade Cutting Edges to purchase snowplow blades and cutting edges from Winter Equipment Company, Inc.

Terms of the cooperative contract are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 24th day of September 2020.

ATTEST:

*Brianna L. Lennon AW*

Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*[Signature]*

Fred J. Parry  
District I Commissioner

*Absent*

Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Robert Wilson**  
Buyer



613 E. Ash Street, Room 111  
Columbia, MO 65201  
Phone: (573) 886-4393  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Robert Wilson  
DATE: September 25, 2020  
RE: Cooperative Contract: State of Missouri Contract CC160284002 –  
Snowplow Blade Cutting Edges

Road & Bridge requests permission to utilize the State of Missouri cooperative contract *CC160284002 – Snowplow Blade Cutting Edges* to purchase snowplow blades and cutting edges from Winter Equipment Company, Inc.

This is a term and supply contract that has an initial term ending June 30, 2021. An optional renewal term would extend the contract through June 30, 2022.

Invoices will be paid from department 2040 – RB Maintenance Operations, account 23850 – Minor Equipment and Tools.

cc: Greg Edington, RB  
Contract File



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

Now on this day, the County Commission of the County of Boone does hereby approve a request from Resource Management for authorization to change the classification of position 67, Senior Planner (Classification Code 106300, Range 44), to Planner (Classification Code 106400, Range 40) effective immediately.

Done this 24th day of September 2020.

ATTEST:

Brianna L. Lennon AW  
Brianna L. Lennon  
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry

Fred J. Parry  
District I Commissioner

Absent

Janet M. Thompson  
District II Commissioner



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In the County Commission of said county, on the

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

Now on this day, the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Courthouse Plaza by The Ragtag Film Society on October 6<sup>th</sup> and October 13<sup>th</sup>, 2020 (rain dates: October 11<sup>th</sup> and 18<sup>th</sup>) from 5:00pm to 10:45pm

Done this 24th day of September 2020.

ATTEST:

*Brianna L. Lennon AW*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Absent*  
Janet M. Thompson  
District II Commissioner



Daniel K. Atwill, Presiding Commissioner  
Fred J. Parry, District I Commissioner  
Janet M. Thompson, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Plaza as follows:

Organization: Ragtag Film Society

Address: 5 S. Ninth St.

City: Columbia State: MO ZIP Code: ~~65201~~ 65201

Phone: 573.442.8783 Website: www.ragtagcinema.org

Individual Requesting Use: Carly Love

Position in Organization: Operations Director

Address: Same as organization

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Cell Phone: 817.225.5071 Email: carly@truefalse.org

Event: CoMo famous Movie screening

Description of Use (ex. Concert, speaker, 5K): Outdoor movie

Date(s) of Use: October 6, October 13 (rain dates: Oct 11, 18 respectively)

Start Time of Setup: 5:00 AM/PM  AM  PM

Start Time of Event: 7:15 AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 10:00 AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 10:45 AM/PM  AM  PM

Emergency Contact During Event: Carly Love Phone: 817.225.5071

Will this event be open to the public:  Yes  No  
If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters:

ticketed event advertised via word of mouth and social media



How many attendees (including volunteers) do you anticipate being at your event? 150

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application

See attached safety plan

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees):

N/A

Will the majority of attendees be under the age of 18?  Yes  No

If yes, please note the number of adult supervisors in attendance: \_\_\_# adults per \_\_\_# minors

Will you need access to electricity?  Yes  No

Will you be using amplifiers?  Yes  No

Will you be serving food and/or non-alcoholic drinks?  Yes  No

If yes, will you be selling food and/or non-alcoholic drinks?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: \_\_\_\_\_

County Merchant's License Number: \_\_\_\_\_

City Temporary Business License Number: \_\_\_\_\_

Will you be serving alcoholic beverages?  Yes  No

If yes, will you be selling alcoholic beverages?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

State Liquor License Number: \_\_\_\_\_

County Liquor License Number: \_\_\_\_\_

City Liquor License Number: \_\_\_\_\_



Will you be selling non-food items?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: \_\_\_\_\_

County Merchant's License Number: \_\_\_\_\_

City Temporary Business License Number: \_\_\_\_\_

Will outside vendors be selling food, beverages or non-food items at this event?  Yes  No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sales	Contact Information	License Number(s)
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To our current knowledge, no food trucks or vendors will be present.  
If this changes, we will provide updated information to you.

Will you be requesting a road and/or sidewalk closure?  Yes  No

If yes, what road(s) and/or sidewalk(s)? \_\_\_\_\_

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames?  Yes  No

If yes, please provide the Columbia Fire Department Special Events Permit Number: \_\_\_\_\_

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?

Yes  No

If yes, please provide the following:

Security Company: \_\_\_\_\_

Contact Person Name and Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be using portable toilets for your event?  Yes  No

\*\*Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

\*Boone County Elections office will be open for a duration of our event and provided permission to use bathrooms in their office, if needed.



A deposit is required for use of the Boone County Courthouse Plaza. Please refer to the Boone County Courthouse Plaza Rules and Regulations for the deposit fee schedule. Boone County Facilities Maintenance Staff will inspect the Courthouse Plaza before and after each event. If staff finds the Courthouse Plaza is left the condition in which it was found, the deposit will be refunded to the organization. Please indicate below to whom the refund check should be issued:

Name/Organization: Ragtag Film Society

Address: 5 S. Ninth St.

City: Columbia State: MO ZIP Code: 65201

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
4. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Organization Representative/Title: Carly Love / Operations Director

Address: 5 S. Ninth St. Columbia, MO 65201

Phone Number: 573.442.8783 Date of Application: 9/15/20

Email Address: carly@truefalse.org

Signature: Carly Love

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to [commission@boonecountymo.org](mailto:commission@boonecountymo.org).

**PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA**

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Bramma L. Cannon AW  
County Clerk

BOONE COUNTY, MISSOURI

[Signature]  
County Commissioner

DATE: 9/25/20



## COMO FAMOUS SAFETY PLAN

The following section includes information that we give to all staff and volunteers during trainings; we spend additional time with venue staff going over emergency procedures generally and in their respective venues.

### VENUE BASICS

Though each venue will have a Lead Production Assistant and Lead Technician, there will also be Venue Manual available, which will include all venue specifics and safety procedures. In general, though, there's a basic pattern and set of expectations for all venues.

### Emergency Plan

Each Venue will have its own specific protocols and procedures for dealing with emergency situations, should they arise. Emergency management information can be found in each venue bible, and each staff will be briefed on this information as well. Emergency information will include information outlining shelter location, egress (exit) routes, exit locations, and plans for communicating with large groups of patrons. It is essential that every staff/volunteer familiarize themselves with the emergency basics of each venue. In case of an emergency, here are some guidelines:

**a) Remain Calm/Do Not Panic:** Though this is cliché, it is absolutely true. In an emergency, think through it, don't panic, contact the appropriate people, and do your best to keep people in the area calm. Inform them that the situation is under control and we are doing everything possible as swiftly as we can to resolve the situation.

**b) Know who to contact:** In the case of most true emergencies, you will first contact 911. These people are professionals who are there to help. Next, alert the proper people at the venue and Fest.

**c) Communicate:** If there is a general emergency, you may have to address a large crowd. Do so confidently and calmly. Inform them of the situation and that you need them to listen to you and cooperate. This is most helpful in the event of a venue evacuation, such as in case of fire, weather emergency, power outage, or bomb threat.

### Safety Plan

All CoMo Famous venues need to be kept safe for patrons and volunteers. As noted previously, each venue will have a safety plan as outlined in the venue manual. However, here are some basics to be aware of:

**a) Take responsibility.** As a staff member or volunteer for RFS, you are a go-to person and are responsible for your area/venue. So, if you see something out of place or something that needs to be taken care of, act on it! This can be as simple as changing an overflowing trash can to taping down loose cables on the floor to reporting suspicious behavior to a lead staff member. Pick up trash, keep people from standing on chairs, and report any trouble situations or violence.

**b) Be vigilant.** During the natural ebb and flow of activity during a shift, it can be tempting to mentally check out for a time. Keep your awareness up throughout your shift as it is easy to



miss something significant in either the chaos or the calm.

**c) Familiarize yourself with the venue!**

The first thing any volunteer should do upon arrival to a venue is take a look at where the emergency exits are, where the fire extinguishers are, where to find a flashlight, where to find the bathrooms, and who the staff are at each location. You will also want to know where the disability access seating and entrances are. This often takes a few minutes, but will help prepare you to act responsibly.

**d) Prepare for emergency, remain calm.** Though everything will probably run very smoothly, take a moment to think through how you would actually respond in an emergency situation. In the event of an emergency, you may be the person who has to address the room and calmly and confidently tell them about an emergency, or you may be the person to find the flashlights and assist someone out of the theater.

**e) Ask for help!** You will be surrounded by knowledgeable staff and volunteers who can assist you. Keep lines of communication open; don't be afraid to solve a problem, and don't be afraid to ask for help.

**f) If you can't handle it, call 911.** If there is a situation you are uncomfortable with, call 911. We have spoken with these folks, and that's what they are there for. Whether it be the police, an ambulance, or the fire department, they are all professional problem solvers and are there to help. When in doubt, call 911, and then immediately inform your team leader of the problem.

## **EMERGENCY PROCEDURES**

### **Complaints & Violence**

**Complaints:** Handle all complaints in a professional and diplomatic manner. Remember, complaints are not personal, and they are often helpful. If you are unable to immediately and reasonably resolve a complaint, direct the complaint to the director or co-custodian onsite, and they will resolve the matter. Patrons may also e-mail [info@truefalse.org](mailto:info@truefalse.org).

**Violence:** If you see an act of violence, do not become involved. Do not attempt to break up a fight or confrontation. Immediately contact your team leader, director or co-custodian onsite, or 911 if necessary. If you feel that you or anyone is immediately threatened, do not hesitate to call 911.

### **Lost & Found**

Lost items will be logged and kept at Ragtag Cinema for up to 10 days. Do not escort a patron to look at the lost and found. Have them describe the item they are missing and look for it yourself. Remember to sign items in and out in the Lost and Found logbook.

### **Lost Child**

If a child is lost, stay with them and contact the team leader, director or co-custodian onsite. Keep them calm, and stay in one spot.



### **Medical emergencies**

In the case of a medical emergency (such as loss of consciousness, excessive bleeding, etc.), the volunteer will call 911 first then alert a staff member. If it's clearly a minor event then staff can be notified first but if there is any doubt it is best to err on the side of caution and call 911 before making other notifications. When calling 911, staff will know their location. Staff will not do anything they are not trained to do. Staff will secure the scene and ask patrons to move away from the scene, especially if emergency personnel are en route. Staff will not move the injured person. If the injured person is conscious, staff will ask them questions to gather more information about signs and symptoms, allergies, medications, pertinent medical history, last food or drink and events leading up to the incident. If the injured person is unconscious, staff will shout to get the person's attention, using the person's name if it is known. If there is no response, staff will tap the person's shoulder and shout again, while checking for normal breathing. Again, staff will not do anything they are not trained to do. If another patron identifies themselves as a medical professional with the necessary skills to assist in assessing the situation, staff may allow them to help. Staff will continue to assess the scene and wait for medical professionals to arrive.

### **Weather Monitoring**

In the event of inclement weather, Operations Director will be responsible for monitoring weather via National Weather Service as well as local weather reports and radars. Collectively the Operations Director, Production Manager, and a Co-Custodian will determine when to postpone or cancel event. Co-Custodian has the authority to cancel the event due to weather.

### **Severe Weather**

In the event of thunder, the event will be delayed for up to 1 hour before cancelling. If thunder/lightning occurs in the middle of a film, it will delay up to 1 hour before cancelling. Patrons will be encouraged to seek shelter. If severe weather conditions arise during the event, the staff and volunteers will notify patrons of suspension of the event and evacuation of the premises.

### **Smoke or Fire**

In general, calmly and quickly notify the team leader, director or co-custodian onsite if you see smoke or fire. If you are in any doubt whatsoever or if danger is immediate, call 911 first. Be prepared to calmly and confidently address patrons and calmly and quickly evacuate them from the area. Evacuate those nearest the danger first, row by row, as efficiently as possible. Tell patrons your plan for evacuation so that they cooperate and remain calm. Assist those who need any help.

### **Electrical Outage**

Immediately locate flashlights and be prepared to assist patrons. Alert the team leader, director or co-custodian onsite. Remain calm and immediately and calmly inform patrons to remain in their seats and that we're working on the problem and will update them as soon as possible.



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20<sup>20</sup>

County of Boone

24th

day of

September

20<sup>20</sup>

In the County Commission of said county, on the

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Agreement for CARES Funding between Boone County and Sturgeon R-V School District.

Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 24th day of September 2020.

ATTEST:

Brianna L. Lennon AW  
Brianna L. Lennon  
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry  
Fred J. Parry  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner





## AGREEMENT FOR CARES FUNDING

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**THIS AGREEMENT** dated the 24 day of September, 2020 is made between **Boone County, Missouri**, a political subdivision of the State of Missouri, by and through the Boone County Commission, herein "**County**" and the **Sturgeon R-V School District**, a political subdivision of the State of Missouri, hereinafter referred to as "**Sturgeon Schools**".

**WHEREAS**, County received \$21,171,910.00 in funding from the State of Missouri as County's allocated share of the CARES Act (Coronavirus Aid, Relief and Economic Security Act) funding from the federal government; and

**WHEREAS**, County desires to administer said funding in a transparent, accountable, and fiscally-responsible manner; and

**WHEREAS**, County is in the process of standing-up a web portal for the processing of applications and reimbursement requests for CARES funding but that process is not yet completed; and

**WHEREAS**, Sturgeon Schools has identified a time-sensitive need of five (5) freestanding temperature scanners as part of its comprehensive efforts to minimize the spread of COVID-19; and

**WHEREAS**, County desires to support Sturgeon Schools' efforts in approving a funding request to allow for a PILOT program of deployment of temperature scanners as set out in Superintendent Geoffrey Neill's letter to the Commission dated September 1, 2020, which is attached hereto and incorporated herein; and

**WHEREAS**, Sturgeon Schools has indicated the total cost of the scanners contemplated herein will be Eleven Thousand Nine Hundred Ninety-Five Dollars (\$11,995.00) per the invoice and Purchase Order provided, which is attached hereto and incorporated herein; and

**WHEREAS**, County will make payments up to the not-to-exceed approved contract amount of \$11,995.00 on a reimbursement basis upon provision by Sturgeon Schools of adequate documentation showing the paid expenses in furtherance of this agreement; and

**WHEREAS**, the parties agree to cooperate on the form and content of expenditure documentation, including submission through the County's electronic portal when that portal is operational; and



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

1. **US Treasury Department Guidance.** The guidance and FAQs issued by the US Department of Treasury, most recently updated as of September 2, 2020, is to be considered part of this formal contract and is incorporated as if fully set forth herein.

2. **Contract Documents.** This agreement shall consist of this Agreement for CARES funding, the Boone County federal funding certification dated April 29, 2020, the US Treasury Department Guidance referenced above, Sturgeon Schools Superintendent Geoffrey Neill's letter to the Commission dated September 1, 2020; the invoice and purchase order in the amount of \$11,995.00. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein for reference. In the event of conflict between any of the attached documents, the terms, conditions, provisions, and requirements contained in this Agreement for CARES funding shall prevail and control.

3. **Approved Funding / Contract Not-To-Exceed.** County approves Sturgeon School's funding application/proposal in an amount **not-to-exceed \$11,995.00** for anticipated expenditures as a PILOT program for deployment of temperature scanners as indicated by Sturgeon Schools.

4. **Reimbursement Requests and Payment.** Contract payments shall be made on a reimbursement basis upon the presentation of adequate documentation of Sturgeon Schools' incurred expenditures to Boone County's Office of Emergency Management (OEM). Sturgeon Schools will cooperate with County, by and through County's OEM, on the form, content, and the manner of, submitting documentation of expenditures to trigger a reimbursement under this Agreement.

5. **Representations With Each Reimbursement Request.** With each reimbursement request, Sturgeon Schools will certify as follows:

- a. The expenditures were 1) necessary expenditures incurred due to the public health emergency with respect to COVID-19; 2) not accounted for in the budget most recently approved as of March 27, 2020; and 3) incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- b. Expenditures adhere to applicable, official federal guidance on what constitutes a necessary expenditure for purposes of the CARES Act.
- c. The reimbursement request is not being used for expenditures for which Sturgeon Schools received any other emergency COVID-19 supplemental funding for the same expense.
- d. Any reimbursement that is later found to not adhere to applicable federal restrictions shall be returned to County.



- e. The person signing the reimbursement request and certification has authority to do so on behalf of and for Sturgeon Schools.

6. **Other Funding Sources / Avoiding Duplication of Funding.** Sturgeon Schools shall not invoice County for expenses invoiced to another funding source. Sturgeon Schools shall provide documentation and assurance to County that requests for reimbursement from County is not a duplication of reimbursement from any other source of funding.

7. **Audits and Records Retention.** Sturgeon Schools agrees to keep, maintain, and make available to County or its designee records relating to this contract agreement sufficient to verify the expenditure of funds in accordance with the terms of this agreement for a period of three (3) years following expiration of this agreement and any applicable renewal.

8. **Modification or Amendment.** In the event Sturgeon Schools requests to make any change, modification, or an amendment to funded services, one-time items, activities, and/or programs covered by this contract, a request of the proposed modification or amendment must be submitted in writing to the County's Office of Emergency Management for consideration and possible approval by the County Commission.

9. **Compliance with Laws.** In performing all services under the resulting contract agreement, Sturgeon Schools shall comply with all applicable local, state, and federal laws.

10. **Discrimination.** Sturgeon Schools will refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply will applicable provisions of federal and state laws, county or municipal statutes or ordinances, which prohibit discrimination in employment and the delivery of services.

11. **Subcontracts.** Sturgeon Schools may enter into subcontracts for components of the contracted service as Sturgeon Schools deems necessary within the terms of the contract. All such subcontracts require the written approval of County or its designated representative. Any subcontractor shall be subject to the audit/monitoring requirements stated herein and all other conditions and requirements of this contract agreement.

12. **Employment of Unauthorized Aliens Prohibited.** Sturgeon Schools agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Sturgeon Schools shall require each subcontractor to affirmatively state in its Agreement with the Sturgeon Schools 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. Provider shall also require each subcontractor to provide Sturgeon Schools a sworn



affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

13. **Termination.** This Contract may be terminated, with or without cause, by either party upon thirty (30) days written notice to the other party. In addition, the agreement may be terminated by County upon 15 days' written notice for any of the following reasons:

- a. Due to the material breach of any term or condition of this Agreement; or
- b. If appropriations are not made available and budgeted as required by Missouri law.

14. **Indemnification and Hold Harmless.** To the extent permitted under Missouri law, Sturgeon Schools agrees to hold harmless, defend and indemnify the County, its officials, directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of the Sturgeon Schools' services (meaning anyone, including but not limited to consultants having a contract with the Sturgeon Schools or subcontractor for part of the services), or anyone directly or indirectly employed by the Sturgeon Schools, or of anyone for whose acts Sturgeon Schools may be liable in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

15. **Independence.** This contract does not create a partnership, joint venture, or any other form of joint relationship between the County and Sturgeon Schools.

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

17. **Entire Agreement.** This agreement constitutes the entire agreement between the parties as to this funding application/proposal and supersedes any prior negotiations, written or verbal, and other proposal or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement. It is anticipated the parties may have other agreements that address other funding applications/proposals for CARES funding.

18. **Notice.**

- a. Any written notice or communication to **County** shall be mailed or delivered to: Boone County OEM, CARES funding program, 2145 County Drive, Columbia, MO 65202.
- b. Any written notice or communication to **Sturgeon Schools** shall be mailed or delivered to: Sturgeon R-V School District, Attn: Superintendent, 210 W Patton Street, Sturgeon, MO 65284.







# Sturgeon R-V Schools

*"All Bulldogs Succeed in Learning Through Commitment, Teamwork and Accountability"*

210 W Patton Street  
Sturgeon, Missouri 65284

Phone (573) 687-3515  
Fax (573) 687-2116

Boone County Commissioners  
801 E Walnut St #333  
Columbia, MO 65201

September 1, 2020

Dear Commissioners,

I am writing to you on behalf of the Sturgeon R-V School District. As you all are aware, our county is doing everything we can to protect our students, staff, and families from the COVID-19 pandemic. As a precaution for and a condition of our reopening plan, the Sturgeon R-V District scans temperatures of all staff and students daily. In this effort, we have discovered that the temporal scanners are sometimes inaccurate and hold up our entry to school. After speaking to other educators and commissioners from other counties, we have worked with Fusion Technologies to come up with a solution.

The district is purchasing five freestanding temperature scanners. These models are in place in the Randolph County Courthouse and can be installed and operational in a relatively short amount of time. The scanners themselves are tablet based towers that read the wrist temperatures of students, staff, and anyone else who may come into the building. It will also allow us to scan temperatures of individuals who wish to attend functions at the school. Temperature scans serve as our first line of defense in controlling the spread of COVID-19. We have worked with the Boone County Health Department for months to craft and plan for returning to school and some semblance of normalcy. I am proud that the Sturgeon R-V School District completed our first week of school as scheduled.

This project is time sensitive. The district has already ordered these scanners. I write to you to seek reimbursement after delivery. I have attached an invoice and purchase order as proof that these units are currently in the process of being delivered. I appreciate your consideration.

Sincerely,

Geoffrey Neill  
Superintendent  
Sturgeon R-V School District

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Geoff Neill  
*Superintendent*

Jennifer Campbell  
*High School Principal*

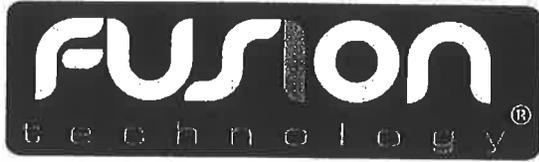
Amanda White  
*K-8 Principal*  
**Board of Education**

Jeff Carr  
*Curriculum Director*

Christina Ridgeway  
*Special Education Director*

Misty Doss, *President* ♦ Denise Flaspohler, *Vice President* ♦ Kevin Smith, *Treasurer* ♦ Peggy Leerhoff, *Secretary*  
Heather Dougherty, *Member* ♦ Jill Halliburton, *Member* ♦ Freedom Pollard, *Member* ♦ Bethany Stone, *Member*





1315 E. Highway 24 \* Ste. G  
Moberly, MO 65270

# Estimate

Date	Estimate #
8/26/2020	2476

Name / Address
Sturgeon High School 210 W. Patton St. Sturgeon, MO 65284 Attn: Geoff Neil

P.O. No.	Project

Description	Qty	Cost	Total
Temperature Check Tablets	5	2,399.00	11,995.00
		Subtotal	11,995.00
		State Tax (10.0%)	1,199.50
		Total	13,194.50



# Sturgeon R-V Schools

Attn: Peggy Lærhoff, Accounts Payable

210 West Patton Street  
 Sturgeon, Missouri 65284  
 Phone 573-687-3515 Fax 573-687-2116

# PURCHASE ORDER

2955

This number must appear on all related correspondence, shipping papers, and invoices

**COMPANY PLACING ORDER WITH:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SHIP TO:**

Sturgeon R-V Schools

Attn: \_\_\_\_\_  
 210 West Patton Street  
 Sturgeon, Missouri 65284

*CARES or BOLO CARES*

PURCHASE ORDER DATE	REQUISITIONER	BUILDING LEVEL	ACCOUNT TO CHARGE	DATE ORDER PLACED
		Elementary ____ Middle School ____ High School ____ Athletic Dept. ____ Spec. Ed. Dept. ____ Other: _____	General Supplies ____ Free Text ____ PDC ____ Other _____	

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
5	<del>00000</del>	Temp Check FABRICS	2399	11995.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	11995.00



**"All Bulldogs succeed in learning through commitment, accountability, and teamwork."**

Building Administrator \_\_\_\_\_ Date \_\_\_\_\_  
*[Signature]*  
 Superintendent \_\_\_\_\_ Date \_\_\_\_\_



**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of September 2, 2020<sup>1</sup>**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>2</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**A. Eligible Expenditures**

**1. *Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

**2. *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

**3. *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

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<sup>1</sup> On August 10, 2020, these Frequently Asked Questions were revised to add Questions A.49–52. On September 2, 2020, Questions A.53–56 were added, and Questions A.34 and A.38 were revised.

<sup>2</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.



Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

**4. *May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

**5. *May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

**6. *Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

**7. *Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

**8. *Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.



**9. *Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

**10. *Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

**11. *The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

**12. *In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

**13. *If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.



- 14. *May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

- 15. *May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

- 16. *Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contact tracing are eligible.

- 17. *To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

- 18. *May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

- 19. *May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

- 20. *Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.



**21. *May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**22. *May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

**23. *May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

**24. *The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

**25. *The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

**26. *May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.



**27. *May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

**28. *Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

**29. *The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

**30. *The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**31. *May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

**32. *Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.



**33. *Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

**34. *May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions, such as restrictions on reopening that do not directly concern the use of funds, are not permissible.

**35. *If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

**36. *May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

**37. *Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.



**38. *May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. Payments from the fund may only be used to cover such hazard pay.

**39. *May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

**40. *May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

**41. *May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

**42. *May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

**43. *Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

**44. *May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?***



Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

**45. *May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?***

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

**46. *May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?***

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

**47. *The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?***

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

**48. *May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?***

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.



**49. *Are States permitted to use Coronavirus Relief Fund payments to satisfy non-federal matching requirements under the Stafford Act, including “lost wages assistance” authorized by the Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019 (August 8, 2020)?***

Yes. As previous guidance has stated, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund’s eligibility criteria and the Stafford Act. States are fully permitted to use payments from the Fund to satisfy 100% of their cost share for lost wages assistance recently made available under the Stafford Act.

**50. *At what point would costs be considered to be incurred in the case of a grant made by a State, local, or tribal government to cover interest and principal amounts of a loan, such as might be provided as part of a small business assistance program in which the loan is made by a private institution?***

A grant made to cover interest and principal costs of a loan, including interest and principal due after the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”), will be considered to be incurred during the covered period if (i) the full amount of the loan is advanced to the borrower within the covered period and (ii) the proceeds of the loan are used by the borrower to cover expenses incurred during the covered period. In addition, if these conditions are met, the amount of the grant will be considered to have been used during the covered period for purposes of the requirement that expenses be incurred within the covered period. Such a grant would be analogous to a loan provided by the Fund recipient itself that incorporates similar loan forgiveness provisions. As with any other assistance provided by a Fund recipient, such a grant would need to be determined by the recipient to be necessary due to the public health emergency.

**51. *If governments use Fund payments as described in the Guidance to establish a grant program to support businesses, would those funds be considered gross income taxable to a business receiving the grant under the Internal Revenue Code (Code)?***

Please see the answer provided by the Internal Revenue Service (IRS) available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

**52. *If governments use Fund payments as described in the Guidance to establish a loan program to support businesses, would those funds be considered gross income taxable to a business receiving the loan under the Code?***

Please see the answer provided by the IRS available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

**53. *May Fund recipients incur expenses associated with the safe reopening of schools?***

Yes, payments from the Fund may be used to cover costs associated with providing distance learning (e.g., the cost of laptops to provide to students) or for in-person learning (e.g., the cost of acquiring personal protective equipment for students attending schools in-person or other costs associated with meeting Centers for Disease Control guidelines).

To this end, as an administrative convenience, Treasury will presume that expenses of up to \$500 per elementary and secondary school student to be eligible expenditures, such that schools do not need to document the specific use of funds up to that amount.



**54. *May Fund recipients upgrade critical public health infrastructure, such as providing access to running water for individuals and families in rural and tribal areas to allow them to maintain proper hygiene and defend themselves against the virus?***

Yes, fund recipients may use payments from the Fund to upgrade public health infrastructure, such as providing individuals and families access to running water to help reduce the further spread of the virus. As required by the CARES Act, expenses associated with such upgrades must be incurred by December 30, 2020. Please see Treasury's Guidance as updated on June 30 regarding when a cost is considered to be incurred for purposes of the requirement that expenses be incurred within the covered period.

**55. *How does a government address the requirement that the allowable expenditures are not accounted for in the budget most recently approved as of March 27, 2020, once the government enters its new budget year on July 1, 2020 (for governments with June 30 fiscal year ends) or October 1, 2020 (for governments with September 30 year ends)?***

As provided in the Guidance, the "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Furthermore, the budget most recently approved as of March 27, 2020, provides the spending baseline against which expenditures should be compared for purposes of determining whether they may be covered using payments from the Fund. This spending baseline will carry forward to a subsequent budget year if a Fund recipient enters a different budget year between March 27, 2020 and December 30, 2020. The spending baseline may be carried forward without adjustment for inflation.

**56. *Does the National Environmental Policy Act, 42 U.S.C. § 4321 et seq, (NEPA) apply to projects supported by payments from the Fund?***

NEPA does not apply to Treasury's administration of the Fund. Projects supported with payments from the Fund may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

**B. Questions Related to Administration of Fund Payments**

**1. *Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.



**2. *What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**3. *May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

**4. *May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

**5. *What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

**6. *Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

**7. *Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**8. *Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

**9. *Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019.



**10. *If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

**11. *Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

**12. *If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.



## FEDERAL FUNDING CERTIFICATION

I, Daniel K. Atwill, am the chief executive of Boone County, Missouri, and I certify that:

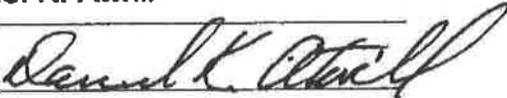
1. I have the authority on behalf of Boone County, Missouri to request direct payment from the State of Missouri pursuant to Section 14.435 of SS SCS HCS HB 2014, from the allocation of funds to the State of Missouri from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Missouri will rely on this certification as a material representation in making a direct payment to Boone County, Missouri.
3. Boone County, Missouri's proposed uses of the funds provided as direct payment under Section 14.435 of SS SCS HCS HB 2014 will be used only to cover those costs that:
  - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) ("necessary expenditures");
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for Boone County, Missouri; and
  - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. Funds provided as direct payment from the State of Missouri pursuant to this certification for necessary expenditures that were incurred during the period that begins on March 1, 2020, and ending on December 30, 2020, that are not expended on those necessary expenditures on or before March 31, 2021, by the political subdivision or its grantee(s), must be returned to the State of Missouri on or before April 1, 2021.
5. Funds provided as a direct payment from the State of Missouri pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by a political subdivision or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the State of Missouri.
6. Any local government entity receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts. Such documentation shall be produced to the State of Missouri upon request.
7. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
8. Funds received pursuant to this certification cannot be used for expenditures for which a local government entity has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.



9. A county or city not within a county may use funds received pursuant to this certification to make a grant to any other political subdivision within its jurisdiction. Such a grant shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county or city within a county issuing the grant is responsible for the documentation requirements in section 6 of this certification.

**I certify under the penalties of perjury set forth in Section 575.040, RSMo, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.**

By: Daniel K. Atwill

Signature: 

Title: Presiding Commissioner, Boone County, Missouri

Date: April 29, 2020

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_.

