

**ADAIR COUNTY COMMISSION MINUTES**  
**MONDAY, JUNE 1, 2020**  
**12TH DAY APRIL ADJOURNED**

The Adair County Commission convened at 8:30 a.m. on June 1, 2020 in the Courthouse at Kirksville. Commissioner King and Commissioner Thompson were present. Presiding Commissioner Shahan was absent.

9:15am

Regional Planning Commission Meeting

In Attendance: Mark Thompson, Bill King, Derek Weber, Heather Kelley

The Commission met with Derek Weber, Executive Director, Northeast Regional Planning Commission (RPC) regarding the CARES Act funding received by Adair County. The Commission discussed the possibility of having the Regional Planning Commission administer the funding. The RPC would assist the commission by helping the county with the application process, prioritization of funding distribution, and tracking of all distributed funds.


Derek Weber stated that the funding should be distributed by reimbursement only and that expenses must be directly attached to a covid related cost. Expenses tied to the preparation for future covid issues is acceptable, but revenue replacement is not an eligible expense. Expenses for payroll could be covered if it is used to pay overtime and/or hiring additional staff. Expenses already budgeted as a cost by an organization should not be reimbursed. Derek Weber stated that the Commission also needs to make sure that those entities requesting funding have not received money from any other CARES Act funding stream and recipients should attest that they did not receive funding from somewhere else. Derek Weber said that schools would be eligible to receive funding but believes that they already received money through another CARES Act program. Commissioner Thompson stated FEMA also will have funding available to help with covid related expenses and the county could see about getting additional funding through FEMA.


Derek shared the following sample documents during the meeting:

- RPC Technical Assistance Scope of Work
- Small Business Relief Program Application
- Application for CARES Act Reimbursement
- Reimbursement Priorities Scoring Sheet
- Reimbursement Approval Form
- Public Entity Funding Certification
- Funding Balance Sheet

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ATTEST:

  
\_\_\_\_\_  
County Clerk

  
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1st District Commissioner, Bill King  
~~Presiding Commissioner~~

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There was discussion about if the money would be distributed in phases and if a committee would help decide who receives funding. Both Commissioner Thompson and King felt that rolling the money out in phases would be the best way to distribute funding. Commissioner King stated that the Health Department and emergency service entities should receive priority for funding. Commissioner Thompson stated that a committee would open the possibility of biased decision making by committee members that could benefit from receiving funding. Commissioner King stated that ultimately the Commissioners would make the final decision on how the money would be dispersed so even with a committee it would still come down to them making the final decision. Commissioner King said that RPC knows how to administer grant funding and could help determine what expenses would be eligible for reimbursement and what expenses could not be reimbursed.

Derek Weber stated that the RPC could charge by the hour or do a flat 0.6% administrative fee of the total amount of funding Adair County received. Derek said it would cost Adair County between \$18,000-\$19,000 to have RPC administer the CARES Act funding.

Commissioner Mark Shahan was not in attendance, so Commissioner King stated that they would need to discuss and then decide if RPC will administer the CARES Act Funding for Adair County.

The meeting ended at 10:30am.

10:30am

Meeting with Pro-Tech

In Attendance: Mark Thompson, Bill King, Rob Snyder, Heather Kelley

Rob Snyder, Sales Manager from Pro-Tech Inc., brought in estimates regarding the purchase or lease of a new or used copy machine for the Commissioner's Office. Rob Snyder stated that the current machine was installed in 2012, but the machine itself is older. He also stated that the copier needs parts replaced to fix the current problem but that the parts are becoming obsolete.

The following estimates were provided by Rob:

Purchased:


- New Machine = \$3769
- Used Machine = \$3200


Leased to Own (36 month)

- New Machine = \$124.19 monthly or \$4471 total
- Used Machine = \$105.44 monthly or \$3796 total

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Rob Snyder stated that the new machine does not have a stapler finisher but does have two paper drawers. The used machine made more copies per minute, has a staple finisher, but only one paper drawer.

Commissioner King asked how many copies are made each year on the current commission copier. Rob Snyder stated that the commission made 5,000 black/white copies and 13,000 color copies in 2019. He also said that we paid \$400 last year on our maintenance agreement plus additional charges for overages on copies.

There would be a 90-day warranty for any of the options discussed which is standard and that without a maintenance agreement Pro-Tech would charge \$60 per hour for labor plus charge for the costs of parts. Under a maintenance agreement all labor and parts are included. Maintenance agreements are separate from the purchase or leasing of a machine and the commission does not have to purchase one.

Commissioner King stated that the Commission would think about it and get back with Rob Snyder.

The meeting ended at 10:50am.

2:28pm

Meeting with opioid litigation attorneys

Commissioner King moved to go into closed session, under statute 610.021 (1). Commissioner Thompson seconded the motion. The Commission went into closed session at 2:28pm.

Closed session ended at 2:53pm

The Adair County Commission adjourned at 4:00 p.m. on June 1, 2020.

**Unscheduled Public Walk-Ins and other Non-Agenda Items for Monday, June 1, 2020:**

Derek Weber. NEMO RPC

Rob Snyder - ProTech

IN REF. ORDER NO 9 Adair County Clerk Fees for May 2020

IN REF. ORDER NO 10 Add-Ons and Releases for May 2020

IN REF. ORDER NO 11 Adair County Collector Fees for May 2020

ATTEST:



County Clerk



1st District Commissioner, Bill King  
~~Presiding Commissioner~~