

Bob Dixon  
Presiding Commissioner

Rusty MacLachlan  
1<sup>st</sup> District Commissioner

John C. Russell  
2<sup>nd</sup> District Commissioner



Shane Schoeller  
Clerk of the Commission

Christopher J. Coulter, AICP  
County Administrator

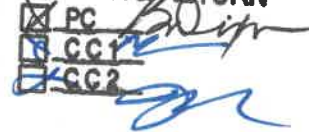
Megan Applegate  
Executive Assistant

**COUNTY COMMISSION**  
**Greene County, Missouri**  
**(417) 868-4112**

**Greene County Commission**  
**Commission Briefing Minutes**

**Thursday, March 23, 2023**  
8:45 AM  
Commission Conference Room  
1443 N. Robberson, 10<sup>th</sup> Floor

PLEASE CHECK & RETURN



**\*\*Meeting Information**

Meeting link: <https://gcmo.webex.com/join/mapplegate> Access code: 2499 501 7983

**More ways to join**

Join by phone: +1-415-655-0001 Access code: 2499 501 7983

**Attendees:** Bob Dixon, John Russell, Rusty MacLachlan, Chris Coulter, Megan Applegate, Allen Icet, Mark Webb, Wayne Housley, Deiter Duff,

**Teleconference Attendees:** Brian Henry, Cheryl Dawson- Spaulding, Jeff Bassham, Mike Cagle, Rob Rigdon, Robert Jehle, Royce Denny, Sheriff Arnott, Kevin Spaulding, Tina Phillips and Phil Corcoran.

**Informational Items**

**Resource Management-Kevin Barnes**

- Campus project updates.
- CAFO update.
- Other updates given

**Items for Consideration and Action by the Commission**

**Discussion and Possible Vote: Approval of the MO Institute of Natural Science (MINS) Sponsorship Agreement, Resource Management**

Commissioner John Russell moved to approve the MO institute of Natural Science (MINS) Sponsorship Agreement as presented. Commissioner Rusty MacLachlan seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

**Discussion and Possible Vote: Approval of the Funding Memorandum, Resource Management**

Commissioner Rusty MacLachlan moved to approve the funding memo as presented. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

**Discussion and Possible Vote: Collector's Office Restructuring, Collector**

Commissioner John Russell moved to table the Collector's office restructuring plan. Commissioner Rusty MacLachlan seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

**Discussion and Possible Vote: Locum Tenens Contract, Medical Examiner**

Commissioner Rusty MacLachlan moved to approve the locum tenens contract as presented. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Approval of the Development Agreement-Marlborough Manor 20<sup>th</sup> Addition Cost Share, Highway

Commissioner Rusty MacLachlan moved to approve the development agreement for Marlborough manor 20<sup>th</sup> addition cost share as presented. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Accept and Bind Commercial Property Coverage, Budget

Commissioner John Russell moved to accept and bind commercial property coverage as presented. Commissioner Rusty MacLachlan seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Accept and Bind General Liability Coverage, Budget

Commissioner Rusty MacLachlan moved to accept and bind the general liability coverage as presented. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Discussion and Possible Vote: Job Description for the ARPA Specialist and Grant Coordinator

Commissioner Rusty MacLachlan moved to approve the job description for the ARPA specialist and grant coordinator as presented. Commissioner John Russell seconded the motion and it passed. Yes: Dixon, MacLachlan and Russell.

Other:

With no other business the meeting was adjourned.

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**PLEASE BE AWARE:** Cox Health has adopted a universal masking policy for all their properties. Masks are to be worn entering and exiting their facilities and medical office buildings as well as when in any interior common areas such as lobby, hallways, shared bathroom, elevator, and stairwell.

**WARNING:** Under Missouri law, any individual entering the premises or engaging the services of Greene County waives all civil liability against the individual or Greene County for any damages based on inherent risks associated with an exposure or potential exposure to COVID-19, except for recklessness or willful misconduct.

Informational Items

Resource Management

Items for Consideration and Action by the Commission

Discussion and Possible Vote: Approval of the MO Institute of Natural Science (MINS) Sponsorship Agreement, Resource Management

Discussion and Possible Vote: Approval of the Funding Memorandum, Resource Management

Discussion and Possible Vote: Collector's Office Restructuring, Collector

Discussion and Possible Vote: Locum Tenens Contract, Medical Examiner

Discussion and Possible Vote: Approval of the Development Agreement-Marlborough Manor 20<sup>th</sup> Addition Cost Share, Highway

Discussion and Possible Vote: Accept and Bind Commercial Property Coverage, Budget

Discussion and Possible Vote: Accept and Bind General Liability Coverage, Budget

Discussion and Possible Vote: Job Description for the ARPA Specialist and Grant Coordinator

**Cox Medical Tower • 1443 North Robberson Avenue, 10<sup>th</sup> Floor • Springfield, Missouri 65802**  
**Mailing Address 940 Boonville Avenue • Springfield, Missouri 65802**  
**[www.greenecountymo.gov](http://www.greenecountymo.gov)**



**COMMERCIAL  
PROPERTY & GENERAL LIABILITY  
INSURANCE PROPOSAL**

**PREPARED FOR:**



**PRESENTED BY:** *Barker Phillips Jackson Inc*

**Account Executive:** *Brian Henry*

**Address:** *1637 S. Enterprise Ave.  
Springfield MO 65808-4207*

**Phone:** *417-887-3550*

**Effective Date:** *April 1, 2023*

This presentation is designed to give you an overview of the insurance coverage we recommend for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverage, conditions and exclusions.

## COMMERCIAL PROPERTY COVERAGE

Named Insured: Greene County of Missouri  
Company: Chubb/Federal Insurance Company  
AM Best Rating: A+ XV  
Policy Term: 4/1/2023 to 4/1/2024

**Loss Limit of Insurance:** **\$200,000,000**

*The Loss Limit of Insurance applies to each occurrence (as defined); and for all premises coverages, additional coverages or other coverages.*

### **BLANKET – BUILDINGS**

Limit of Insurance	<i>(Replacement Cost)</i>	\$221,755,791
Any Other Location		\$170,000
Deductible Per Occurrence	<i>(on All Covered Cause of Loss)</i>	\$25,000
Wind/Hail Deductible	<i>(Except Locs 17-20)</i>	\$50,000
	W/H Ded – Loc 17-20	\$250,000

### **BLANKET – PERSONAL PROPERTY/CONTENTS/EDP HARDWARE**

BPP Limit of Insurance	<i>(Actual Cash Value)</i>	\$30,944,492
EDP (Hardware & Data/Media)		\$8,267,619
Deductible Per Occurrence	<i>(on All Covered Cause of Loss)</i>	\$25,000

**SUB-LIMITS:**

Earthquake Limit	\$25,000,000
Earthquake Deductible	\$50,000
Flood Limit (Except Locs 7 & 9)	\$25,000,000
Flood Deductible	\$50,000
Flood Limit – Loc 7	\$5,000,000
Deductible	\$100,000
Flood Limit – Loc 9	\$1,000,000
Deductible	\$500,000
Catastrophic Auto Limit	\$5,000,000

**BLANKET LIMIT OF INSURANCE:**                   **\$250,000**

**The automatic blanket limit applies to the following.**

- Accounts Receivable
- Electronic Data Processing Property
- Fine Arts
- Leasehold Interest - Bonus Payment, Prepaid Rent, Sublease Profit, Tenants' Lease Interest
- Leasehold Interest - Undamaged Tenant's Improvements & Betterments
- Non-Owned Detached Trailers
- Outdoor Trees, Shrubs, Plants or Lawns
- Pair and Set
- Personal Property of Employees
- Public Safety Service Charges
- Research and Development Property
- Valuable Papers

**Loss Payees:**

- Pearson-Kelly Office Products
- US Bank Equipment Finance

**Property Statement of Values – See Attached**

**PREMISES SCHEDULE**

1. 933 N ROBBERSON AVE, SPRINGFIELD, MO 65802
2. 933 N BOONVILLE AVE, SPRINGFIELD, MO 65802
3. 940 N BOONVILLE AVE, SPRINGFIELD, MO 65802
4. 1000 N BOONVILLE AVE, SPRINGFIELD, MO 65802
5. 1010 N BOONVILLE AVE, SPRINGFIELD, MO 65802
6. 1126 N BOONVILLE AVE, SPRINGFIELD, MO 65802
7. 1111 N ROBBERSON AVE, SPRINGFIELD, MO 65802
8. 2065 N CLIFTON AVE, SPRINGFIELD, MO 65803
9. 2327 W FARM ROAD 190, SPRINGFIELD, MO 65810
10. 1443 N ROBBERSON AVE, SUITE 600, SPRINGFIELD, MO 65802
11. 916 N CAMPBELL AVE, SPRINGFIELD, MO 65802
12. 330 W SCOTT ST, SPRINGFIELD, MO 65802
13. 4625 E SHELBY RD, SPRINGFIELD, MO 65802
14. 1210 N BOONVILLE AVE, SPRINGFIELD, MO 65802
15. 1418 E PYTHIAN ST, SPRINGFIELD, MO 65802
16. 1943 W FARM ROAD 186, SPRINGFIELD, MO 65810
17. 5100 WEST DIVISION, 1199 NORTH HAZELTINE, SPRINGFIELD, MO 65802
18. 1165 NORTH HAZELTINE, SPRINGFIELD, MO 65802
19. 1199 NORTH HAZELTINE, SPRINGFIELD, MO 65802
20. 1165 NORTH HAZELTINE, SPRINGFIELD, MO 65802

## ADDITIONAL PROPERTY COVERAGES

The following Additional Coverages apply separately at each of your premises. In this proposal, any additional limits for these coverages that you have purchased are indicated at the described premises to which the increased limits apply. A policy level deductible applies to each of the Additional Coverages, unless otherwise indicated below or at the described premises.

### Any other location for:

Accounts Receivable	\$ 50,000
Building Components	\$ 50,000
EDP Property	\$ 50,000
Fine Arts	\$ 50,000
Personal Property	\$ 50,000
R&D Property	\$ 50,000
Valuable Papers	\$ 50,000

### Debris Removal

25% of direct damage loss, plus:

Premises Shown in the Declarations	\$ 100,000
Any Other Location	\$ 25,000
In Transit	\$ 25,000

Deferred Payments \$ 25,000

### Exhibition, Fair or Trade Show:

EDP Property	\$ 50,000
Fine Arts	\$ 50,000
Personal Property	\$ 50,000

Extra Expense \$ 100,000

Fungus Clean-Up  
or Removal \$ 25,000

### Installation:

Any Job Site	\$ 25,000
In Transit	\$ 25,000

### In Transit for:

Accounts Receivable	\$ 25,000
Building Components	\$ 25,000
EDP Property	\$ 50,000
Fine Arts	\$ 25,000
Personal Property	\$ 25,000
Valuable Papers	\$ 25,000

Loss of Master Key \$ 15,000

Loss Prevention Expenses \$ 15,000

Mobile Communication  
Property \$ 15,000  
Minimum Deductible \$3,500

### Money & Securities:

On Premises	\$ 15,000
Off Premises	\$ 15,000

Pollutant Cleanup or  
Removal \$ 25,000

Processing Water \$ 10,000

Preparation of Loss Fees \$ 10,000

### Newly Acquired Premises Or Newly Acquired Or Constructed Property for 180 days

Building	\$2,500,000
Personal Property	\$1,000,000
Personal Property at Existing Premises	\$ 100,000
EDP Equipment	\$1,000,000
Electronic Data	\$ 50,000
Communication Property	\$ 50,000
Fine Arts	\$ 25,000



## INLAND MARINE COVERAGE

Named Insured: Greene County of Missouri  
Company: Chubb/Federal Insurance Company  
AM Best Rating: A+ XV  
Policy Term: 4/1/2023 to 4/1/2024

Equipment Amount of Insurance: \$4,749,739

Deductible: \$10,000

Valuation: Actual Cash Value

Cause of Loss: Special Form

### Ocean Cargo

Goods In Transit \$50,000

### Prohibition of Access

Per Occurrence Limit \$50,000  
Annual Aggregate Limit \$100,000

### Additional Coverage:

Machinery Breakdown

**Equipment Schedule – See Attached**

## Public Entity Broad Form Liability

Named Insured: Greene County of Missouri  
Company: States Self-Insurers Risk Retention Group, Inc.  
AM Best Rating: Not Rated  
Policy Term: 4/1/2023 to 4/1/2024

Coverage Written On:  Occurrence Form  Claims-Made Form

### Limits

\$ 4,000,000

\$ 4,000,000

\$ 250,000

### Coverage Description

Public Entity Liability - Each Occurrence

Public Entity Liability - Aggregate

Self-Insured Retention Limit Per Occurrence

### Locations:

1. 933 N Robberson, Springfield, MO 65802
2. 1402 S Farm Road 129, Springfield, MO 65807
3. 1210 N Boonville Ave, Springfield, MO 65802 (New Operations Center)
4. 1418 E Pythian, Springfield, MO 65802
5. 1943 W Farm Road 186, Springfield, MO 65810 (KS Expw Right A Away Project)
6. 1425 E Battlefield Rd, Springfield, MO 65804 (leased mass vaccine for booster)

### Schedule of Hazards:

<u>Loc#</u>	<u>Class Code</u>	<u>Description</u>	<u>Basis</u>	<u>Exposure</u>
2	47051	Real Estate Development Property	Units	2
5		Land/Vacant House/Shop	Area	50 acres
6		Leased Building	Area	46,000 sq ft

**Endorsements**

Public Entity Broad Form Liability Including:

- General Liability
- Employment Practices Liability
- Automobile Liability
- Law Enforcement Liability
- Public Officials Error & Omission Liability
- Blanket Additional Insured
- Blanket Waiver of Subrogation
- Sexual Misconduct Endorsement

**Exclusions:**

- Auto Liability Excluded
- Cyber Liability Excluded
- Communicable Disease Excluded
- PFAS Excluded

**Additional Insureds:**

1. Battlefield Mall
2. BOKF, N.A.
3. Central Assembly of God
4. City of Springfield, MO
5. Cox Health Hospital
6. De Lage Landen Financial Services, Inc.
7. Dogwood Ranch
8. Greene County Circuit Court
9. Greene County Missouri Election
10. KPM CPAs
11. KY3-Schurz Communications
12. Messiah Lutheran Church
13. MO Dept of Transportation
14. North Point Church
15. Republic Middle School
16. School District of Springfield R-XII
17. Second Baptist Church
18. Springfield Dream Center
19. Springfield Expo Center
20. The General Council of the Assemblies of God
21. US Bank Equipment Finance
22. Wildcat Rental

**Premium Basis per Budget**

<u>Year</u>	<u>Amount</u>
2020	\$121,000,000
2021	\$129,247,515
<b>2022</b>	

## PREMIUM SUMMARY

**Named Insured:        Greene County Missouri**

<b>COVERAGE</b>	<b>2022-2023 EXPIRING PREMIUM</b>	<b>2023-2024 RENEWAL PREMIUM</b>
Commercial Property	\$401,647	\$440,000
Inland Marine/Equipment	Included	Included
General Liability	\$206,216	\$227,223
<b>TOTAL PREMIUM</b>	<b>\$607,863</b>	<b>\$667,223</b>

**Note:**

- Total Premium above INCLUDES Terrorism
- ALL Premium is Quoted NET OF COMMISSION

**Payment Schedule:**

**Property/Equipment  
Chubb (Agency Bill)**  
- Annual

**General Liability  
States (Direct Bill)**  
- Annual

## **DISCLOSURE STATEMENT**

### ***Contingency & Profit Sharing Income***

Barker Phillips Jackson and our Producers are paid a commission for placing insurance coverage by the insurance carriers we represent. Barker Phillips Jackson may or may not also receive a profit sharing or contingency bonus based on such favors as volume of business or profitability from these same carriers. For further information concerning our compensation arrangements with a specified carrier please contact Tom Montileone, CEO at 417-887-3550.



## Greene County Position Description



Position Title: ARPA Specialist & Grant Coordinator	Department: Commission
Reports to: County Administrator	Grade: 13
Date Revised: March 2023	FLSA: Non-exempt

### Purpose of Position

The ARPA Specialist and Grant Coordinator is a temporary, grant-funded position, funded through the American Rescue Plan Act (ARPA) and is expected to last through December 31, 2026. The position may be extended based on operational need if alternative funding is identified. It will work as a member of the ARPA team under the direction of the County Administrator and the ARPA Grant Administrator. This position will be the primary specialist for implementing the ARPA grant program awarded to the Greene County and assisting with ARPA compliance. This includes researching funding opportunities, writing grant applications, preparing budgets, monitoring expenditures, tracking results, and analyzing programmatic and financial data. This position will also work in concert with other special projects to include designing evaluation methodologies, collecting and analyzing data, and creating reports for Greene County.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Support all ARPA-funded work streams, including housing, economic opportunity and inclusion, mental health, equitable pandemic response, arts and culture, behavioral health, early childhood and evaluation and administration.

Supports the work of the ARPA team at Greene County and works with other departments and the Greene County Commission as needed.

Ensures that the ARPA-funded projects are undertaken in a manner consistent with the County’s diversity, equity and inclusion goals and ARPA’s focus on communities disproportionately impacted by COVID.

Serves as a point of contact for businesses, advocates, community partners, and the general public for questions, requests and issues relative to ARPA funding.

Designs dashboards and other public-facing tools to increase transparency and build trust.

Provides support on ARPA-related communications and community engagement plans, including the Needs Assessment and working with the ARPA Advisory Council.

Assists in information sharing and producing regular reports on ARPA funded projects.

Advises and support ARPA project leaders on processes, reporting, and systems necessary to reach the project goals.

Ensures ARPA funding deadlines are met and key project milestones are completed on time and within budget.

Convenes staff and coordinate ARPA-related initiatives across county departments and agencies.

Ensures ARPA-funded activities are eligible and compliant with all applicable county, state and federal policies, rules and regulations.

Tracks project milestones, provides support for ARPA county team meetings, produce reports on project and spending progress.

Develops and implements performance management strategies, including the identification and definition of key performance measures, and the creation of measurement tools and reports.

Works closely with the Auditing Department to ensure timely reporting and overall compliance with ARPA and all other relevant federal, state and local regulations.

Assist in related work as required.

Engage in researching additional funding opportunities that will help meet the needs of Greene County, and complete all grant applications within a timely manner.

Facilitates on behalf of Greene County to inform the County Administrator about updates, opportunities, and insights from grant programs.

Assist Greene County staff in identifying agencies that can help support the mission of the Greene County, and serve as a liaison to the community regarding grant programs implemented at Greene County.

Optimize the grant administration process by writing and updating grant administration policies and procedures.

Prepare grant budgets for applications during the grant writing process.

Monitor expenditures and assists in budgeting of grants awarded to the Greene County.

Manage grant timelines and deliverables.

This position will also work on other important initiatives as needed

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree or higher in public administration or related field. Two years of experience in grant management and working with budgets required. A valid Missouri Motor Vehicle Operator's License required.

Proven track record of successfully managing challenging initiatives with multiple work streams;  
Experience with developing and implementing performance management tools; Working knowledge or  
Experience with Microsoft Office and Google Suite.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to work with various sectors of the public and community organizations as well as local businesses.

Excellent organizational, program management, writing, speaking and interpersonal skills

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

The ability to communicate information and ideas in speaking so others will understand.

The ability to listen to and understand information and ideas presented through spoken words and sentences.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

Ability to exercise good judgment and focus on detail

### **Physical Requirements**

Ability to operate, maneuver, and/or steer equipment including, computer terminal, telephone, fax machine, calculator/adding machine, and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid key board use.

Ability to exert very moderate physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling

Ability to recognize and identify degrees of similarities or differences between characteristics of shapes associated with job-related objects, materials and tasks.

Ability to lift up to 25 lbs.

### **Environmental Adaptability**

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as violence, irate individuals, intimidation and disease may cause some discomfort and where there is a risk of injury.

### **Condition of Employment**

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Candidate must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.



**Disclaimer**

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Last Updated: 3/1/2023

Comments/Sections Updated: Position Created