

COUNTY COMMISSION RECORD, CAMDEN COUNTY, MISSOURI

Monday 10/07/2019

The Camden County Commission met with Presiding Commissioner Greg Hasty, District #1 Commissioner Bev Thomas, and District #2 Commissioner Don Williams.

Meeting Agenda

Commissioner Thomas made a motion to approve today's amended agenda. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes). Session opened at 10:07 A.M.

Prior Minutes

Commissioner Williams made a motion to approve October 1, 2019 minutes. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes).

New Business

Road Petitions- There were no road petitions for review.

New Software Policies- New software policies were introduced. These policies include changes to timekeeping, acceptable internet usage, and passwords. The policies will be effective immediately. Commissioner Thomas made a motion to approve the new software policies. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes).

FORM
MPS27-2006
07/27/2015



CAMDEN COUNTY
MELISSA PETERS, BENEFITS COORDINATOR
CAMDEN COUNTY

Dear Elected Official,

As you know, we are moving to a new software program for our payroll needs starting on October 13, 2015.

We need your help to establish regular work schedules with start and stop times up to and including lunch breaks for all of your employees. The new system is very similar to how ADP works. The new system will still have the request for time off function, and will show when an employee is short or long on hours worked based off the schedule. With this being said, we would like your help in determining how you are going to have your office key in their time. We have the following options available to you. Please note: this will remain in effect the entire time that you are the elected/appointed official for the office. Please select one of the options.

- 1. One Punch:** The employee only has to time in once during the day to be considered to have worked their regular shift. (Note: If an employee leaves early, you will need to manually adjust for absences.)
- 2. Standard Punch:** The employee will time in and out every day at the beginning and end of their shift, and of their lunch.
- 3. Manual Entry:** The elected official/department head will supply a paper time sheet to the employee and use the paper copy to manually adjust their time at the end of each workweek into the new system. (Note: If you choose the option it is for **all** of your employees within the department and not just one.)
- 4. Multiple Entry:** This office has multiple departments within my authority. Each department will be listed on a separate sheet of paper and will outline, which option from above each department will be utilizing.

Elected Official

I understand that all employees are responsible for actually reporting their work time in the new system. I understand that now I am solely responsible for all of my employees and how their time is entered. As the elected official, I will be consistent with all my employees.

Elected Official _____

Melissa Peters, aPHR

Benefits Coordinator

data to the NOVATIME system. Failure to use the NOVATIME system as required may result in disciplinary action, up to and including termination.

1. **Director/Manager/Supervisor:** The individual within the department who has fiscal and operational authority.
2. **Designee:** Any individual other than the timekeeper who has been given authority by the Director/Manager to approve changes in employee timecards.
3. **Timekeeper:** The individual assigned to maintain the time keeping records for the department.
4. **Approver:** Should be departmental director/manager, or designee.
5. **Employee:** Individuals who work within the department who charge time against the departmental account.

RESPONSIBILITIES OF OFFICE HOLDER

- A. Each office holder is to decide how their staff will punch in and out.
 - o Must punch on arrival and then when leaving to record time.
 - o One-punch, employee can punch just once the day worked and it will record their time scheduled for the day and will deduct scheduled lunch (30 or 60) if applicable.
 - o Auto Pay, employee will automatically be paid their scheduled hours without having to punch in or out.
 - o NOVATIME, our time keeping module has an option to clock in and out from the app on your cell phone. This option does come with the GEO fencing option.
 - o Clocking in/out with a designated computer that will capture time and update if internet is down.
- B. Each office holder is responsible for time disputes. NOT the Commission.
- C. There will be NO Time adjustments without a written request via email. Request is to be sent to supervisor in the office designated for the time adjustments. If the request must be documented as to the time was edited.
- D. There will be NO comp time adjustments without the commission's approval.

DEADLINES

The time frame that exists for all time and attendance records to be properly processed for the pay period is **NOON** the day following the end of the pay period, which currently is Monday. Failure of timekeeper, and approver to adhere to guidelines as stated will be considered cause for disciplinary action, up to and including termination. All timecards must be reviewed and approved by the **Employee, Timekeeper, and Approver**.
When a County Observed Holiday falls on the Monday before the pay day, please approve your timecard after your last shift for that pay period. The deadline for Timecards to be submitted to Payroll after a Monday Holiday is 9:00 am on Tuesday following the Monday Holiday.

WORK SCHEDULES

It is the responsibility of the respective department to enter the work schedules for new hires into NOVATIME. Non-Exempt and Exempt employees' schedules are determined based on the requirements of the department. All full-time and part-time employees are required to take a lunch period away from their work area, unless pre-approved by manager/supervisor.

Vacation

The NOVATIME system calculates accrued vacation leave based upon the employee's length of service. An employee may schedule vacation days in advance with supervisor approval, using the Time Off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule, if an employee comes to work on a day when vacation time had been scheduled, he or she will need to notify their supervisor to edit their timecard. The minimum amount of vacation an employee can take is 1 hour.

Sick Leave

When an employee is out ill his/her manager/supervisor or the timekeeper will subsequently input the sick leave hours in NOVATIME. When an employee has a doctor's appointment, he/she should clock out when he/she leaves, and clock back in if he/she returns and proceeds with the day as normal. The timekeeper will record the sick leave hours in NOVATIME. The minimum amount of sick leave an employee can take is 1 hour.

Compensatory Time

Comp time is earned in lieu of being paid overtime. Overtime can be moved to comp time as long as your balance does not exceed 50 hours. An employee may schedule comp time, in advance, with Manager/Supervisor approval, using the Time off Request feature. The pre-scheduled hours will appear automatically on the employee's timecard and schedule. If an employee comes to work on a day when Comp time had been scheduled, he or she will need to notify their supervisor, via email, to edit their timecard. The minimum amount of Comp time an employee can take is 1 hour.

**Camden County
Time Keeping Policy
August 2015**

TIMEKEEPING SYSTEM OVERVIEW

The County of Camden is subject to numerous laws and regulations that govern the way we conduct our business. The laws that mandate employee's wages and hours are designed to ensure that employees are paid as specified, within these regulations.

This policy outlines information pertaining to recording and tracking hours of work, accruals, and making manual edits.

Our official timekeeping system is NOVATIME, which is a Time and Attendance System that collects actual time entered by the employee using the time clock, computer, telephone, or by the Timekeeper using the NOVATIME software. The data is later transferred to HRSA, the payroll system where employees are paid according to the hours recorded in their NOVATIME time sheet.

The NOVATIME electronic timekeeping system and associated work records will become the official basis for recording hours worked for all employees of the County. Absence records (e.g. vacation, sick days) will also be recorded in NOVATIME.

In order to ensure consistency of treatment for employees, the data recorded in the NOVATIME system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official NOVATIME records.

It is recognized that in certain situations (e.g. clock malfunctions) that it will be necessary to correct or re-assign data. These issues will be carefully documented via email from the department manager/supervisor to the timekeeper, who will make edits and notes on the timecard.

NOVATIME automatically tracks and manages employee hours and applies current County pay rules prior to transmitting the data to payroll.

TIMEKEEPING PROCEDURES

This procedure defines the roles and responsibilities of individuals involved in the timekeeping process. It also provides guidance on the separation of duties assigned to the various individuals involved in the process.

Definitions

The terms "clock in", "punch in" and "swipe in" (or out) are one and the same. It refers to the method whereby an employee uses his/her ID badge through the clock on the time clock or reader that reads the employee's badge number from the ID badge and transmits this information to the NOVATIME timekeeping database, or where the employee may use the timestamp method or telephone to enter

RESPONSIBILITIES OF EMPLOYEES

ALL EMPLOYEES:

Exempt (salaried) and Non-Exempt (hourly) employees must record time and attendance via the NOVATIME system. The timecard must be approved by the Employee and Approver each pay period. The NOVATIME system tracks exception time (vacation, sick, etc.) for both Exempt and Non-Exempt employees. Exempts must have 80 hours, between hours worked and accruals. Non-Exempt employees will need 40 hours for each work week, so that the timekeeping system will not dock pay. If you are missing hours and have accruals to use, please make sure to email your department Manager/Supervisor so that you can be made to your timecard. All exception time should be entered through NOVATIME, using the Time Off Request, if possible and before the time off has occurred.

Daily Clock In/Out:

It is the responsibility of each employee to clock in and out at the beginning and end of each scheduled workday and lunch period in order to be compensated for the time worked and to report his/her time worked, meal periods, and/or leaves accurately and completely for each pay period. Under certain conditions, such as a training course at a different location, the employee shall clock in/out at the different location, or be clocked in/out manually by the timekeeper. All employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Electronic Timecard Approver/Manager/Supervisors are responsible for ensuring that the work and leave time reported accurately reflects each employee's activity for each pay period and validate this by approving the employee's timecard. Intentional errors in reporting hours worked, can result in serious consequences to the individuals involved.

Some departments may use actual time clocks. In addition, some may use biometric verification tools. We have contracted our time clock systems and biometric use and storage with NOVATIME - Andrews Technology. To understand NOVATIME policies and practices please read them at the below internet address:

[https://camden.timeanywhere.com/novatime/webhelp/White_Paper_-_NOVATime_Biometric_Compliance\(1\).pdf](https://camden.timeanywhere.com/novatime/webhelp/White_Paper_-_NOVATime_Biometric_Compliance(1).pdf)

Missed Punches and Adjustments

Employees who miss a punch should notify their Department Manager/Supervisor/Designated Timekeeper via email, of any edits that need to be made to the timecard.
Under no circumstances can Timekeepers adjust their own timecard. Corrections should be made by the department Director, Manager/Supervisor, or a back-up timekeeper.

Guidelines for Edits:

Employee should e-mail all edits to the Time Keeping Manager/Supervisor/Department Manager in order to have a record.

1. Why there is a need for the manual punch;
2. Where the employee was for missed punches (must be specific);
 - a. **Acceptable Example:** attending Supervisory training class at ABC community center, reported to the Leisure Services Department for a meeting with XYZ Department Head about ABC festival.
 - b. **Unacceptable Example:** attending a meeting.
3. When (what time) the punch should have been for;
4. Person who witnessed this (individual who attended class with you)
 - o All edits should be made within 24 hours.
 - o All edits have edit times logged in the audit trail.

Employees who have a maximum of 10 (10) missed punches per month will be counseled. The department administrator/supervisor is responsible for monitoring adjustments for each employee.

Employee Approvals

All employees are required to approve their timesheet no later than the deadline set for their department. Please contact your Department Manager/Supervisor/Timekeeper for the approval schedule. If at all possible, please check and approve at the end of your last shift of the pay period.

RESPONSIBILITIES OF EMPLOYEES, TIMEKEEPERS & APPROVERS

ELECTRONIC TIMECARD APPROVAL

At the end of each pay period, you are required to approve your time worked and leave hours recorded for the pay period by entering your approval in the NOVATIME electronic record. By approving your electronic timecard, you are attesting to the best of your knowledge that your information submitted is complete and accurate. You are responsible for inaccuracy or omission of which you are aware at the time the electronic timecard was approved and submitted. You may be subject to disciplinary action, up to and including termination for submitting any inaccurate information on your report.

HOLIDAYS

Holiday pay will automatically be applied to eligible employees in the NOVATIME system. Refer to the current employee handbook for eligibility requirements.

When a County Observed holiday falls on the Monday before the pay day, please approve your timescard after your last shift for that pay period. The deadline for Timescards to be submitted to Payroll on the Tuesday following the Monday holiday is 9:00 am.

CLOCK OR SYSTEM PROBLEMS

Clocks will continue to collect data during times where it looks like there are clock or system malfunctions, even during power outages. Employees should continue to make all necessary punches then immediately inform the Department Timekeeper/Supervisor. In this situation the Timekeeper/Supervisor will make a note of the times that may need adjusting, but will not make adjustments until it is confirmed that the system did not collect the data.

The Timekeeper/Supervisor will immediately notify the Payroll Office of any clock or system problems.

DISCIPLINARY ACTION

You may be subject to disciplinary action up to and including termination for the following:

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
- Punching in/out for another employee (a.k.a. "buddy punching") will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.
- Possession of another employee's badge at any time.
- Interfering with another employee's use of time clocks.
- Falsifying another employee's docking transactions and failure to use the KRONOS system properly.
- Failure to promptly verify and reconcile time and leave records in accordance with departmental policies and procedures.
- Falsification of hours actually worked.
- Excessive missed punches without a valid (specific) reason.

I have read the content of all the above policies.
I understand the policies and agree to comply.

Name	Signature	Date

**Camden County
Internet Acceptable Use
August 2019**

This policy does not supersede state or federal laws and acceptable use policies.

SCOPE:

This policy applies to all County employees and contractors using County computer systems.

PURPOSE:

The purpose of this policy is to provide requirements and guidance for acceptable Internet use. The use of the Internet resources by an employee or other authorized person must be consistent with this policy.

REQUIREMENTS:

1. The County provided Internet, intranet, and related services are to be used for: conducting County business and delivering government services; transmitting and sharing information among governmental, research, and educational organizations; supporting open research and education in and between research and instructional institutions; communicating and exchanging professional information; encouraging debate of issues in a specific field of expertise; applying for or administering grants or contracts; procuring requests for proposals and bids; announcing new services for research or instruction; and conducting other appropriate County business.
2. The County provided Internet, intranet, and related services are not to be used for extensive private, recreational, or personal use. Break times and lunch hours are designated for personal activities only unless otherwise specified by department head or department policy.
3. Employees do not have an expectation of privacy for Internet use beyond what is afforded under current laws, statutes, or policies. IT Director, Department Heads, and Elected Officials can monitor Internet usage for performance, troubleshooting, or if abuses are suspected.
4. Any software to be obtained through the Internet, which is intended to be installed on County computers, must be approved, in advance, by IT.

5. Downloading a file from the Internet can bring viruses with it. The user is responsible for scanning all downloaded files with County standard virus protection software. Assistance can be obtained from the Helpdesk for scanning instructions.
6. Never send, post, or provide access to any confidential County materials or information outside the County or State network unless properly encrypted.
7. Resisting the unauthorized attempt or entry into any other computer. Never make an unauthorized attempt to enter any computer.
8. Violation of these policies may result in denial of Internet access to or within the County and may result in disciplinary action appropriate to the violation, up to and including termination and/or criminal prosecution depending on the nature and severity of the violation as outlined by the applicable disciplinary action section of union contracts or County personnel policies.
9. All County employees must honor copyright laws regarding protected commercial software or intellectual property.
10. Duplication, retransmitting, or using software not in compliance with software license agreements is considered copyright infringement.
11. County employees are not to make copies of software or literature without the full legal right to do so.
12. Unauthorized use of copyrighted materials or another person's original writings is considered copyright infringement.
13. Copyrighted materials belonging to others may not be transmitted by County employees on the Internet without permission.
14. Users may download copyrighted material from the Internet, but its use must be strictly within the agreements as posted by the author or current copyright law.
15. Users shall not use the Internet for streaming video or audio unless for work purposes.

GUIDELINES:

1. The Internet has been provided to County employees for the benefit of departments and their customers. Every County employee has the responsibility to maintain and enforce the County's public image and to use the Internet for a positive manner. To ensure these standards are being met, the following guidelines have been established for assisting departments in supervising the Internet, intranet, and related services.
2. "Don't say, do, write, view, or acquire anything that you wouldn't be proud to have anyone in the world learn about if the electronic records are filed later."
3. In the event of a known or suspected policy violation, employees may report violations to their supervisor or the Personnel Department. If the violation is reported to the immediate supervisor, the immediate supervisor should report the violation to the Personnel Department for investigation.

4. If you are using information from an internet site for strategic business decisions, you should verify the integrity of that information. You should verify whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information you are seeking. Just because it is there does not mean that it is accurate or valid.
5. Be aware of the classification of any information contained in data files or correspondence, which are transmitted on the Internet. Users are cautioned NOT to exchange information in an unencrypted form which is considered private or confidential, or if intercepted would place the County in violation of any law. The content of information exchanged via the Internet (regardless of its state of encryption) shall be appropriate and consistent with County policy and is subject to the same restrictions as any other form of correspondence.
6. Practice acceptable network etiquette methods. County employees and all other people accessing the Internet are expected to be good network citizens.

FTP (FILE TRANSFER PROTOCOL):

- These guidelines cover use of FTP (see download sites).
1. Users shall contact IT for help to identify best practices and associated tools.
 2. Do not use FTP for any system for which you do not have an account or which does not advertise anonymous FTP services.
 3. Downloaded files may contain viruses. Scan all downloaded files with the County standard virus protection software.
 4. Observe working hours or posted hours for FTP sites. Most sites request that you DO NOT FTP between their peak hours of 8 a.m. - 5 p.m.
 5. Do not use FTP during your site's prime hours due to network impact on other users.
 6. Lock locally before downloading a file from a geographically remote site. Your system manager can help you find the closest site.
 7. Do not download files or programs on the off chance you might need them someday. If you discover you do not need what you have downloaded, delete it. You can always get it again if you discover you need it later.
 8. Observe any posted restrictions on the FTP server.

DEPARTMENT RESPONSIBILITIES:

1. The department head or elected official shall request installation of Internet access tools on County computers via written request or e-mail. The Elected Official or Department Head is responsible for supervising his/her staff's Internet use.

2. Departments may develop policies relating to this topic for use within their duty operations if these policies are approved by the IT Director prior to implementation. Departmental policies may only be used to clarify or further enhance this policy, not supersede it.
 3. Please refer to the policy guidance for assistance in creating your department policy.
- BACKGROUND/HISTORY**
- Access to the Internet is provided to County employees as a research and communication tool for conducting County business. Internet access is a County resource, and as such, its use is governed by applicable County policies dealing with the appropriate and efficient use of County resources. The Internet connection and services are provided for employees and persons legitimately affiliated with the County. Internet connection and services are for the efficient exchange of information and the completion of assigned responsibilities consistent with the County statutory purposes.

I have read the content of all the above policies.
I understand the policies and agree to comply.

Name	Signature	Date

Password Policy
 Updated April 28, 2019

- 1.0 Overview**
 Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of Camden County's entire network. As such, all Camden County employees (including contractors and vendors with access to the County's systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.
- 2.0 Purpose**
 The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change.
- 3.0 Scope**
 The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Camden County facility, has access to the county network.
- 4.0 Password Protection Standards**
 Do not use your user ID as your password. Do not share passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Camden County information. Here is a list of "do not's":
- Don't reveal a password over the phone to anyone
 - Don't reveal a password in a mail message
 - Don't reveal a password to the boss
 - Don't talk about a password in front of others
 - Don't hint at the format of a password (e.g., "my family name")
 - Don't reveal a password on questionnaires or security forms
 - Don't share a password with family members
 - Don't reveal a password to a co-worker while on vacation
 - Don't use the "Remember Password" feature of applications
 - Don't write passwords down and store them anywhere in your office.
 - Don't store passwords in a file on ANY computer system unencrypted

4.1 Remote Access Users

Access to the Camden County networks via remote access is to be controlled by using either a Virtual Private Network (in which a password and user ID are required) or a form of advanced authentication (i.e., Biometric, Token, Public Key Infrastructure (PKI), Certificates, etc.).

4.2 Penalties

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

4.3 Policy Compliance

The County Auditor and/or Department Administrator will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

I have read the content of all the above policies.
 I understand the policies and agree to comply.

Name	Signature	Date
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Handbook Amendments- The handbook amendments were tabled until further notice.

License Agreement GIS- Commissioner Thomas stated this is a standard agreement for GeoVelo, LLC to use GIS software. Commissioner Williams made a motion to approve the standard agreement to GeoVelo. Commissioner Thomas seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), Commissioner Williams (Yes).

LIMITED LICENSE AGREEMENT

This agreement effective the date of the last signature below is made by the Camden County, Missouri hereinafter referred to as "Licensor" and GeoVelo, LLC hereinafter referred to as "Licensee". Licensee is a business entity of any type, then the term Licensee shall include all officers, directors, employees, and agents of the Licensee who may be provided access to the GIS files which are the subject matter of this agreement.

In consideration of the grant by Camden County, Missouri (herein sometimes referred to as "Licensor") of rights of use concerning specified GIS files of Camden County, Missouri, to which this agreement is applicable and which are now in existence or hereafter developed and as further defined and described in this License Agreement, the undersigned Licensee hereby agrees to accept and use such GIS files subject to and under the following terms and conditions:

1. The term "GIS files" used in this agreement means all computer generated digitized files developed, retained, and as may be developed by Camden County, Missouri, in the future as a part of its geographic information systems, regardless of format and provided to the undersigned Licensee. The undersigned Licensee hereby acknowledges that Camden County, Missouri, has protected legal rights under the federal copyright law and state law to any and all such GIS files provided hereunder in existence or hereafter developed and that such GIS files are the proprietary, intellectual property of Licensor.

2. The undersigned Licensee hereby agrees to use such GIS files solely for purposes of Public Use. Subject to the terms and conditions of this Agreement, Licensee hereby grants Licensor a limited, non-exclusive, non-assignable license to use the GIS files as identified in the body of this License Agreement or attached hereto provided to the Licensee (the same being incorporated herein by reference), for its internal use only, and not for resale, distribution, assignment, sublicense, or transfer to any third party. The Licensee agrees that by acceptance of the GIS files under this License Agreement it shall preserve all of Licensor's right, title, and interest in the licensed GIS files. The undersigned further agrees to make any of the licensed GIS files, or any revisions, additions, or modifications to them, available to Camden County for purposes of inspection or reuse for governmental purposes. The specific GIS files to be provided under this License Agreement are described as follows:

Camden County hereby grants the undersigned the right to use the following datasets:

- Camden County Street Centerline Only
- Camden County Full Data general subscription
- Other: Public Use Only
- Other: _____
- Other: _____

for the aforementioned purpose License Agreement shall expire upon 30 days written notice from either party to this Agreement; once expired, the datasets shall be returned to Camden County and deleted from all internal systems.

3. The undersigned Licensee agrees not to distribute the GIS files, whether in present format or in any other further developed format, or transfer them to any person or entity of any type without the consent of Licensor. The undersigned further agrees not to permit any person within his employ, or agent or contractor, or other persons, to use, reuse or distribute the GIS files provided hereunder for any purpose except as authorized by this License Agreement without the written consent of Camden County, Missouri.

4. Licensee acknowledges and agrees that the County reserves all rights of ownership, title and control of the GIS Database. Licensee agrees that it will treat the GIS Database as confidential, and trade secret information. Licensee will not under any circumstances disclose or disseminate the GIS Database or any portion thereof to 1) any other person, firm, entity or organization except as expressly authorized herein or 2) any employee of Licensee who does not need access thereto in connection with Licensee's exercise of its rights under this Agreement. Licensee will use its best effort to keep and maintain the GIS Database in a secure manner so as to preclude unauthorized use, dissemination or disclosure.

5. The Licensee accepts the GIS files from Camden County, Missouri now in existence or hereafter developed without warranty of any type and it hereby agrees to accept the GIS files in the condition given. Licensor shall be under no obligation to provide maintenance of the GIS files, and shall not be responsible for providing maintenance or for informing Licensee that maintenance has been performed on the GIS files, or that the information provided in the GIS files has been updated or in any fashion changed. Licensor expressly disclaims warranties of merchantability and fitness for a particular purpose. In no event shall Licensee be liable for any indirect, special, or consequential damages (including, without limitation, loss of use, data, business, or profits, and claims of customers of Licensee) arising out of this agreement or use of the licensed materials. In no event shall Licensor's liability exceed the total amount paid by the Licensee for the use of the GIS files provided under this License agreement. The Licensee further covenants that it releases and discharges Camden County, Missouri, or their officers, employees, or agents, from any and all liability with respect to the completeness or accuracy of the GIS files provided hereunder, and that Licensee shall not under any circumstances hold liable either Camden County, Missouri, or their officers, employees, or agents for any use made of them by the undersigned Licensee.

6. Notwithstanding the provisions of paragraph 6 hereof, the undersigned further acknowledges and agrees that the license for use hereby granted is revocable, modifiable and revocable upon order of the Camden County Commission.

7. This License shall commence on the date first written above and shall continue in force until terminated. Licensee may terminate this License at any time by providing written notice to Licensor. Upon breach of any obligation under this License by Licensee, Licensor may terminate this License upon written notice to Licensee. Licensee may cure the breach before the effective date of termination. Within thirty days of any termination, Licensee shall certify in

writing to Licensee that all copies of the Licensed Materials have been destroyed or returned to Licensee.

IN WITNESS WHEREOF the undersigned has executed this License Agreement effective on the day and year first above written.
By: Charles Taylor, Esq., County Counsel 10-2-2019
Authorized Member Printed Name and Title Date

AUTHORIZATION

The Camden County Commission hereby authorizes the above License Agreement effective the day and year first above written.

ATTEST CAMDEN COUNTY, MISSOURI
Riveland Todd, County Clerk By: Greg Hasty, Presiding Commissioner
Date 10/7/2019

Adjourn: With no further official business on the agenda: Commissioner Thomas made a motion to adjourn to any unofficial business that may develop during the day. Commissioner Williams seconded the motion. The motion passed by vote: Commissioner Thomas (Yes), and Commissioner Williams (Yes). Session closed at 10:23 A.M.

Ordered that the Commission adjourn until day Thursday, October 17, 2019.

Greg Hasty, Presiding Commissioner

Lisa Russell