

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

April 11, 2022

7:00 p.m.

Willard City Hall

224 W. Jackson

Mayor

Samuel Snider

Board Members

Donna Stewart

Sam Baird

Ryan Simmons

Larry Whitman-Mayor Pro-Tem

Landon Hall

Tyler Kelly

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
April 11, 2022
7:00 P.M.**

Posted April 7, 2022.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** April 11, 2022 at the Willard City Hall, 224 W. Jackson.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

- 1. Roll Call.**
- 2. Agenda Amendments/Approval of Agenda.**

3. Consent Agenda:

“A Consent Agenda allows the Board of Aldermen to consider and approve routine items of business without discussion. Any member of the Board of Aldermen, the City Staff or the Public may request removal of any item from the Consent Agenda and request that it be considered under the Regular Agenda if discussion or debate of the item is desired. Items not removed from the Consent Agenda will stand approved upon motion by any Board member, second and unanimous vote to “approve the Consent Agenda as published or modified.”

- a. Minutes from regular meeting March 28, 2022.
 - b. March/April 2022 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
 - d. Board Attendance Report.
- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for March/April 2022.**
 - 5. Citizen Input.**
 - 6. Discussion on ARPA Funds.**
 - 7. Discussion on Sewer Funding Request.**
 - 8. Resolution and Support Letter for Fiscal 2023 Community Project Funding Request. Discussion/Vote.**
 - 9. Resolution approving the updated Employee Policy Manual. Discussion/Vote.**

10. **Ordinance adopting the 2022 updates to General Code. (1st & 2nd Read)
Discussion/Vote.**
11. **New Business.**
12. **Unfinished Business.**
13. **Recess Open Session.**
14. **Open Executive Session.**
15. **Close Executive Session.**
16. **Adjourn Meeting.**

THE TENTATIVE AGENDA SHOWS THIS MEETING CLOSED PURSUANT TO
RSMO SECTION 610.021 # (1) LEGAL.

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE
NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE
FOR YOUR NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN
COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.

Jennifer Rowe
City Clerk



Agenda Item#

Consent Agenda:

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- a. Minutes from regular meeting March 28, 2022.
- b. March/April 2022 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Board Attendance Report.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
March 28, 2022
7:00 p.m.**

Staff present: City Administrator, Brad Gray; City Clerk, Jennifer Rowe; Police Officer, JD Landon; Parks Director, Jason Knight; and Finance Director, Carolyn Halverson.

City Attorney Ken Reynolds was not present.

Citizens in attendance: Scott Stewart, Kathy Stewart, and Dean Thompson (City Utilities).

Call to Order.

Mayor Snider called the meeting to order at 7:00 p.m.

Roll Call.

Alderman Kelly-present, Alderman Simmons-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Hall-present and Mayor Snider-present.

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Baird and seconded by Alderman Hall to approve the agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

Consent Agenda.

Motion was made by Alderman Simmons and seconded by Alderman Hall to approve the Consent Agenda. Motion carried with a vote of 5-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman and Hall. Alderman Baird abstained.

Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for February/March 2022.

Motion was made by Alderman Hall and seconded by Alderman Kelly to approve the current Outstanding Invoices, draft and Check Paid Invoices for February/March 2022. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

Citizen Input.

None.

Ordinance approving a Cost Share Agreement for Regional Broadband. (1st & 2nd Read)

Discussion/Vote.

City Administrator Brad Gray discussed the Cost Share Agreement for Regional Broadband Consultation. Mr. Gray Introduced Dean Thompson from Springfield City Utilities and gave a presentation. Discussion was made on cost and budgets. Mr. Thompson outlined the work Springfield has done so far and the plans. Discussion was then made on future agreements and costs that will be associated.

The first read was conducted by the City Clerk.

Motion was made by Alderman Kelly and seconded by Alderman Baird to approve a Cost Share Agreement for Regional Broadband Consultation. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

The second read was conducted by the City Clerk.

Motion was made by Alderman Hall and seconded by Alderman Stewart to approve a Cost Share Agreement for Regional Broadband Consultation. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

Ordinance accepting the contract with Premier Pyrotechnics for Fireworks for Freedom Fest. (1st & 2nd Read) Discussion/Vote.

Parks Director Jason Knight discussed the contract. Discussion was made on the three year agreement and what was included. Discussion was also made on changes to the original contract they submitted.

The first read was conducted by the City Clerk.

Motion was made by Alderman Kelly and seconded by Alderman Baird to accept the contract with Premier Pyrotechnics for Fireworks for Freedom Fest. Motion carried with a vote of 5-1. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman and Baird. Voting nay: Alderman Hall.

The second read was conducted by the City Clerk.

Motion was made by Alderman Hall and seconded by Alderman Stewart to accept the contract with Premier Pyrotechnics for Fireworks for Freedom Fest. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

Ordinance accepting the contract with Coca-Cola for the Parks Department. (1st & 2nd Read) Discussion/Vote.

Mr. Knight discussed the contract submitted by Coca-Cola as well as the previous contracts already held with them. Discussion was made on cost and changes. Mr. Knight stated the company no longer provides the \$10,000 sponsorship for cities our size and will now only be giving a \$5 rebate per case purchased at the end of each year. This will amount to about \$500 a year. Discussion was made on other options. Motion was made by Alderman Kelly and seconded by Alderman Hall to table the discussion until more information can be brought back. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

Discussion on bussing for Summer Camp for the Parks Department.

Mr. Knight discussed the current bussing options. Discussion was made on the amount of trips taken in summer camp and the cost of renting vs. leasing to purchase a new bus. The Board stated they would like Mr. Knight to research options to purchase as this would be the most cost-effective option. Mr. Knight will bring this back at a later date.

Discussion/Vote to approve Liberty Electric Streetlight changes for 712 Darin.

City Clerk Jennifer Rowe informed the Board that this was a streetlight that was called in as burned out. Upon further investigation, Liberty stated it needed to replace the light and would upgrade it to LED creating a yearly cost savings for the City. As streetlights are needing repaired, they are upgrading to LED. Discussion was then made on lumens and brightness.

Motion was made by Alderman Simmons and seconded by Alderman Kelly to approve the Liberty Electric Streetlight changes for 712 Darin. Motion carried with a vote of 5-1. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman and Hall. Voting nay: Alderman Baird.

New Business.

None.

Unfinished Business.

Mr. Knight updated the Board on discussions with the insurance company about Freedom Fest. He stated that it appears now that there may not be coverage for Freedom Fest due to the amount of people, animals and fireworks. Discussion was made on insurance and Mr. Gray stated they will get an answer and update the Board soon.

Mr. Knight also informed the Board that the current Special Events permit requires everything 90 days before the event, and he does not feel that is feasible. He will be looking to change that permit to 45 days soon.

Adjourn.

Motion was made by Alderman Kelly and seconded by Alderman Simmons to Adjourn. Motion carried with a vote of 6-0. Voting aye: Aldermen Kelly, Simmons, Stewart, Whitman, Baird and Hall.

The meeting was adjourned at 9:12 p.m.

Jennifer Rowe, City Clerk

Samuel Snider, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #3
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – March/April 2022**



City of Willard, MO

Pending Expense Approval Report 1

By Vendor Name

Post Dates 3/30/2022 - 4/5/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ADS100 - ADS ENVIRONMENTAL SERVICES					
ADS ENVIRONMENTAL SERVIC	MARCH232022	04/05/2022	WIDEBAND TERMINAL ANTENNA 12FT SEWER I&I-S	20-700-95100	252.00
Vendor ADS100 - ADS ENVIRONMENTAL SERVICES Total:					252.00
Vendor: BDC100 - BADGER DAYLIGHTING CORP					
BADGER DAYLIGHTING CORP	2331201	04/05/2022	FLUCTUATING FUEL RECOVERY & HYDROVAC OPE	20-600-51000	1,921.92
Vendor BDC100 - BADGER DAYLIGHTING CORP Total:					1,921.92
Vendor: BAT150 - BATTLEFIELD SEPTIC, LLC					
BATTLEFIELD SEPTIC, LLC	1800348191	04/05/2022	LIFT STATION D PUMPED OUT + DISPOSAL-S	20-700-55600	450.00
Vendor BAT150 - BATTLEFIELD SEPTIC, LLC Total:					450.00
Vendor: CSC200 - CHRIS STRAW CONSULTING, LLC					
CHRIS STRAW CONSULTING, L	FEB/MAR2022	04/05/2022	LOT INSTECTIONS - P&D	10-400-56400	1,125.00
Vendor CSC200 - CHRIS STRAW CONSULTING, LLC Total:					1,125.00
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	W20367184	04/05/2022	ARBOR REDWOOD, MAGNOLIA,DOGWOOD, ELDER TREES - PKS	30-800-50190	1,109.50
COMMERCE CREDIT CARD SE	32381731	04/05/2022	LINGO COMM LIFT STATION	20-700-61000	49.62
COMMERCE CREDIT CARD SE	1096730.004	04/05/2022	PHONE SERVICE - SEWER	30-800-56950	22.00
COMMERCE CREDIT CARD SE	113-2145545-6779410	04/05/2022	DOLING FMLY CTR TRAINING - PKS	30-800-71100	265.98
COMMERCE CREDIT CARD SE	016157G	04/05/2022	AMAZON-TRACTOR TIRES-PKS	30-800-50170	12.15
COMMERCE CREDIT CARD SE	6143821	04/05/2022	EPIC SPORTS SOCCER GLOVES/ WHISTLES W/LANYA	30-800-50180	86.67
COMMERCE CREDIT CARD SE	329502144	04/05/2022	GOTOMEETING VIDEO	10-100-57400	19.80
COMMERCE CREDIT CARD SE	060113G	04/05/2022	CONFERENCING SOFTWARE - GEN	10-300-95500	490.81
COMMERCE CREDIT CARD SE	060113G	04/05/2022	TRAILER TO HAUL EQUIPMENT-PKS	20-600-95500	490.81
COMMERCE CREDIT CARD SE	060113G	04/05/2022	TRAILER TO HAUL EQUIPMENT-PKS	20-700-95500	490.81
COMMERCE CREDIT CARD SE	060113G	04/05/2022	TRAILER TO HAUL EQUIPMENT-PKS	30-800-95500	490.82
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					3,528.97
Vendor: CONCO170 - CONCO COMPANIES					
CONCO COMPANIES	7001705383	04/05/2022	5/8" STONE & 6"X2" STONE REPAIR WATER LEAKS -W	20-600-51000	88.55
Vendor CONCO170 - CONCO COMPANIES Total:					88.55
Vendor: DAY425 - DAYSTAR DISTRIBUTING INC.					
DAYSTAR DISTRIBUTING INC.	17108	04/05/2022	DAYSTAR EMERGENCY LIGHTS - PKS	30-800-50500	280.00
Vendor DAY425 - DAYSTAR DISTRIBUTING INC. Total:					280.00
Vendor: GNC100 - GENERAL CODE					
GENERAL CODE	PG000028273	04/05/2022	CODE BOOK SUPPLEMENTAL TEXT PAGES - GEN	10-100-50700	1,301.26
Vendor GNC100 - GENERAL CODE Total:					1,301.26

Pending Expense Approval Report 1

Post Dates: 3/30/2022 - 4/5/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: GLA200 - GLENN'S AUTOMOTIVE LLC					
GLENN'S AUTOMOTIVE LLC	14964	04/05/2022	2017 WPD #4- NEW BREAK PADS AND LABOR- LAW	10-200-71000	201.74
Vendor GLA200 - GLENN'S AUTOMOTIVE LLC Total:					201.74
Vendor: LOG100 - LOGMEIN COMMUNICATIONS INC					
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	10-100-61050	116.70
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	10-200-61050	116.70
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	10-250-61050	83.29
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	10-300-61050	86.08
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	10-400-61050	83.29
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	20-600-61050	127.77
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	20-700-61050	127.77
LOGMEIN COMMUNICATIONS	IN7101051518	04/05/2022	INTERNET SERVICE- ALL DEPT	30-800-61050	130.58
Vendor LOG100 - LOGMEIN COMMUNICATIONS INC Total:					872.18
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	943724	04/05/2022	WW SELECT STUD AND STEEL ENG HAMMER-W	20-600-50130	28.72
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					28.72
Vendor: MID200 - MIDWEST FIBRE SALES CORP					
MIDWEST FIBRE SALES CORP	0394-006781241	04/05/2022	RECYCLE CENTER EXPENSE - PW	20-700-57200	75.00
Vendor MID200 - MIDWEST FIBRE SALES CORP Total:					75.00
Vendor: NOR100 - NORTON POWER SYSTEMS					
NORTON POWER SYSTEMS	18370	04/05/2022	GENERATOR REPAIRS TROUBLE SHOOTING-PW	20-700-51000	375.00
Vendor NOR100 - NORTON POWER SYSTEMS Total:					375.00
Vendor: OIS160 - ONLINE INFORMATION SERVICES					
ONLINE INFORMATION SERVI	1118171	04/05/2022	UTILITY BILLING COLLECTION FEES - W/S	20-600-56400	56.70
ONLINE INFORMATION SERVI	1118171	04/05/2022	UTILITY BILLING COLLECTION FEES - W/S	20-700-56400	56.70
Vendor OIS160 - ONLINE INFORMATION SERVICES Total:					113.40
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-414904	04/05/2022	O'REILLY TRUCK PARTS - PKS	30-800-71000	16.30
O'REILLY AUTOMOTIVE, INC	2367-416191	04/05/2022	O'REILLY TRAILER PARTS - PKS	30-800-71100	19.99
O'REILLY AUTOMOTIVE, INC	2367-417551	04/05/2022	LOCK COUPLER AND SAFETY CABLES FOR TRAILER-PKS	20-600-52000	14.88
O'REILLY AUTOMOTIVE, INC	2367-417551	04/05/2022	LOCK COUPLER AND SAFETY CABLES FOR TRAILER-PKS	20-600-71100	2.62
O'REILLY AUTOMOTIVE, INC	2367-417551	04/05/2022	LOCK COUPLER AND SAFETY CABLES FOR TRAILER-PKS	20-700-52000	14.87
O'REILLY AUTOMOTIVE, INC	2367-417551	04/05/2022	LOCK COUPLER AND SAFETY CABLES FOR TRAILER-PKS	20-700-71100	2.62
O'REILLY AUTOMOTIVE, INC	2367-417551	04/05/2022	LOCK COUPLER AND SAFETY CABLES FOR TRAILER-PKS	30-800-52000	29.75
O'REILLY AUTOMOTIVE, INC	2367-417551	04/05/2022	LOCK COUPLER AND SAFETY CABLES FOR TRAILER-PKS	30-800-71100	5.24
Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:					106.27
Vendor: RAL200 - RAY LYNCH					
RAY LYNCH	APRIL2022	04/05/2022	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00
RAY LYNCH	APRIL2022	04/05/2022	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00
RAY LYNCH	APRIL2022	04/05/2022	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00
Vendor RAL200 - RAY LYNCH Total:					50.00
Vendor: REC300 - REJIS COMMISSION					
REJIS COMMISSION	481077	04/05/2022	PD VPN TOEKN MOBILE- LAW	10-200-57400	9.50
Vendor REC300 - REJIS COMMISSION Total:					9.50

Pending Expense Approval Report 1

Post Dates: 3/30/2022 - 4/5/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: R&G100 - REYNOLDS & GOLD, LLC					
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	10-100-56200	1,107.84
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	10-200-56200	15.00
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	10-200-56400	620.34
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	10-400-56200	7.50
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	20-600-56200	67.50
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	20-700-56200	105.00
REYNOLDS & GOLD, LLC	05900	04/05/2022	LEGAL & PROSECUTOR FEES- ALL DEPTS	30-800-56200	157.50
Vendor R&G100 - REYNOLDS & GOLD, LLC Total:					2,080.68
Vendor: LIN200 - ROTA L. STONEHOUSE					
ROTA L. STONEHOUSE	032422	04/05/2022	DATA COMPILATION PROJECT- LAW/COURTS/PW/GEN	10-100-55600	26.00
ROTA L. STONEHOUSE	032422	04/05/2022	DATA COMPILATION PROJECT- LAW/COURTS/PW/GEN	10-200-55600	32.50
ROTA L. STONEHOUSE	032422	04/05/2022	DATA COMPILATION PROJECT- LAW/COURTS/PW/GEN	10-250-56400	32.50
ROTA L. STONEHOUSE	032422	04/05/2022	DATA COMPILATION PROJECT- LAW/COURTS/PW/GEN	20-600-55600	39.00
ROTA L. STONEHOUSE	032422	04/05/2022	DATA COMPILATION PROJECT- LAW/COURTS/PW/GEN	20-700-55600	13.00
Vendor LIN200 - ROTA L. STONEHOUSE Total:					143.00
Vendor: RON101 - SARAH RONE					
SARAH RONE	001	04/05/2022	COLLIDE CLASS AT THE RECE CENTER-PKS	30-800-50170	210.00
Vendor RON101 - SARAH RONE Total:					210.00
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO					
SPRINGFIELD WINWATER WO	327145-01	04/05/2022	3 METERS FOR REPLACEMENTS - W	20-600-52500	3,394.20
SPRINGFIELD WINWATER WO	328049-01	04/05/2022	ADAPTER PLUG BE PIPE ETC FOR SEWER I&I-S	20-700-95100	356.89
Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:					3,751.09
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	APRIL2022	04/05/2022	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	APRIL2022	04/05/2022	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	APRIL2022	04/05/2022	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: UMB100 - UMB BANK					
UMB BANK	SERIES2018 MAY,1 2022	04/05/2022	Series 2018 COP PRINCIPAL & INTEREST - S	20-700-96000	105,000.00
UMB BANK	SERIES2018 MAY,1 2022	04/05/2022	Series 2018 COP PRINCIPAL & INTEREST - S	20-700-96200	59,649.73
Vendor UMB100 - UMB BANK Total:					164,649.73
Vendor: VER100 - VERIZON WIRELESS					
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	10-100-61050	80.01
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	10-200-61000	281.12
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	10-300-61000	12.66
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	10-400-61000	40.36

Pending Expense Approval Report 1

Post Dates: 3/30/2022 - 4/5/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	20-600-61000	25.32
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	20-700-61000	25.32
VERIZON WIRELESS	9902549418	04/05/2022	CELL PHONE SERVICE - GEN/LAW/P&D/W/S/PKS	30-800-61000	125.73
Vendor VER100 - VERIZON WIRELESS Total:					590.52
Vendor: WAL110 - WALMART CAPITAL ONE					
WALMART CAPITAL ONE	399320239	04/05/2022	CANDY SUPPLIES FOR CONCESSIONS-PKS	30-800-50200	55.96
Vendor WAL110 - WALMART CAPITAL ONE Total:					55.96
Vendor: WIL165 - WILLARD HIGH SCHOOL					
WILLARD HIGH SCHOOL	82021	04/05/2022	ADVERTISING W/SCHOOL-PKS	30-800-55200	750.00
Vendor WIL165 - WILLARD HIGH SCHOOL Total:					750.00
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	B198870	04/05/2022	1/2 CD PLYWOOD - STS	10-300-51000	49.99
WILLARD HOME CENTER LLC	D60916	04/05/2022	NUTS & BOLTS FOR STS REPAIRS - STS	10-300-50130	4.08
WILLARD HOME CENTER LLC	D60639	04/05/2022	STRAPS- SOCCER LIGHTS BASEBALL FIELDS - PKS	30-800-50130	11.99
WILLARD HOME CENTER LLC	D60639	04/05/2022	STRAPS- SOCCER LIGHTS BASEBALL FIELDS - PKS	30-800-50180	45.87
WILLARD HOME CENTER LLC	B199029	04/05/2022	TV LOG UTIL LIGHTER - S	20-700-50130	3.29
WILLARD HOME CENTER LLC	B199046	04/05/2022	3/16" WIRE ROPE CLIP & VINYLE CABLE - STS	10-300-51000	36.97
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					152.19
Vendor: YAR100 - YARBROUGH INDUSTRIES					
YARBROUGH INDUSTRIES	0330022	04/05/2022	YARBROUGH IND BACKHOE PARTS - PKS	30-800-71100	60.03
Vendor YAR100 - YARBROUGH INDUSTRIES Total:					60.03
Grand Total:					183,272.71

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	6,001.04
20 - WATER AND SEWER FUND	173,385.61
30 - PARKS FUND	3,886.06
Grand Total:	183,272.71

Account Summary

Account Number	Account Name	Expense Amount
10-100-50700	OFFICE SUPPLIES-GCG	1,301.26
10-100-55600	CONTRACT LABOR-GCG	26.00
10-100-56200	LEGAL-GCG	1,107.84
10-100-57400	EQUIPMENT/SOFTWARE	19.80
10-100-61050	INTERNET-GCG	196.71
10-200-55600	CONTRACT LABOR-LAW	32.50
10-200-56200	LEGAL-LAW	15.00
10-200-56400	PROFESSIONAL-LAW	620.34
10-200-57400	EQUIPMENT/SOFTWARE	9.50
10-200-61000	TELEPHONE-LAW	281.12
10-200-61050	INTERNET-LAW	116.70
10-200-71000	VEHICLE REPAIR & MAIN	201.74
10-250-56400	PROFESSIONAL-COURT	32.50
10-250-61050	INTERNET-COURT	83.29
10-300-50130	SUPPLIES-STREETS	4.08
10-300-51000	REPAIRS AND MAINTEN	86.96
10-300-61000	TELEPHONE-STREETS	32.66
10-300-61050	INTERNET-STREETS	86.08
10-300-95500	CAPITAL ASSET EXP EQUI	490.81
10-400-56200	LEGAL-P&D	7.50
10-400-56400	PROFESSIONAL-P&D	1,125.00
10-400-61000	TELEPHONE-P&D	40.36
10-400-61050	INTERNET-P&D	83.29
20-600-50130	SUPPLIES-WATER	28.72
20-600-51000	REPAIRS AND MAINTEN	2,010.47
20-600-52000	SUPPLIES SMALL EQUIP	14.88
20-600-52500	METER REPLACEMENT-	3,394.20
20-600-55600	CONTRACT LABOR--WAT	39.00
20-600-56200	LEGAL-WATER	67.50
20-600-56400	PROFESSIONAL-WATER	56.70
20-600-61000	TELEPHONE WATER	65.32
20-600-61050	INTERNET-WATER	127.77
20-600-71100	EQUIPMENT REPAIR &	2.62
20-600-95500	CAPITAL ASSET EXP EQUI	490.81
20-700-50130	SUPPLIES-SEWER	3.29
20-700-51000	REPAIRS AND MAINTEN	375.00
20-700-52000	SUPPLIES SMALL EQUIP	14.87
20-700-55600	CONTRACT LABOR-SEWE	463.00
20-700-56200	LEGAL-SEWER	105.00
20-700-56400	PROFESSIONAL-SEWER	56.70
20-700-57200	RECYCLE CENTER EXPEN	75.00
20-700-61000	TELEPHONE-SEWER	114.94
20-700-61050	INTERNET-SEWER	127.77
20-700-71100	EQUIPMENT REPAIR &	2.62
20-700-95100	CAPITAL ASSET EXP-SEW	608.89
20-700-95500	CAPITAL ASSET EXP EQUI	490.81
20-700-96000	PRINCIPAL EXPENSE-SE	105,000.00
20-700-96200	INTEREST EXPENSE-SEW	59,649.73
30-800-50130	SUPPLIES GENERAL-PKS	11.99
30-800-50170	SUPPLIES SPECIAL ACTIV	222.15

Account Summary

Account Number	Account Name	Expense Amount
30-800-50180	SUPPLIES SPORTS-PKS	132.54
30-800-50190	TREE CITY USA-PKS	1,109.50
30-800-50200	CONCESSIONS-PKS	55.96
30-800-50500	BUILDING MAINTENANC	280.00
30-800-52000	SUPPLIES SMALL EQUIP	29.75
30-800-55200	ADVERTISING-PKS	750.00
30-800-56200	LEGAL-PKS	157.50
30-800-56950	TRAINING & EDUCATION	22.00
30-800-61000	TELEPHONE-PKS	125.73
30-800-61050	INTERNET-PARKS	130.58
30-800-71000	VEHICLE REPAIR & MAIN	16.30
30-800-71100	EQUIPMENT REPAIR &	351.24
30-800-95500	CAPITAL ASSET EXP EQUI	490.82
	Grand Total:	183,272.71

Project Account Summary

Project Account Key	Expense Amount
None	183,272.71
Grand Total:	183,272.71

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Public Works Report

March 2022

Water

- The water department spent the month on routine operations including collecting water samples, monthly meter reading, daily monitoring of our four wells and maintenance on our chlorine monitoring systems.
- We completed 119 utility locates for the month.
- We completed 177 Work orders for the month.
- Flynn installed a new meter at Willard Well #2.
- We had Badger Daylighting excavate the water lines at three of our well houses for the liquid chlorine switchover.
- We fixed a water leak at 8667 Carpenter. We estimate that we lost around 50,000 gallons.
- We fixed a leak at FR 97 and FR 140. We estimate that we lost approximately 100,000 gallons.
- We were able to locate and uncover a vital water valve at the intersections of AB and EE.
- We continue to concrete around valves throughout the water system.
- Water meter locations for Willard are 99% completed and updated on our maps.
- We continue to do dirt work and cleanup from previous water leaks.

Sewer

- We have finished the retaining wall around D lift station pump pit, we now just have to water seal.
- Battlefield septic pumped out the grease and debris from our 94 and Whispering Oaks lift stations.
- VSIC looked at around 3000 ft of sewer line with there camera, mainly focusing in an area of the system that our flow monitors had indicated increased flows due to rain. They found three areas that will need to be fixed.
- Our sewer jetter is at Firemaster in Springfield being fixed, it was only producing 900 psi and needs to produce much more to effectively clean between manholes.
- We replaced two rows of uprights at our sewer lagoon irrigation field.
- We had our main pump at our sewer lagoons go down, it was basically worn out and would no longer pump. This put us in a situation where we needed a pump immediately. Renting a pump while waiting on parts that may or may not fix the problem might have cost us more than buying a new pump. We ordered a new pump that we will receive in a

week, we also ordered the parts to try and rebuild the old one, these parts will take three plus weeks to arrive.

Streets

- We tore out and formed up a new sidewalk between Deer Run and the Rec Center.
- We have started building a new sidewalk between Simpson and Wright streets on Hunt Road.
- We have started painting and re-painting crosswalks throughout the city.
- We have been ditching on the west side of Miller Road this will be an ongoing process for some time.
- We bought a new utility/mowing trailer.
- We put in two driveway pipes on farm Road 94.
- We serviced and pulled maintenance on our backhoe.
- We ditched along the driveway for the Lighthouse Church.
- There is a lot of patching and road cuts that have to be fixed throughout Willard, as soon as we get a break in the rain and the plant is producing asphalt our top priority will be to get caught up on these issues.

Equipment Usage and Repairs

March 2022

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	4,054	4,998	944	\$0.00	\$0.00
2	2004 Chevy 1 Ton Dump	163,350	163,981	631	\$0.00	\$0.00
3	2003 Chevy 1 Ton Utility - Sewer	187,789	188,221	432	\$0.00	\$0.00
4	1998 Dodge 1/2 Ton FB	128,439	128,447	8	\$0.00	\$147.04
5	2001 Chevy 1500	3,058	3,856	798	\$0.00	\$0.00
6	2000 Chevy 3/4 Ton FB	154,584	154,648	64	\$0.00	\$0.00
7	1993 Ford 1 Ton Utility - Water	157,322	157,322	-	\$0.00	\$0.00
8	2005 International 3200 Dump	sold	sold	#VALUE!	\$0.00	\$0.00
9	2017 Chevy Silverado	50,801	51,730	929	\$0.00	\$0.00
10	Water Van	sold	sold	#VALUE!	\$0.00	\$0.00
11	1998 Chevy S-10	157,259	157,259	-	\$0.00	\$0.00
12	Case Backhoe	4,032	4,058	26	\$452.40	\$452.40
13	60XT Case Skid Steer	1,569		(1,569)	\$0.00	\$137.20
14	JD Tractor	3,872	3,872	-	\$0.00	\$0.00
15	Kubota RTV 1100	975	975	-	\$0.00	\$0.00
	New battery salt spreader			-	\$0.00	\$131.20
	Misc..Expence			-	\$0.00	\$0.00
				-	\$0.00	\$0.00
					\$452.40	\$736.64

Description of Repair/Service

- | | |
|------|----------------------|
| PD#1 | 2013 Dodge Charger |
| PD#2 | 2013 Dodge Charger |
| PD#3 | 2013 Dodge Charger |
| PD#4 | 2017 Ford Explorer |
| PD#5 | 2019 Dodge Charger |
| PD#6 | 2013 Dodge Charger |
| PD#7 | 2017 Ford Explorer |
| PD#8 | 2008 Harley Davidson |

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Monthly Water Loss 2022

Current Month
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Month	January	February	March	Annual Average	Annual
Amount of Gallons Pumped	21,911,100	22,516,000	22,084,900	22,170,667	66,512,000
Dollar Amount Sold	\$80,953.21	\$86,036.46	\$79,259.53	\$82,083.07	\$246,249.20
Gallons of Water Sold	14,942,000	16,832,000	14,377,000	15,383,667	46,151,000
Flushing	0	0	0	0	0
Leaks/Adjustments	25,000	130,000	150,000	101,667	305,000
City Usage (not billed)	9,000	30,000	30,000	23,000	69,000
Fire Dept	10,000	17,000	14,000	13,667	41,000
Tower Overflows	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	135,000
Total Gallons Accounted For	15,012,000	17,007,000	14,572,000	15,530,333	46,591,000
% Water Loss	31.49%	24.47%	34.02%	29.95%	
Amount of Water Lost	6,899,100	5,509,000	7,512,900	6,640,333	19,921,000
Willard North #1	2,834,700	2,919,400	2,643,600	2,799,233	8,397,700
Willard South #2	3,301,600	3,740,300	3,558,800	3,533,567	10,600,700
Meadows West #1	8,794,800	8,870,300	8,435,500	8,700,200	26,100,600
Meadows East #2	7,480,000	7,486,000	7,447,000	7,471,000	22,413,000
Correction per MRWA Willard Well 1&	-500,000	-500,000	0	-333,333	-1,000,000
Total Water Pumped	21,911,100	22,516,000	22,084,900	22,170,667	66,512,000

Customer Count

City Commercial Irrigation	15	15	17	16	
City Commercial 1 SPF	134	135	135	135	
City Commercial 3 Water only	18	18	18	18	168
City Residential Irrigation	3	3	2	3	
City Residential 1 SPF	2045	2056	2056	2,052	
City Residential 3 Water Only	71	71	72	71	2,126
Rural Irrigation	4	4	4	4	
Rural Residential 1 SPF	2	2	2	2	
Rural Residential 2 Lagoon	275	275	274	275	
Rural Residential 3 Water Only	884	884	883	884	1,164
Rural Commercial 2 Lagoon	3	3	3	3	
Rural Commercial 3 Water only	14	14	13	14	
Zero-Non-Billed	9	9	9	9	26
Number of Total Customers	3477	3489	3488	3485	3485

Service Consumption

City Commercial Irrigation	47,000	-	13,000	20,000	
City Commercial 1 SPF	1,812,000	1,463,000	1,605,000	1,626,667	
City Commercial 3 Water only	93,000	106,000	83,000	94,000	1,740,667
City Residential Irrigation	13,000	15,000	1,000	9,667	
City Residential 1 SPF	7,260,000	8,653,000	7,334,000	7,749,000	
City Residential 3 Water Only	377,000	401,000	354,000	377,333	8,136,000
Rural Irrigation	1,000	-	-	333	
Rural Residential 1 SPF	5,000	6,000	4,000	5,000	
Rural Residential 2 Lagoon	933,000	1,062,000	862,000	952,333	
Rural Residential 3 Water Only	4,164,000	4,811,000	3,847,000	4,274,000	5,231,667
Rural Commercial 2 Lagoon	17,000	18,000	16,000	17,000	
Rural Commercial 3 Water only	201,000	250,000	214,000	221,667	238,667
Zero-Non Billed	19,000	47,000	44,000	36,667	36,667
Total Gallons of Consumption	14,942,000	16,832,000	14,377,000	15,383,667	15,383,667

Director's Report

Parks & Recreation – Director's Report –April 2022

Quote of the Month

"Surround yourself with people who take their work seriously, but not themselves, those who work hard and play hard."
-Colin Powell

Budget

We are 25% into the budget year and have generated roughly 20% of our projected revenue. This is not cause for alarm, but rather a great mark for us, as the spring and summer are the largest generators of revenue for the department. We have generated 50% of our Youth Sports projected revenue; 52% of our Youth Programs revenue; and 46% of our advertising revenue. We have a lot of year left, and I am optimistic about reaching our goals. In terms of the expense Repairs and building maintenance are where I have the most concern. Deferred maintenance has come due, and many small expenses are adding up quickly.

Event/Program Planning & Recap

Spring Soccer and Volleyball are underway. Spring T-ball is starting for the first time at Willard Parks (typically only a summer program). The summer camp program is now registering- one area where this program has changed is we will not be accepting state subsidies this year (we were unable to have enough appropriately aged staff hired and trained for this program by the deadline- April 1st). "Our Father Daughter Dance" was a hit with the participants, though it was not a strong revenue generator. Upcoming programs are a "Middle School Prom" the opening of the pool, and continued expansion of fitness classes.

Maintenance/Improvements

As mentioned, many items of deferred maintenance are adding up. We have replaced all emergency exit lights at the Rec Center (all batteries had failed). We are addressing concerns regarding parking lot lights at the Rec Center, and we are making repairs to several doors to our facilities. (minor: paint, hinges, self-closing systems) Vandalism has increased the need for fresh paint and replacement playground equipment. The Aquatic Center needs to be re-caulked (expansion seams) as well as several deck repairs needing to be made. We have received come citizen complaints about the recycle center as it regards to blown trash into the field to the north. We are bidding the cost to complete fencing to across the north end. We are upgrading signage at the Recreation Center.

Staffing

Part time, seasonal, and summer hiring is underway, with mixed results. We are close to being fully staffed at the aquatic center, need at least 2 (prefer 3) additional part time maintenance staff, and need roughly 15-20 more summer day camp staff. Taylor (Full Time) marketing/special events) has submitted her resignation; she has taken employment as a professional writer for an international online marketing company.

Bright Spots

Sports registration numbers are doing very well. Public feedback has been good surrounding program additions. Staff are very high productivity and are excited about working here. Our maintenance team has been able to find some lower cost solutions to some of our concerns, however, these are band-aids that will need additional attention. Küat Racks has generously donated over \$1,000 to plant 50 trees in celebration of the 50th anniversary of the founding of the Arbor Day Foundation.



Willard Police Department
March 2022 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	2
Shannon Shipley, Major	1602-003	12
	Total	14

Squad #1	1604-044	Billie Deckard, Cpl.	18	Squad #2	1603-027	Steve Purdy, Sgt.	19
	1607-050	Caleb Steen, Officer	5		1609-051	Wayne Hansen, Officer	7
	1605-056	Mark Cole, Officer	45		1608-054	Stefan Collette, Officer	27
	1606-059	Nicholas Browitt, Officer	59		1610-060	Isaiah Marshall, Officer	79
	Total		127		Total		132

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer	6	24.75
	1631-045	Cindy Garton, SRO		
	1630-024	Andrew Benjamin, SRO		
	1632-052	Mark Riffin, SRO		
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		19.5
	1645-047	Glenn Cozzens, Reserve		18.5
	1646-031	Andrew Hunt, Reserve		
	1643-048	Tim Wheeler, Reserve		
	1647-049	Brandon Bond, Reserve		3.5
	Total		6	
Total Incidents for the month...			279	

Incident Statistics

Felony	4	HBO (Handled by Officers)	134
Misdemeanor	2	Use of Force	0
Infraction	120	Dog at Large	6
Other (Services)	153	Neglect-0 / Abuse-0 / Bites-0	0

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2021 Ford F-150	9,375	916	19	48		0
WPD-02 2021 Charger	1,661	1,311	21	62		0
WPD-04 2018 Explorer	92,573	2,511	25	100	72.49	139.98
WPD-05 2019 Charger	67,695	1,099	20	55	77.49	77.49
WPD-06 2020 Charger	64,925	1,562	19	82	249.09	249.09
WPD-07 2017 Explorer	19,878	194	11	18		0
WPD-08 2008 Harley	5,786	0	0	0		0

Monthly Vehicle Maintenance Details

WPD-01:	WPD-05: oil change
WPD-03:	WPD-06: oil change; wipers; battery
WPD-04: oil change	WPD-07:

Misc. Dept. Info: \$450.00 radar installation all fleet vehicles

Planning and Development Report
April 11, 2022

Ongoing Projects/ Developments

ATM Commercial Subdivision Phase 3- We have received an approval letter from the DNR for the Water Construction permit. Staff has been told that the contractor will continue work weather permitting. Final grading needs to be completed in order to stabilize the channel.

Canterbury Place Subdivision- Work continues on the subdivision build out. Currently 22 homes are in various stages of completion.

West Ridge- The framers have four of the homes dried in and the rough-in inspections have been completed on all four. The developer has started framing on two more lots.

Miller Rd. Project- STATUS- pending close out

CMH- Staff has completed an under slab plumbing inspection and electric rough- in inspection.

Tanners Auto Body Shop – Staff has issued a Temporary Occupancy for the new building. They need asphalt parking to be completed and are waiting on their contractor and weather conditions.

Stone Creek Phase 2 and 3- Work continues installing sanitary sewer lines, storm sewer lines and waterlines. Spire has indicated they will start installing the gas lines in two weeks.

Hoffman Hills Subdivision- We have received an approval letter for the DNR water construction permit for phase one. Cochran has approved the grading plan and we have received a copy of the Land Disturbance permit. Staff will be hosting a pre-construction meeting and will be releasing the grading permit and notice to proceed on 4-6-22 here at City Hall.

Generations Village- We are waiting on a survey / lot combination application and accompanying documents for review and will be bringing it back to the P/Z and BOA for approval.

TR Fitness, 432 W. Jackson St.- Staff has received engineering reports, site plan, architectural plans for the 7500 sq. ft. facility and our consultants are in the process of reviewing for code compliance. This project will require building façade approval from P/Z.

Commercial Infill/Remodel Projects – Cornelison State Farm Insurance- Staff is awaiting a building permit application.

Fm Rd 94 water service request- Pending

Andrew Craighead – Pending

Additional ongoing projects – Ongoing inspections as needed, Nuisance Complaints Pretreatment Surveys, FOG Permits, wastewater engineering report review, Scheduling Inflow and Infiltration work, Closing out permits. Staff continues to assist other departments and both Engineering firms- Algiers Martin and Cochran Engineering as needed. Staff has completed and submitted two (2) applications to DNR for funding options for two priority sewer projects as outlined in the Wastewater Masterplan. Staff has submitted an application to Greene County for ARPA funds to cover one-half the costs of engineering and design for the “94” Lift Station and Force Main replacement project. Staff is also in the process of meeting the 4-18-22 deadline for an application for “Year 2023 Community Project Funding” from Congressman Long’s office.

Staff has released the permit for the Meadow’s water tower cellular equipment removal. Staff will be attending a virtual webinar on 4-12-22 hosted by DNR that will outline the application process, eligible projects, scoring criteria, etc. for the ARPA funds that will be available through the State DNR.

Staff attended a team meeting on “Prism” flow monitoring software.

Staff is assisting Public Works with ongoing I & I projects.

Planning Assistant- Please see the Planning Assistant report

If you have any questions, please contact me at City Hall or develop@cityofwillard.org
Randy Brown, Director of Development

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Planning and Development:

17 permits were issued this month totaling \$5,298.15 in permit fees collected and has an estimated construction cost of \$1,297,912.50 for the year.

There are 4 Pre-treatments still needed:

Church of Christ Latter Day Saints, Dollar General, Mercy Clinic, and Willard Post Office.

98 Original letters were mailed on December 3, 2021

33 Reminder letters were sent on February 8, 2022

16 Certified letters were mailed on March 8, 2022.

Staff is researching ordinances and consulting with city attorney to help streamline the process/responses for the future.

All but 1 F.O.G. Permits have been issued.

Grant assistance.

Completed the Census and Buildzoom permit requests.

Mapping:

Water map for the Northbrooke Subdivision area.

Sent digital plans of ATM Commercial to DNR.

Utility maps for W Jackson St.

Utility maps for the meadows area.

Grading plans for Hoffman Hills were submitted.

Reprint sewer map for maintenance planning.

Confirmed the voting district map and Jennifer updated the website to reflect what the Greene County Clerk/Mapping has on file.

Prosecuting Clerk:

330 Open cases without dispositions (220 have active warrants)

204 Open cases with dispositions, are pending payments (149 have active warrants)

27 Probation/Deferral cases (9 have a class or community service hours to complete)

3 Discovery requests, and 4 plea offers were sent to defense attorneys

There are 3 trials scheduled in April, 5 trials in May, 1 trial in June.

-Abigail Brixey

CITY CLERK: (Informational only) MARCH 2022

- ~Issued 5 Business Licenses totaling \$ 275 (4 renewals, all late, and 1 new business: mowing)
- ~Assisted other departments with grant paperwork and research.
- ~Completed all Agendas, packets, Proclamations, Resolutions, Ordinances and typed Minutes for BOA, BOADJ, P&Z, ECDTF, Traffic Committee and Tree Board.
- ~Updated website with new information.
- ~Maintained updated "streetlight outage" list and ensured Liberty was notified.
- ~Created bid proposals and advertisements and processed them.
- ~Ensured public notices were completed and sent to the paper.
- ~Completed Sunshine requests as received.
- ~Assisted Park Board President with typing new bylaws.
- ~Assisting with letters and information for grant requests for Planning Dept.
- ~Assisted with information for SWMOCCFOA Meeting in Columbia, MO.
- ~Assisted with nominations for SWMOCCFOA Board. Final month serving will be April 2022 as I finish out my term as President.

EMERGENCY MANAGEMENT: (Informational only) MARCH 2022

- ~COVID-19 protocols have calmed down, most places back to normal.
- ~Monitored weather during severe events.
- ~Worked with county on Storm Spotter training schedule.

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: WILLARD	Reporting Period: Mar 1, 2022 - Mar 31, 2022	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781				
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781			County: Greene County	Circuit: 31
Telephone Number:		Fax Number:		
Prepared by: TERRY FORSHEE		E-mail Address:		
Municipal Judge: BAREFIELD				
<u>II. MONTHLY CASELOAD INFORMATION</u>				
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		11	270	94
B. Cases (citations/informations) filed		0	23	4
C. Cases (citations/informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0
2. court/bench trial - GUILTY		0	0	0
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		0	26	3
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	1	0
6. dismissed by court		0	2	0
7. <i>nolle prosequi</i>		0	0	0
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		0	29	3
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		11	264	95
E. Trial de Novo and/or appeal applications filed		0	0	0
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>		<u>IV. PARKING TICKETS</u>		
1. # Issued during reporting period	10	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	33	<input type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	343			

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MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: WILLARD	Reporting Period: Mar 1, 2022 - Mar 31, 2022
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<u>V. DISBURSEMENTS</u>			
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$1,991.84	Court Automation	\$251.11
Clerk Fee - Excess Revenue	\$231.60	Due To Debt Collection	\$617.04
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$7.80	Judicial Facility Srchg CT31	\$355.50
		Law Enf Arrest-Local	\$103.66
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Overpayments Detail Code	\$204.00
Total Excess Revenue	\$2,231.24	Restitution Due Political Sub	(\$221.18)
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Sheriff Retirement-CO/Muni	\$6.00
		Total Other Disbursements	\$1,316.13
Fines - Other	\$1,381.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$5,494.36
Clerk Fee - Other	\$163.00	Bond Refunds	\$105.50
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$35.84	Total Disbursements	\$5,599.86
Peace Officer Standards and Training (POST) Commission surcharge	\$35.89		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$255.78		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$5.48		
Law Enforcement Training (LET) Fund surcharge	\$70.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,946.99		

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NAME	1/10/2022	1/24/2022	2/14/2022	2/28/2022	3/14/2022	3/28/2022	4/11/2022	4/25/2022
SAMUEL SNIDER	OUT	Y	Y	Y	Y	Y		
TYLER KELLY	Y	Y	Y	Y	OUT	Y		
RYAN SIMMONS	Y	Y	Y	Y	Y	Y		
DONNA STEWART	Y	OUT	Y	Y	Y	Y		
LARRY WHITMAN	Y	Y	Y	Y	Y	Y		
SAM BAIRD	Y	Y	Y	Y	Y	Y		
LONDON HALL	OUT	OUT	OUT	Y	Y	Y		
ATTENDED: Y								
NAME	5/9/2022	5/23/2022	6/13/2022	6/27/2022	7/11/2022	7/25/2022	8/8/2022	8/22/2022
SAMUEL SNIDER								
TYLER KELLY								
RYAN SIMMONS								
DONNA STEWART								
LARRY WHITMAN								
SAM BAIRD								
LONDON HALL								
ATTENDED: Y								
NAME	9/12/2022	9/26/2022	10/10/2022	10/24/2022	11/14/2022	11/28/2022	12/12/2022	12/26/2022
SAMUEL SNIDER								
TYLER KELLY								
RYAN SIMMONS								
DONNA STEWART								
LARRY WHITMAN								
SAM BAIRD								
LONDON HALL								
ATTENDED: Y								
NAME								
SAMUEL SNIDER								
TYLER KELLY								
RYAN SIMMONS								
DONNA STEWART								
LARRY WHITMAN								
SAM BAIRD								
LONDON HALL								
ATTENDED: Y								

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item#

Resolution and Support Letter for Fiscal 2023 Community Project Funding Request. Discussion/Vote.

RESOLUTION NO. 22-01

A Resolution supporting the application for a Community Project Funding request through the House Appropriations Committee for Fiscal Year 2023.

WHEREAS, the City of Willard has a need for funding to complete major infrastructure projects;

and

WHEREAS, the contracted Engineers have identified the needs through the Willard Wastewater Engineering Report; and

WHEREAS, the House Appropriations Committee allows applications to earmark funding for certain projects and assist local jurisdictions.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI as follows:

The Board of Aldermen hereby acknowledge and support the application for a Community Project Funding request through the House Appropriations Committee for Fiscal Year 2023.

Date

Samuel Snider, Mayor

Attest:

Jennifer Rowe, City Clerk

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



April 1, 2022

Dear Sir or Madam

We the Board of Aldermen of the City of Willard, Mo. wish to show our wholehearted support for the Fm. Rd. 94 Lift Station Upgrade and Force Main replacement project. This project has been identified by our cities consulting engineers and City Staff as a top priority and necessity to provide a viable and more reliable means of transporting the sanitary sewer waste to the City of Springfield for treatment.

Thank you,

Mayor, Samuel Snider

Alderman, Tyler Kelly

Alderman, Ryan Simmons

Alderman, Donna Stewart

Alderman, Larry Whitman

Alderman, Sam Baird

Alderman, Landon Hall

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item#

Resolution approving the updated Employee Policy Manual. Discussion/Vote.

City of Willard, Missouri

Resolution Number 22-02

A Resolution adopting a Revised Personnel Policies Manual for the employees of the City

Whereas, It is incumbent upon Willard's City government to maintain appropriate and effective personnel policies to guide and govern the administration of City employees, and

Whereas, It is appropriate, from time to time, to review and revise the adopted personnel policies for City employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Willard, Missouri that, the Employee Policies Manual, as attached hereto, is herewith adopted and made effective with the date of this Resolution, and further, that this Employee Policies Manual replaces and supersedes all other such Manuals.

Dated: This 11th day of April , 2022 by the Governing Body consisting of seven members .

Samuel Snider, Mayor

Attest:

Jennifer Rowe, City Clerk



City of Willard

EMPLOYEE POLICY MANUAL

Adopted _____
date

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1. PURPOSE

The intent of these Personnel Policies is:

1.1 To provide for more effective City administration through the use of standardized personnel policies and procedures applicable to all City personnel;

1.2 To provide a standardized system of position classification and compensation based on the complexity and the responsibility of the principal tasks assigned to each position in City service;

1.3 To recruit, hire, assign, advance, compensate and retain individuals on the basis of their qualifications and performance, and to treat those individuals equally in these and all other respects without regard to race, color, religion, creed, sex, age, national origin, sexual orientation, marital status, or physical, mental or sensory disability not directly related to job performance.

2. ADMINISTRATION

2.1 The City shall, from time to time, promulgate appropriate rules, regulations or amendments to these Policies to promote a fair and effective administration of personnel in the City's service.

2.2 The City shall appoint a designee, who shall be the City Administrator, who will be responsible for the interpretation and administration of these Policies and amplifying rules, regulations, benefits and policies; all subject to review by the Board.

2.3 These Policies, procedures and standards are established to achieve the stated purpose and apply to all employees of the City under the direct and indirect jurisdiction of the City except as otherwise provided herein.

2.4 These rules supersede all and any previous City policies, procedures and standards with respect to personnel except as otherwise provided

3. DEFINITIONS

The words and phrases used in this Policy shall have the following meanings:

3.1 "Anniversary Date" is the date of hire of an employee.

3.2 "Appointing Authority" means that person or body with legal authority to appoint or dismiss employees; in the case of the City Administrator and City Clerk positions, that authority is the Board; in the case of all other employees of the City, that authority is the City Administrator.

3.3 "Board" means the Board of Aldermen of the City of Willard as duly elected from time to time.

3.4 "Class" means positions in one occupation or profession which have approximately the same duties and responsibilities and share the same job title. The education, experience, knowledge, skills and abilities needed to fulfill the position are the same, and the same tests may be used to qualify.

3.5 “Class Series” includes all classes at all levels of difficulty and responsibility in the same occupation.

3.6 “Class Specification” means a description of a class, including the duties and responsibilities, education and experience required and the knowledge, skills and abilities necessary to fulfill a position in the class.

3.7 “Classification Banding” means a banding of classifications to encompass the full scope of employment opportunities available to each employee upon the recommendation of the City Administrator and the approval of the Board. The City Administrator will decide when an employee will move to a more experienced level. The movement is not a promotion or a reclassification and does not require budget approval. The movement will not change the employee's current rate but will change the top of the range. The City Administrator's signature on the personnel action form will certify that the employee meets the journey level experience to move.

3.8 “Classification Plan” consists of all the classes established within the City, their class specifications and the rules for maintaining the plan.

3.9 “Classification Study” means investigation of a position to determine its proper class.

3.10 “Classified Positions” means all positions regulated by the City Personnel Policy. Each will be assigned a class in the classification plan and will be defined by a class specification.

3.11 “Compensation Schedule” means a listing of the pay ranges and steps within the range to which each classification is assigned.

3.12 “Days” unless otherwise specified means consecutive calendar days.

3.13 “Demotion” means movement of an employee to a class in a lower pay range than the employee's currently assigned classification for disciplinary or voluntary reasons.

3.14 “Department” means a unit of the City under a department head other than the City Administrator, and any unit of the city created by action of the City by ordinance or otherwise.

3.15 “Department Head” means those individuals serving as the head of a City department reporting directly to the City Administrator.

3.16 “City” means the City of Willard, Missouri.

3.17 “Effective Date” means the date of specific action.

3.18 “Eligible” means a person who may fill a position. Determination is made by an individual applying and meeting the requirement of the position.

3.19 “Emergency Appointment” means that under extraordinary circumstances, including but not limited to loss of life, incapacitating illness, or termination, an appointing authority may make an appointment without regard to the rules on certification or appointment.

3.20 “Employee” means a person legally holding a position in the City's service.

- 3.21 “Entry Level”** means the class at which a person enters a class series or occupation. An employee is eligible for promotion to the next higher level in the same class series when she or he meets the qualification for the higher level.
- 3.22 “Exempt”** means an employee who is not eligible for overtime.
- 3.23 “Grade”** is equivalent to range. A grade designates the pay scale from minimum to maximum.
- 3.24 “Grant-funded Position”** is a position which is authorized dependent upon the department generating the revenue to fund the position, usually from some outside grant.
- 3.25 “Hours worked”** means those hours during which the employee is at work.
- 3.26 “Incumbent”** means a person currently occupying a specific position in the City’s service.
- 3.28 “Annual Salary Increase”** means a pay raise given an employee in recognition of satisfactory performance, for the most recent twelve months of continuous employment as a regular employee of the City, of assigned tasks within the performance standards of his or her position.
- 3.29 “Performance Salary Increase”** means pay raises given an employee in recognition of exceeding the job performance standards of the position to which she or he is assigned. An employee is eligible for a **merit** salary increase one year from the initial date of employment for his current position. The individual must be recommended for the increase by the appointing authority.
- 3.30 “Minimum Job Performance”** means performance on a job classification which meets the minimum standards established for that job classification by the appointing authority.
- 3.31 “Non-exempt”** means an employee who is eligible to receive overtime compensation.
- 3.32 “Overtime”** means that the time worked by a non-exempt employee as authorized and directed by management which exceeds forty (40) hours in a pay week.
- 3.33 “Part-time Employee”** means one who works less than thirty (30) hours per week.
- 3.34 “Position”** means all the duties and responsibilities assigned in a position description to be performed by one individual.
- 3.35 “Position Description”** means a written description of the functions and responsibilities of a position.
- 3.36 “Probation”** means a period after an employee's initial appointment or promotion in which the appointing authority evaluates his or her suitability for the position.
- 3.37 “Promotion”** means assignment of an employee to a position with a higher compensation grade than the position the employee is currently in.
- 3.38 “Provisional Appointment”** means an employee who provides for a temporary need but is subject to change.

3.39 "Range" means a designated pay scale delineated from a minimum to maximum compensation.

3.40 "Reclassification" means a change in allocation of a position based upon significant changes in kind, difficulty or responsibility of the work performed. A position may be reclassified after completion of a classification study by the City Administrator, and may be assigned to a higher class, a lower class, or to another class at the same pay range.

3.41 "Regular Employee" means an employee who has been retained in his position at the completion of the probationary period.

3.42 "Reinstatement" means the reinstatement of an employee in the same or related position to which he or she was assigned before separation from City service.

3.43 "Resignation" means the voluntary ending of employment by a City employee.

3.44 "Salary Range" is equivalent to range.

3.45 "Seasonal Appointment" means an employee's periodic employment related to the seasons. Any person who accepts a seasonal appointment is not, unless otherwise specified, subject to the City personnel policy. Any person who accepts a seasonal appointment serves at the will of the appointing authority and may be removed at will by the appointing authority without notice, cause or hearing.

3.46 "Step" means a single salary level within a range.

3.47 "Supervisor" means an employee whose position description includes the function of assigning the daily work tasks of another employee.

3.48 "Temporary Employee" means a person hired for a period not to exceed six (6) months of employment.

3.49 "Termination" means the non-voluntary conclusion of an employee's employment with the City.

3.50 "Transfer" means movement of an employee from one position to another position.

3.51 "Underfilling" means filling a position with a person in a class lower than the authorized class due to the individual's temporary inability to meet the qualification requirements of the higher class. This is generally done when the individual is expected to be able to meet the requirements at a future date after gaining training, experience or license/certification.

4. CLASSIFICATION PLAN

4.1 Establishment of classification plan

4.1.1 The City Administrator shall prepare, maintain and revise as necessary a position classification plan for all positions in the classified service. The position classification plan and changes to the plan shall be subject to approval of the Board.

4.1.2 All positions in the classified service shall be allocated to an appropriate class in the classification plan. Allocation of positions to classes shall be based on the relative complexity of duties, authority and responsibility so that the same qualifications shall be reasonably required for, and the same schedule of pay may be equitably applied to, all positions in the same class.

4.1.3 Each class shall be described by a class specification defining the nature of work, typical duties performed, and the knowledge, skills, abilities, education and training which are the preferred minimum qualifications of applicants being considered for appointment to a position in the class.

4.1.4 The position titles and pay ranges assigned to classes in the classified service shall be used for original appointments, promotions, payrolls and all other records affecting the status of personnel.

4.1.5 All City positions fall into one the classifications categories below:

Administrative: Responsible for communicating with Board Members, City of Willard Leadership Team and other community stakeholders in the identification of strategic goals; leading the development of the City's long-term needs, strategy and direction; steering the City with strategic visioning and definition; leveraging the knowledge and skills of leadership; determining and assigning responsibilities for attaining objectives; evaluating leadership performance and contributions; planning, developing, and establishing policies; reviewing activity reports and financial statements to determine progress and status in attaining objectives and revising in accordance with current conditions.

Leadership: Responsible for providing leadership and professional expertise or services through leveraging the knowledge and skills of others. Duties range from oversight for daily operations of subordinate departments to recommending the strategic direction and providing leadership in department operations to contributing to the overall strategy, direction and vision for all areas of the City.

Professional: Responsibilities include demonstrating measurable impacts on operational effectiveness, attainment of department goals and objectives, and activities related to hiring, promotion, performance coaching, training, application of policies, disciplinary actions, etc. These positions may be additionally responsible for contributing to the overall strategy, direction and vision for all areas of the City, although in a more limited scope than the Leadership Class.

Para-Professional: Responsibilities include operational support and services. These positions may require training gained through on-the-job experience, vocational training, or job-related college courses; some positions may require possession of certain licensures or certifications. Duties may require applying individual expertise and an understanding and ability to apply

theoretical and/or scientific principles in carrying out projects and completing work. These positions may also include supervisory duties as well.

Specialist: Responsibilities include applying specific knowledge of the principles, concepts and methods of professional or technical fields as they relate to department duties, as well as the ability to apply a broader knowledge to multiple related principles and concepts of related fields. Some positions in this classification will require additional education, certification, or training, and may require work to be performed across departments as qualifications dictate. Acquisition of licensures, certifications, etc., may be a pre-requisite to advancement.

4.2 Classification of existing and new positions.

4.2.1 Whenever the City Administrator believes there has been a significant change in the duties and responsibilities of a position or determines the need for the establishment or abolishment of a class or a position, this shall be described to the Board. The City Administrator, upon written request by a regular employee or upon his or her own initiative, may investigate the classification status of any existing position.

4.2.2 Classification investigations may include any or all of the following factors: the nature and variety of the assigned duties; the complexity of the assigned duties; the nature of supervision received; the nature and extent of supervision exercised; the variety and degree of knowledge and skills; the education and experience required; the guidelines available; the purpose and nature of person-to-person relationships; the nature and scope of decisions and recommendations; the extent of responsibility for actions taken; working conditions; and other factors which the City Administrator may deem important.

The City Administrator will then assign the position an appropriate classification and compensation level. Establishment of a new class or abolishment or major change to an existing class must be approved by the Board.

4.3 Reclassification and Reallocations.

4.3.1 A reclassification of a position may occur when an employee is performing higher level duties and responsibilities than apply to the position currently occupied. The reclassification may be treated as a promotion and may be subject to competition for the promotion.

4.3.2 A reallocation of a position may occur when, as a result of a salary or classification study, a higher salary range is allocated to the position and there is no substantial overall change in the position duties or level of responsibilities. The employee in the position will go to the nearest step in the new range that is not lower in rate of pay.

4.4 Independent Contractors.

4.4.1 Where authorized by law to do so, independent contractors may be hired. Independent contractors are not City employees and the performance of all work is subject to and controlled by the terms of their contract. In addition to terms specified by the City in a contract to be signed by an independent contractor, an independent contractor is hired on the conditions that there shall be no:

- a. Withholding of income taxes by the City with a W-9, otherwise 28% will be withheld;
- b. Industrial insurance provided by the City;
- c. Participation in group insurance plans which may be available to employees of the City;
- d. Participation or contributions by either the independent contractor or the City to the LAGERS Retirement System;
- e. Accumulation of vacation or sick leaves;
- f. Unemployment compensation coverage provided by the City.

5. COMPENSATION.

5.1 Compensation

5.1.1 The compensation plan shall consist of the schedule of ranges of pay as ascribed to each position description, as prepared by the City Administrator and approved by the Board. Each position in the classification plan will be assigned an appropriate range in the compensation plan which insures the maintenance of equitable relationships between classes based on their relative duties and responsibilities.

5.1.2: There shall be 26 payroll periods per year, each covering a two-week period. The payroll weeks for employees shall be 12:01 a.m. Sunday through midnight Saturday. Employee payroll shall be made on Friday following each two-week payroll period.

5.2 Application of rates.

5.2.1 Each classified employee shall be paid at an hourly rate which falls within the pay range ascribed to the position except as otherwise provided in this Policy.

5.2.2 Initial appointment to a position shall ordinarily be made at the entry rate of the range except as provided below.

a. When a person considered for employment has exceptional experience or skills which warrant his entry into a position at a higher rate of pay than the entry rate, or to meet a difficult recruiting problem, the appointing authority may place the new employee in a rate up to ~~10%~~ 20% above the entry level step.

b. Initial appointment into a rate above ~~10%~~ 20% of the entry level shall require approval of the Board.

5.2.3 Reinstatement is when a former regular employee is reinstated to a position in the same or related class. The employee may be paid in the range at or below his former rate at the discretion of the appointing authority.

5.2.4 Transfer is when an employee is transferred to another position in the same or related class at the same range level. The employee shall continue at his current rate of pay.

5.2.5 Promotions:

- a. When possible and appropriate, the appointing authority is encouraged to fill position vacancies by promoting from within the eligible workforce. When a current employee is promoted to a class in a higher range, the employee is entitled to a pay rate in the higher range that provides at least a 2 ½% pay increase. When the promotion is made to a position whose classification is sufficiently higher as to provide in excess of a 2 ½ % pay increase, the promoted employee will commence the new assignment entry level rate on the higher Grade Range.
- b. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase should be included in the base salary before promotion. Special salary adjustments should not be included in the base rate.
- c. Should the employee fail to satisfactorily complete the required probation period, the employee must be reinstated to his previous class and pay rate.
- d. The promotion date will be assigned as of the first day of the next succeeding pay period following the promotion by the City Administrator.

5.2.6 Demotions:

- a. Voluntary demotion is when an employee is voluntarily demoted; the employee's current anniversary date will be retained.
- b. Involuntary demotion is when a current employee is involuntarily demoted due to performance problems, discipline, or other reasons; the employee's current anniversary date will be retained.

5.2.7 Reclassification.

- a. Incumbents of reclassified positions assigned to a higher range will move to the closest pay step in the range of the new class which will result in a one-step pay increase.
- b. If a position is reclassified to a lower paid class due to changes in job content factors and through no fault of the incumbent, the incumbent shall continue to be paid at the incumbent's last rate of pay for a period of six months if:
 - I. The employee has adequately performed during the preceding year; and
 - II. The employee was in the higher class at least six months preceding the reclassification; and
 - III. The reclassification is a result of a legitimate reason over which the employee has no control.
- c. At the end of the six-month period the employee's salary shall be adjusted to fit within the range of pay for the new class.

5.3 Annual Salary Increases.

Annually, on the anniversary date of the employee's continuous service in employment, the employee may receive a Step increase as indicated in the adopted Grade-Step Chart dependent on

budgetary means. If the budget allows, this will occur automatically, and is a function of payroll processing by the City.

5.4 Merit salary increases.

At any time, after any probationary period is concluded, the direct supervisor of an employee may recommend a merit increase. Such a proposed increase in wages should be reserved for those instances of continuing extraordinary performance by an employee on behalf of the City. The recommendation must come from the direct supervisor and be presented to the City Administrator. The City Administrator may approve a single Step merit increase not more than once per year for an employee. Merit increases involving more than one Step, or more than once per year for an employee, must be approved by the Board.

5.5 Overtime.

Overtime pay, which is applicable only to non-exempt employees, is for any actual hours worked in excess of forty (40) hours in a work week. A Department Head may authorize overtime with the approval of the City Administrator. Overtime rate is one and one-half (1½) times the employee's straight time rate, except in instances involving a sick day, vacation day or other non-working paid day; then the time will be paid at the regular rate until actual worked hours will have exceeded forty (40) hours. Payment of overtime will be provided in the pay period following the period in which it is earned.

5.6 Per diem expenses.

In the event that an employee of the City is required by the City Administrator or the Board to travel to a place in excess of fifty miles from the City Office, and the purpose of the travel is for City business, a per diem allowance will be granted to the employee at the same rate the State of Missouri pays its employees for per diem expenses.

5.7 Holiday pay.

All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen. If a holiday is on a Saturday, then the City offices will be closed on the preceding Friday. If a holiday is on a Sunday, then the following Monday all City offices will be closed. Designated holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day

4. Memorial Day - Last Monday in May

5. Juneteenth – June 19

6. Independence Day - July 4

7. Labor Day - First Monday in September

~~7. Columbus Day~~

8. Veteran’s Day

9. Thanksgiving Day + Friday following

10. Christmas Eve – Close at noon

11. Christmas Day - December 25

12. New Year’s Eve – close at noon

An employee, who shall be required to work during a scheduled holiday, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday. Any compensating day off not taken prior to the end of each calendar year shall be lost and shall not carry forward to the next year.

~~After an employee has successfully completed their probationary period, they~~ **An employee** will receive three (3) **additional personal** paid days off ~~The employee shall receive two (2) personal holidays and one (1) birthday holiday~~ per calendar year. Prior to being used, these **personal** holidays must be approved by their Department Head. ~~These additional~~ **Personal** paid days off not taken prior to the end of the calendar year will be lost and will not carry forward to the next year. Employees do not receive pay for holidays or personal holidays upon termination or resignation of employment.

5.8 Vacation

Employees and appointed officials who work full-time for the City of Willard shall accrue vacation leave hours on the following basis:

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
Zero (0) to One (1) Year	1.54	One (1) week (40 hrs)
One (1) Year to Four (4) Years	3.08	Two (2) weeks (80 hrs)
Five (5) Years to Eleven (11) Years	4.62 hours	Three (3) weeks (120 hrs)
Twelve (12) Years to Fourteen (14) Years	6.16 hours	Four (4) weeks (160 hrs)
Fifteen (15) Years or more	7.70 hours	Five (5) weeks (200 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using any accrued vacation. Vacation leave will Not accrue during an unpaid leave of absence.

Employees wishing to use accrued vacation time shall submit their request to their Department Head or Supervisor for approval. Department Heads or appointed officials must have their vacation

approved by the City Administrator. The "Hire Date" of each year is the anniversary date for accrual accounting purposes.

Employees are encouraged to use vacation benefits in the fiscal year in which vacation is accrued. Employees may carry over a maximum of fifteen (15) working days or 120 hours in vacation leave from one calendar year to the next. If a designated holiday should fall within the time an employee is on vacation, it will not be deducted from vacation days accrued.

Employees who have served one (1) year of continuous service and have taken part or none of their vacation days earned, will be paid for the vacation days up to but not to exceed 120 days upon the termination or resignation of employment.

5.9 Sick Leave

Employees and appointed officials who work full-time for the City of Willard shall accrue sick leave and be paid during unavoidable absences from work due to sickness or accident during any one (1) year on the following basis:

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
Zero (0) to One (1) Year	1.54	One (1) week (40 hrs)
One (1) Year to Four (4) Years	3.08	Two (2) weeks (80 hrs)

~~All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using accrued sick leave. Sick leave will not accrue during an unpaid leave of absence.~~

Sick leave may be taken for as little as one hour, if accrued. Where workmen's compensation insurance payment is due to such employees or officer, the amount received by reason of worker's compensation shall be deducted from the allowance otherwise provided for above.

Employees shall be allowed to accumulate thirty-five (35) working days or two hundred eighty (280) hours in sick leave, which may be carried over from one (1) year to the next, which rolls over on the anniversary of their hire date. If a holiday should fall within the time the employee is absent on sick leave, it will not be deducted from their available number of sick leave days. Sick leave will not accrue during an unpaid leave of absence. Employees do not get paid for accumulated sick leave upon termination or resignation of employment.

All employees that have completed at least one (1) year of service and who have used less than forty-one (41) hours of sick leave in a calendar year will have the option of requesting a payout of accrued sick leave hours one (1) time each year. A maximum of eighty (80) hours may be converted to a fifty (50) percent payout. (Example: 10 hours requested equal a 5 hour payout.) The sick leave hours requested will be deducted from the total sick leave hours the employee has accrued.

An employee who is sick must call their immediate Supervisor as soon as possible if they are unable to work. If an employee fails to do so within four (4) hours after the beginning of the work day, they may be denied pay for the period of absence. If sick leave is more than three (3) days, the Department Head or City Administrator may require a doctor's certification; however, a

certificate of verification may be required by a Supervisor, Department Head or City Administrator in any case. Sick leave days may be used for immediate family member illness or injury but must be approved by the immediate Supervisor and/or the City Administrator.

5.10 ~~Shared Care Leave~~ Emergency Medical Leave Program

The ~~Shared Care Leave~~ Emergency Medical Leave Program is additional paid leave made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. See attached Appendix "B."

5.11 Family and Medical Leave (FMLA)

5.11.1 Eligibility Requirements:

Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

Employee has worked for the City of Willard for the last twelve (12) months.

Employee is currently employed by the City of Willard.

During the last twelve (12) months of employment with the City of Willard the employee has worked at least twelve hundred and fifty hours (1,250) hours.

5.11.2 Types of Leave:

Employee leaves of absence under the FMLA may include;

The birth of a child, or the placement of a child with the employee for adoption or foster care;

A serious health condition that makes the employee unable to perform the essential functions of their job; or

A serious health condition affecting the employee's spouse, child or parent for which the employee is needed to provide care.

5.11.3 How and When to Request Leave:

Except as explained below, an eligible employee has a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for any of the reasons listed above. An eligible employee must provide timely and adequate notice of their need for FMLA-qualifying leave. To request leave, the employee must contact the City Administrator and then request the appropriate forms from the Human Resources Department. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least thirty (30) days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the

facts and circumstances. Said notice, when possible, should be in writing and should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

5.11.4 Continuation of Benefits:

An employee's health benefits, if any, will be maintained during any period of unpaid leave under the same conditions as if they continued to work. The employee will be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment upon return from FMLA leave.

Further, if the employee normally pays a portion of the premiums for their health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee. The employee will have a minimum thirty (30) day grace period in which to make premium payments. If payment is not made in a timely manner, the employee's group health insurance may be cancelled.

If an employee does not return to work following FMLA leave for a reason other than the continuation, recurrence or onset of a serious health condition which would entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

5.11.5 Medical Certification Requirement:

An employee's requested leave may be counted against the employee's annual FMLA leave entitlement. Further, the employee will be required to furnish medical certification if the leave is due to a serious health condition. Certifications of Health Care Provider forms are available from the Chief Financial Officer or Human Resource Department. Failure to provide the required certification may result in delay, denial or cancellation of leave. If the certification shows that the employee's absence does not qualify under the FMLA, the FMLA designation will be revoked retroactive to the first (1st) day of the leave. The City of Willard may require recertification during said leave.

5.11.6 Application of Accrued Paid Leave:

Family and medical leave is generally unpaid leave. However, any accrued paid leave, including sick leave, vacation time or other leave, shall be applied to time off available under this section. Time off under worker's compensation or short-term disability will also be applied to a leave under this section.

5.11.7 Fit-for-Duty and Status Reports:

The employee may be required to present a fit-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. Further, while on leave, the employee may be required to furnish the City of Willard with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change, and they are able to return to work earlier than the date indicated above, the employee may be required to notify the City Administrator at least two (2) weeks prior to the date the employee intends to report to work. The employee may be required to furnish recertification after a serious health condition.

5.12 Military Leave

The City of Willard is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or city policy. If any employee believes that they have been subjected to discrimination in violation of city policy, the employee should immediately contact the Human Resources Department.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five (5) years leave of absence.

Employees requesting leave for military duty should contact the City Administrator to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact the Human Resources Department.

For military leaves extending thirty (30) days or less, the City of Willard will continue to pay the portion of the premium on health insurance, if any, that it was paying before such military leave began. In order to continue such health insurance, the employee must continue to pay their portion of premiums during this period. For military leaves extending beyond thirty (30) days, the employee will have the option to continue their insurance coverage at the employee's cost. Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

5.13 Jury Duty

An employee may be granted leave with pay when required to be absent from work for jury duty or as a trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

5.14 Leave of Absence

Due to special and extraordinary circumstances, an employee may wish to request, in writing, to take unpaid leave. The City Administrator, or in his/her absence the Mayor, shall have the authority to grant such unpaid leave for up to forty (40) hours per calendar year, in no less than eight (8) hour increments. All accrued vacation and sick leave must be exhausted prior to any such unpaid leave request being granted.

5.15 Bereavement Leave

~~An employee may be granted (with approval from the City Administrator) up to three (3) working days of leave with full pay as needed in the event of the death of a spouse, child, step-child,~~

~~mother, step-mother, father, step-father, sister, step-sister, brother, step-brother, mother-in-law, father-in-law, grandchild, step-grandchild, grandfather, step-grandfather, grandmother, step-grandmother or any relative residing permanently with and dependent upon the employee. Documentation may be required.~~

An employee may be granted a leave of absence with pay (with approval from the City Administrator) of reasonable duration, not to exceed five (5) working days, in the event of the death of an employee's spouse, significant other, child, stepchild, parent or step-parent. Three (3) working days of absence with pay will be allowed when an employee's father-in-law, mother-in-law, sister, brother, stepbrother, stepsister, brother-in-law, sister-in-law, grandparents, grandchildren, step-grandchildren, uncle, aunt or any relative residing permanently with and dependent upon the employee. Documentation may be required.

5.16 Extended Personal Leave.

Leaves of absence without pay may be granted for a period not to exceed sixty (60) days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required by law. The employee shall make a written request to the City Administrator for any authorized leave of absence stating the time required and the reason for such a request. Only the City Administrator may approve such a leave. Vacation, sick leave and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave or holiday benefits which were earned prior to the commencement of said leave of absence. If such sick leave, vacation or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the City Administrator is required to carry it over.

5.17 Retirement Plan.

After an employee has been employed six (6) months with the City of Willard, the City shall enroll each full-time employee in the Missouri Local Government Employees Retirement System (LAGERS). At this time the employee shall pay four (4) percent of their gross wages into the account with the City paying the amount stipulated under the terms of the agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full-time employee. If any employee has any questions regarding the retirement plan, please contact the Human Resources or Finance Department.

5.18 Insurance.

The City of Willard shall provide a competitive package of benefits to all eligible full-time employees. The following benefits are provided with the understanding that benefit plans may change from time to time. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. To be eligible for city paid benefits an employee must be classified as a "Full-Time" employee.

A. Health/Life Insurance

The City of Willard currently provides individual health and life insurance benefits to all eligible full-time employees. The City of Willard presently pays the individual insurance premium for all eligible employees. Eligible employees may elect to purchase additional health insurance for the employee's dependents or to participate in the Vision and Dental health plans offered by the City

at the employee's expense through payroll deduction. The City of Willard may require employees to pay a portion of insurance premium in the future. Information about the City's health plans will be provided to the employee at the time of employment.

The insurance provided is effective after the first day of the month following the first full month of employment. Details and forms may be obtained from the Human Resources Department at the time of employment.

B. Social Security/Medicare/Medicaid

The City of Willard participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each pay and the City contributes at the applicable wage base as established by federal law.

C. Workers' Compensation and Unemployment Insurance

The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss of earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify their Department Head immediately. The Department Head shall then notify the City Administrator or in the absence of a City Administrator, the Mayor. If the Department Head is unavailable and/or City Hall is closed, any such injury must be reported directly to the City Administrator or in the absence of a City Administrator, the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or medical facility which has been approved by the City's insurance carrier. If immediate medical attention is required, Employees should report to the nearest Emergency Care Facility. Any employee receiving medical attention for any on-the-job injury may be subject to testing to determine the presence of alcohol, illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which they might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Human Resources Department.

5.19 Automobile mileage.

Travel for City business outside of a 50-mile radius in a personal automobile with prior approval from the City Administrator is eligible for mileage reimbursement. The City will reimburse the employee for use of a personal automobile for at the same rate the State of Missouri pays its employees for automobile mileage.

6. COMPENSATORY TIME POLICY

6.1 Purpose

The purpose of this policy is to allow salaried (exempt) City employees a flexible work schedule to reduce the hours over and above forty (40) during a standard work week due to evening meetings, heavier than normal workloads, etc. The City will accommodate the reasonable requests of employees for alternative work schedules when consistent with the needs of each City department to accomplish their objectives.

This policy will apply to all full time salaried (exempt) employees of the City in all the various departments.

6.2 Definitions

Compensatory Time: a term used to define an alternate work schedule by which a salaried employee may be granted paid time off in lieu of pay.

Standard Work Week: a forty (40) hour period which runs from 12:00 a.m. Sunday morning through midnight (12:00 p.m.) the following Saturday evening. Vacation, sick leave, personal days, etc. are not considered as making up a portion of a standard work week; only those hours worked on the job are to be counted as comprising said work week.

Pay Period: a two (2) week period comprised of two (2) forty (40) hour work weeks.

6.3 Policy

It is the policy of the City to allow authorized employees the option of a flexible work schedule. Individual departments may use a Compensatory Time work schedule subject to the following conditions:

- The normal workweek shall continue as a five (5) day, forty (40) hour workweek for City employees.
- Computation of compensatory time will be based on the hours worked over the 40 hour per week regular department schedule. Compensatory hours shall be accrued the rate assigned for each position classification. (Executive: .75:1; Leadership: 1:1; Professional: 1.5:1 hours accrued to hours worked)
- Compensatory time may be accrued up to one hundred and twenty (120) hours. All time accrued must be requested off and approved in the same manner as vacation time, personal days, etc.
- Accumulated compensatory time shall be accrued to 120 hours. No hours will be earned over 120 hours until the compensatory time balance is reduced through approved time off.
- Accumulated compensatory time shall be paid upon voluntary separation and an agreed final resignation date of no less than 15 business days from date of notice of resignation.
- When an employee takes compensatory time off it shall be determined by and scheduled at the discretion of the employee's Director or supervisor, with due regard for the wishes of the employee and the needs of the City.

6.4 GENERAL GUIDELINES AND ELIGIBILITY

In order to be eligible to participate in the compensatory time program, an employee must be a salaried employee. Additionally, to be eligible, employees must:

- Use work time effectively based on time quality;
- Maintain a dependable attendance record;
- Document all timekeeping accurately and in a timely fashion; and,
- Communicate work problems/issues as well as needs to their immediate Supervisor/Department Head.

Both the usage as well as the accrual of compensatory time may be reviewed at any time by either the applicable Department Head and/or the City Administrator. Compensatory time will be administered on a consistent and equitable basis within each City Department.

7. GENERAL PROVISIONS

7.1 Hours of Work

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the twenty-four (24) hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven (7) consecutive days beginning on Sunday at 12:01 a.m. and ending on Saturday at 11:59 p.m. The usual work week period is forty (40) hours.

The normal work week for the City of Willard City Hall shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, including one (1) hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer defined limits) to better accommodate personal responsibilities. Subject to the City of Willard work assignments and the City Administrator's approval, the employee's Supervisor or Department Head shall determine the hours of employment that best suits the needs of the work to be done by the individual employee. Each Department may require different work schedules, but all Departments' normal work hours will be forty (40) hours per week.

7.2 Attendance and Punctuality

Attendance is a key factor in job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. Absence for any reason or planning to arrive late or leave early, requires notification to your Supervisor, the Department Head or the City Administrator as far in advance as possible and no later than one (1) hour before the start of the scheduled work day. In the event of an emergency, notify your Supervisor, the Department Head or the City Administrator as soon as possible. For all absences extending longer than one (1) day, telephone your immediate Supervisor and inform him/her that the request for absence will be for more than one (1) day. When reporting an absence, indicate the nature of the problem causing the requested absence and the expected return to work date. A physician's statement may be required as proof of the need for any illness

related absence regardless of the length of the absence. Except as provided in other policies, an employee who is absent from work for three (3) consecutive days without notification to their Supervisor, Department Head or the City Administrator will be considered to have voluntarily terminated their employment. The employee's final pay will be direct deposited to the last banking institution on file. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the City of Willard may counsel employees prior to termination for excessive absences, tardiness or leaving early.

7.3 Meal Breaks

7.3.1 The general policy of the City pertaining to meal breaks is that all employees, except those listed in Subsection Three (3) below, shall eat on their own time. They shall be allowed to cease work for meal breaks as determined by Directors and shall not be paid for that time.

7.3.2 Directors may adjust the length of meal breaks when it will contribute to the effectiveness of the department, but in no case will it be less than thirty minutes.

7.3.3 Employees designated by their Director shall receive paid meal breaks. In order to qualify for paid meal breaks employees must be on call during their entire work shift and not leave the work premises unless authorized and must respond to duty calls during meal breaks if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

7.4 Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment drug screen before beginning work.

7.5 Voluntary At-Will Employment

Unless an employee has a written employment agreement with the City of Willard, which provides differently, all employment at the City of Willard is "at-will" and is governed by Missouri statutes. That means that employees may be terminated from employment with the City of Willard with or without cause and employees are free to leave the employment of the City of Willard with or without cause. Any representation by any City of Willard officer or employee contrary to this policy is not binding upon the City of Willard unless it is in writing and is signed by the Mayor with the approval of the Board of Aldermen.

7.6 Equal Employment Opportunity

The City of Willard provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The City of Willard complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring,

placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Willard expressly prohibits any form of unlawful employee discrimination based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the City of Willard employees to perform their expected job duties is absolutely not tolerated. All employees should report any discrimination to the City Administrator. However, if the report involves the City Administrator, the employee may take their concerns to an Alderman or the Mayor. The employee may also request a closed meeting with the Board of Aldermen.

If the City of Willard determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspensions and/or termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the City of Willard will inform the employee who made the complaint of the results of the investigation.

7.7 Policy against Workplace Harassment

7.7.1 Purpose

The City of Willard's position is that sexual and other types of harassment are a form of misconduct that undermines the integrity of the employment relationship. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing and disruptive activity. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

7.7.2 Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, pregnancy, disability, military status (including veterans), and current employees for complaining of discrimination or participating in an investigation or complaint proceedings, or any other status protected by law. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates. Harassment does one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

7.7.3 Definition of Sexual Harassment

The City of Willard has adopted the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as

unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.
- Such conduct has the purpose or effect of unreasonable interfering with your work performance or creating an intimidating, hostile or offensive working environment.

7.7.4 Harassing Conduct

In order to avoid misunderstandings about what types of conduct might constitute or lead to harassment, the City provides you with the following examples of prohibited conduct. Please note that these are examples only and that harassment is not limited to only those types of conduct listed below.

- Epithets, slurs, negative stereotyping and threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability (including jokes, cartoons or pranks that are sexually suggestive, hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is displayed on walls, bulletin boards, through the computer, or any other locations or circulated in the workplace; and
- Unwanted social invitations, touching, hugging, patting, sexual gestures or offensive body movements.

7.7.5 City's Responsibility

The City believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our customers with courtesy, dignity and respect. We take our obligation to maintain a workplace free of harassment very seriously. All employees have the responsibility to maintain the workplace free from any form of harassment. No form of harassment will be tolerated. Sexual and other types of harassment are a form of misconduct which constitutes a serious offense and subjects offenders to disciplinary action, up to and including discharge.

All new employees will receive a copy of the City's anti-harassment policy upon employment. If at any time employees would like another copy of the policy, they should contact their supervisor or the Human Resources Office. If the City should amend or modify our anti-harassment policy, all employees will receive an updated copy of the amended or modified policy.

7.7.6 Complaint Procedure

1. Employees who experience or witness any type of harassment or prohibited conduct in the workplace must report it immediately to their supervisor, director, or the Human Resources Office. You may also report it to any member of management.

2. All allegations of harassment or prohibited conduct will be quickly and fully investigated. To the extent possible, the employee's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. Employees are required to cooperate in any investigation. When the investigation is completed the parties involved will be informed of the outcome of the investigation.

3. The City will permit no employment-based retaliation against anyone who brings a complaint of harassment or prohibited conduct or who speaks as a witness in the investigation of a complaint of harassment or prohibited conduct. Initiation of, or participation in any act of retaliation shall be cause for disciplinary action, up to and including discharge.

7.8 Solicitation

The City of Willard prohibits the solicitation, distribution and posting of materials on or at City property by any employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the City of Willard and City sponsored programs related to the City of Willard events and services.

Employees may not solicit other employees during work hours, except in connection with a City-approved or sponsored event.

Employees may not distribute literature of any kind during work hours or in any work area at any time, except in connection with a City-sponsored event.

The posting of materials or electronic announcements are permitted with approval from the City Administrator and/or the City Clerk. Violations of this policy should be reported to the City Administrator.

7.9 Nepotism

No employee shall directly supervise a member of their family. Family consists of the parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-brothers, step-sisters, stepchildren, aunts, uncles, nieces, nephews and foster children. More specifically, no employee shall review or audit the work of a member of their family, or take part in discussions concerning employment, assignment, compensation, discipline or related matters involving a member of their family. In the event that an individual, through marriage, adoption, etc. is placed in a prohibited relationship with a member of their family, the situation shall be resolved within thirty (30) calendar days, or as quickly as practicable.

7.10 Employment of Relatives

Applicants for any open position or vacancy shall not be hired if the applicant is related to any employee that is a Supervisor or Department Head within the same department. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew or niece, cousins including step, half, foster or in-laws.

7.11 Dress Code

The dress code for each department shall be established by the Department Head with approval from the City Administrator. The code shall be developed with all consideration for employee

safety, citizen recognition, to be appropriate to each employee's job duties, etc. This code shall be strictly enforced.

7.12 Oath

Every police officer of the city shall, before entering upon their duties, take the oath prescribed by law.

7.13 Political Activities

City employees shall not be coerced or choose to take part in political campaigns, to solicit votes, to contribute or to solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any office.

7.14 Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

7.15 Policies and Discipline

It shall be the duty of all City employees to comply with the personnel rules and regulations of the City. Employees who are found violating the City of Willard's rules and regulations will be subject to discipline, up to and including immediate termination of employment. All employees of the City of Willard are at-will and may be subject to immediate termination of employment with or without cause and with or without notice.

A Supervisor, Department Head, City Administrator or the Mayor may issue verbal warnings to employees for violations of City personnel rules, regulations or other misconduct. A Supervisor shall inform their Department Head of said warning and/or the Department Head shall inform the City Administrator of any warnings given to employees. In the event an employee's violation of City personnel rules, regulations or other misconduct requires a written warning, reprimand or discipline, the Department Head shall take the issue to the City Administrator for approval. Written documentation of employee counseling, warnings, reprimands or discipline shall be placed in an employee's personnel file with the consent and approval of the City Administrator. Disciplinary actions, other than verbal warnings, including all written warnings, reprimands, counseling, suspensions or demotions, shall be approved by the City Administrator.

The following are examples of violations which may result in discipline up to and including immediate termination of employment. This list is not intended to be a complete list of all types of conduct that may result in disciplinary action. The City of Willard may in its discretion determine other behaviors that are unacceptable.

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency or negligence in the performance of duties;

3. Unauthorized absence, habitual absences or tardiness;
4. Acts of insubordination, intentional failure or refusal to carry out instructions or assignments;
5. Misappropriation, destruction, theft or conversion of City property;
6. Inappropriate behavior toward a citizen of the City.
7. Acts of misconduct while on duty;
8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;
11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment of misdemeanor and/or traffic charges;
13. Introduction, possession or use on City property or in City equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance, including any violation of the City's Substance Abuse Policy.

Nothing in this section alters the employment at-will status.

8. SUBSTANCE ABUSE POLICY

It is the policy of the City of Willard to provide safe, dependable and quality services to its citizens, to provide safe and healthy working conditions for its employees and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner. The City desires to create a work environment free from the adverse effect of alcohol and controlled substance abuse or misuse. Employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol while conducting any work on behalf of the City or on any City premises. Employees are also prohibited from the unauthorized possession of alcohol while on duty and are prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty. No employee shall use alcohol or non-prescribed drugs in the workplace or in operation of the City's motor vehicles or equipment.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-accident, reasonable suspicion, return to work and follow-up testing for both alcohol and controlled substances. Further, as set forth herein, the City encourages employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Any employee charged for illegal conduct related to alcohol or controlled substances, including a conviction of any crime occurring in the workplace or not in the work place, must notify the City Administrator within five (5) calendar days of any such conviction or charges. Failure to timely report any such conviction or charges will result in disciplinary action, up to and including termination of employment. Further, any employee whose job performance requires the possession of a valid driver's license and who subsequently loses their driver's license as a consequence of drug or alcohol related convictions, pleas or other legal means, shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the City Administrator of the loss of their driver's license immediately after revocation or temporary suspension of their license. Failure to notify the City Administrator of the loss of the driver's license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to the City Administrator of such use upon returning to work and prior to engaging in any work-related activity.

As a condition of employment, both present and future employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return-to-work testing and follow-up testing. Tests shall be conducted by a facility certified and approved by the City of Willard.

An employee who fails a test or who fails to submit to a test under this policy may be discharged by the City for misconduct connected to work.

8.1 Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from eligibility for employment for a period of at least two (2) years. Applicants must submit to a pre-employment drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two (2) years. Applicants who fail to test or who fail to submit in a timely manner for a second (2nd) time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the City Administrator.

8.2 Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or controlled substance use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports may be made by the Supervisor or Department Head. The observing Supervisor or Department Head, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate

required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident during work hours if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A Supervisor or Department Head, who fails to report an observation of reasonable suspicion of an employee, may be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test shall be transported to the testing site by City personnel.

8.3 Random Testing.

Random testing is applicable to all employees. Random testing shall be conducted at the direction of the City Administrator. An employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested.

8.4 Post Accident Testing. Post-accident testing is applicable to any employee involved in an accident in which the employee injures the person or property of another during work hours.

8.5 Return to Work or Follow up Testing. Return to work or follow up testing may be required at the direction of the City Administrator.

8.6 Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to a positive alcohol or controlled substance test, may only be granted to an employee one (1) time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and
2. The employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and

3. The employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and
4. The employee shall agree to submit to testing when returning to work, which will demonstrate that the employee has tested negative for alcohol and/or controlled substance test standards; and
5. The employee shall agree to unannounced follow-up testing for a period as determined by the City Administrator or his/her designee subsequent to the employee's return to work and consistent with this policy; and
6. The employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and
7. The employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Violation of this policy will be considered misconduct connected to work and will result in disciplinary action, up to and including termination of employment.

9. JOB PERFORMANCE EVALUATION

The work of each employee is reviewed on an on-going basis, at the end of the probationary period and annually with the Supervisor to provide a systematic means of evaluating performance. The probationary and annual performance review is a formal opportunity for the Supervisor, Department Head, City Administrator and employee to exchange ideas that will strengthen their working relationship, review the past year and anticipate the City of Willard's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within the City of Willard. To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the Supervisor, Department Head, and City Administrator to clearly communicate the needs of the City and what is expected of the employee in contributing to the success of the City of Willard for the coming year. Both Supervisor and employee shall attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties shall sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives. The City Administrator reviews the work of all Department Heads. Work reviews for other staff are the responsibility of the appropriate Supervisor or Department Head, subject to confirmation by the City Administrator.

The annual work performance evaluations shall be performed at least annually at department head discretion and submitted to the City Administrator for review. A copy of all evaluations will be retained in the employee's personnel file.

Based on departmental needs and Department Head discretion, certain part-time and seasonal employees may receive performance reviews as necessary for job performance tracking. These reviews will be completed by the Department Head and submitted to the City Administrator for review.

10. UNIFORMS

10.1 Police Department

Each officer of the Willard Police Department will receive a \$1,000.00 uniform allowance for the first year of employment. Each additional year they shall receive a \$650.00 uniform allowance issued once each year in January after showing proof of purchase. This allowance is to be used for dress uniforms and equipment required by the Department policy. A receipt will be required for all uniform purchases for the employee to be reimbursed.

Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction after the maximum allowance has been reached. Any deduction will be by the following schedule:

- \$100.00 or less will be deducted in one (1) pay period.
- \$101.00 to \$200.00 will be deducted a minimum of \$50.00 per pay period at a maximum of four (4) pay period deductions.
- \$201.00 or more will be deducted at a minimum of \$50.00 per pay period at a maximum of eight (8) pay periods.
- Maximum purchase through the City of Willard over and above the uniform allowance is \$500.00.

10.2 Public Works and Parks Maintenance Departments

Each full-time employee of the City of Willard Public Works Department and Parks Maintenance Department will receive a \$250.00 clothing and boot allowance to be used at employee's discretion. The clothing allowance will be added once per year to the first payroll in January to each employee's pay. The uniform allowance will be taxed according to payroll tax deductions. No proof of purchase will be required.

In addition to the clothing allowance, the department head for Public Works and for the Parks Department will be allotted \$50 per employee per year for uniform apparel, to be used at the department heads discretion for apparel items.

The employee is expected to report to work in clean, well mended attire that is appropriate for the work to be accomplished. If, in the opinion of the Supervisor, Department Head or City Administrator, the employee fails to comply with this expectation, appropriate disciplinary action will be taken.

11. SEVERE WEATHER CONDITIONS

The City Administrator shall have the option to close City Hall or the Parks Department when it is determined unsafe to travel because of severe weather conditions. If an employee is unable to reach the office due to severe weather conditions the employee may make a request for approval to use a personal day from their Department Head or the City Administrator.

12. MEETINGS AND CONFERENCES

Staff may be given limited time off by the City Administrator with pay to participate in educational opportunities related to the staff member's current or anticipated work with the City of Willard.

An employee serving as an official representative of the City of Willard at a conference or meeting is considered on official business and not on leave.

12.1 Reimbursement

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses. Employees serving in an official capacity for the City of Willard at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the City Administrator, employees are reimbursed for travel expenses, course fees and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses for approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or the City of Willard's current and anticipated work. Expenses for these purposes can be paid by City, if funds are available, and the employee obtains prior written approval of such expenses. Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by the City of Willard for work outside normal work hours if the employee is on official business for the City. Employees authorized to use their personal cars for City business are reimbursed at the State of Missouri approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

13. SEPARATION AND RETURN OF PROPERTY

Every officer and employee of the city, upon the termination of their term or employment for any cause whatsoever, shall deliver to the City all City property. Employees are responsible for the City of Willard equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the City Administrator or Department Director, employees must return all City property that is in their possession or control. Where permitted by applicable laws, the City of Willard may withhold from the employee's final pay the cost of any property, including intellectual property, which is not returned when required. The City of Willard also may take any action deemed appropriate to recover or protect its property.

14. CODE OF ETHICS

The City maintains policy and standards regarding employee behavior and conduct which are necessary for all employees. See the attached Code of Ethics Policy for further information.

15. GRIEVANCE POLICY

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, work hours, Supervisors or Department Heads, an employee must submit the grievance in writing and provide it to the City Administrator. The City will make its best effort to address the grievance within 30 days.

Employees who have received written reprimand, been suspended, demoted or terminated have the right to appeal the action to the Board of Aldermen. Any such appeal must be submitted to the City Administrator in writing within two (2) weeks of the suspension, demotion or termination.

If an employee requests a hearing, the Board of Aldermen will attempt to schedule a hearing within 30 days of receiving the notice of the appeal. An employee has the right to an attorney or support person to assist them in the hearing. The Board of Aldermen will attempt to issue a decision regarding the appeal within 45 days of any hearing or in the case where no hearing is requested, within 30 days of the appeal.

Nothing in this policy alters the employment at-will status with the exception of those employees whose employment or termination is governed by Missouri statutes.

16. PERSONNEL RECORDS

Personnel records are the property of the City of Willard and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify their Supervisor or Department Head in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents and individuals to be contacted in the event of an emergency.

17. OUTSIDE EMPLOYMENT

No municipal employee shall engage in any outside employment without the ~~written~~ consent of the City Administrator. Further, consent will not be given unless such outside employment does not conflict, impair or interfere with the employee's performance of duties for the City of Willard.

No employee may receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their job with the City of Willard.

18. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Personnel and employment records are the property of the City and except for records and information that the City is required to provide by law will not be released. Access to personnel records within the City is limited to the Mayor and City Administrator and those designated by the Mayor and City Administrator.

18.1 DISCLOSURE OF INFORMATION OF PAST EMPLOYEES

No employee of the City shall disclose any information regarding a past or current employee's employment record. Any inquiry, by a third party, regarding a past or current employee's work record shall be directed to the City Administrator, or his designee, who shall only provide the dates the employee has worked for the City, and their positions held. All responses by the City Administrator shall be in writing. No response to inquiries as to employee's employment with the City shall be made over the phone.

If a past or present employee of the City wishes the City to provide information to a third party beyond the dates of their employment and position held, the employee must submit in writing to the City Administrator of their request and must sign a release absolving the City of any liability for the release of the information. All requests for the release of employment information must be approved by the Board of Alderman.

19. COMPUTER AND INFORMATION SECURITY

The City maintains a computer system for the effective operation of the City. These systems include individual PC's provided to employees, centralized computer equipment, all associated software, telephone, voice mail and electronic mail. Each user is personally responsible to ensure that the following guidelines are followed:

- The City of Willard's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes.
- Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the City's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.
- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the city onto city computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to the immediate Supervisor or Department Head prior to downloading or copying documents from outside the city.
- Unlicensed software should not be loaded or executed on the City of Willard's PCs.

20. INTERNET AND SOCIAL MEDIA ACCEPTABLE USE POLICY

The following guidelines have been established for using the Internet, company-provided cell phones, email and social media in an appropriate, ethical and professional manner.

Guidelines for internet, cell phones and email:

- Internet, city-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the City of Willard or be contrary to the City of Willard's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the Department Head with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City when using City computers.

Guidelines for social media use:

- Employees shall not post confidential, sensitive or proprietary information about the City of Willard, citizens, employees or applicants.
- Employees shall not post obscenities, slurs or personal attacks that can damage the reputation of the City of Willard, citizens, employees or applicants.
- Employees should not post provocative pictures or comments and should use discretion as a representative of the City.
- When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, "*The opinions expressed on this site are my own and do not necessarily represent the views of the City of Willard.*"

21. EMERGENCY DECLARATION

In the event the Mayor issues an emergency declaration, affected exempt employees shall receive payment for overtime worked in excess of forty (40) hours per week. Overtime pay for exempt employees will be based on the annual rate divided by 2080 and then multiplied times 1.5 for the overtime rate. In order to be considered for overtime pay, the affected exempt employee shall be responsible for completing the required time sheet and submitting same to the Chief Financial Officer/Finance Officer.

The purpose of this policy is to provide a mechanism to fairly compensate exempt employees for the extensive amount of time required to manage the resources within the community during and after a significant disaster or emergency and to provide a mechanism to recover those additional costs from state and federal agencies.

22. ADMINISTRATION

The organizational chart is a diagram showing graphically the relation of one position to another within a department of the City. It is also used to show the relation of one department to another, or of one function of the organization to another. The City of Willard's organizational chart illustrates relations between people within the organization. Such relations might include the City Administrator to Department Heads, Department Heads to Supervisors or employees within a department. Each employee should always go to their immediate Supervisor or Department Head when asking for direction concerning a task, addressing a problem or any type of immediate need. The City Administrator shall have the authority to hire, discharge and discipline city employees.

APPENDIX

- A. CODE OF ETHICS
- B. ~~SHARED CARE~~ EMERGENCY MEDICAL CARE LEAVE
- C. EMPLOYEE RECEIPT AND ACCEPTANCE
- D. ORGANIZATIONAL CHART

A. CODE OF ETHICS

POLICIES AND PROCEDURES

Employee Relations.

All staff with the City of Willard will strive to work with ethics above question and conduct themselves reflecting the trust given staff by the City of Willard. The City maintains policies and standards regarding employee behavior and conduct which are necessary for the efficient operation of the City and for the benefit and safety of its employees.

In providing public service the City values:

- Integrity and excellence in all that is done
- Openness to every point of view
- Diversity in people and approach

The following specific areas are covered in this policy.

General Provisions

- Arrest, conviction or pleas of guilty
- Confidential information
- Gratuities
- Witness Fees
- Staff using their official position with the City
- Non-retaliation
- Solicitation at the work location
- City facilities, materials, equipment and supplies
- Staff responsibilities
- Employment outside the City
- Computer, Email and Internet Usage
- Romantic Relationships
- Nepotism

Definitions.

Appointing Authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions.

Equipment, Materials and Supplies: City owned or purchased equipment, materials and supplies including but not limited to: cell phones, telephones, computer hardware and software, City vehicles, office supplies, copiers etc.

Gratuity: Any gift, favor, entertainment, hospitality, loan or other tangible item and intangible benefit, such as a pass or discount, given or extended to City Personnel or their spouses, minor children or members of their households for which fair market value is not paid by the recipient.

Supervisor: The employee who directly supervises the work of another employee such as approving time sheets or leave requests, conducting performance appraisals or recommending disciplinary action.

The words staff and employee are to be used interchangeably.

General Provisions.

The work of the City will be conducted with respect, concern and courtesy toward citizens, co-workers and the public. Staff shall approach their duties with a positive attitude and constructively support open communication, dedication and compassion. Staff shall conduct their duties recognizing the diverse background, characteristics and beliefs of all those with whom they conduct City business.

This policy is not intended to cover every aspect of employee conduct. All City employees are expected to use sound judgment regarding their own conduct on the job and the performance of their assigned duties. Employees must also refrain from off duty conduct that tends to bring City service into public disrepute or negatively affects the employee's job performance.

Employees of the City.

- Will avoid any interest or activity that improperly influences the conduct of their work or an employee's ability to act with objectivity in their work.
- Shall act impartially and neither give nor accept special favors or privileges which might be construed to improperly influence the performance of their work.
- Shall not allow political participation or affiliation to improperly influence the performance of their duties to the public.
- Shall comply with law, rules, policies and procedures at all times.
- Shall avoid any action that might result in losing independence or impartiality in decision making or adversely affecting public confidence in the integrity of the City.

The following actions are considered unprofessional and inappropriate for City employees:

- The use of profanity, abusive or threatening and/or racial and ethnic slurs.
- False or malicious gossip concerning City employees, management and citizens.
- Fighting, assaulting, threatening and/or intimidating other employees and members of the public.
- Reporting for work and/or attending a meeting or conference away from the office in a physical or mental condition that is unsafe to the employee, others, or physical property; renders one incapable of performing job responsibilities; and/or creates an unfavorable public image including but not limited to intoxication and being under the influence of a controlled substance.
- Loitering, loafing, horseplay, sleeping or engaging in offensive and/or harmful practical jokes in the workplace.
- Engaging in any form of sexual or other harassment, including but not limited to vulgar and inappropriate behavior, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or engaging in discrimination or harassment based on an individual's sex, age, race, color, national origin, ancestry, religion, disability, genetic information, sexual orientation, pregnancy or any other basis protected by federal, state or local law. Disciplinary action will be taken against offenders.
- Engaging in retaliation against any individual for reporting such discrimination or harassment as noted above or against any individual for participating in an investigation concerning allegations of unlawful discrimination or harassment.

The City recognizes that the personal appearance of its employees makes an impact on the general impression conveyed to co-workers and the public. Accordingly, all employees are expected to dress in a manner appropriate to the specific job duties they perform. All employees must wear

clothing that is clean and well maintained and should observe good grooming and personal hygiene practices.

Arrest, conviction, or pleas of guilty.

Staff must notify their direct supervisor of any arrests, conviction, or pleas of guilty, suspended execution of sentence or suspended imposition of sentence related to misdemeanor or felony offenses within five (5) days of the event. The City Administrator will determine the appropriate action for the reported violation. These or other circumstances may result in the need for a reference or criminal record review of the employee to determine whether employment with the City should be changed.

An employee unable to work because they are incarcerated shall be denied the use of annual leave; the City reserves the right to dismiss an employee due to unauthorized absence if they are unable to report for work due to jail time.

Confidential Information.

City personnel shall not use or disclose, directly or indirectly, confidential information obtained in the course of or by reason of their employment or official capacity in any manner. Staff who breach confidentiality will be subject to discipline.

Gratuities.

City employees and their spouses, minor children and household members shall not knowingly accept, solicit or agree to accept any gratuity for themselves, members of their families or others, either directly or indirectly from or on behalf of any person or entity that:

- Operates under a contract with the City or seeks to engage in business relations of any sort with the City
- Conducts operations or activities that are either regulated by the City or significantly affected by City decisions.
- Has an interest that may be substantially affected by the performance or nonperformance of the official duties of city employees.

City Employees who are offered gratuities shall promptly report such circumstances to their immediate supervisor.

Incidental gratuities may be accepted under the following circumstances.

- Unsolicited promotional items such as calendars, cups, note pads, or pens, having a value of less than twenty dollars (\$20.00);
- Unsolicited trophies, entertainment, prizes or awards given for public service or achievement or in games or contests that are open to the public;
- Unsolicited trophies, entertainment, prizes or awards in connection with civic and community activities;
- Meals and refreshments which are available to all attendees at meetings, conferences, gatherings of public interest which it is in the City's interest to participate.
- Attendance at promotional vendor training sessions offered by contractors to facilitate understanding or utilization of their products. Refreshments that are available to all attendees may be accepted.

Staff using their official position with the City.

City staff shall not use their official position to improperly induce, coerce or in any manner improperly influence any person to provide any benefit, financial or otherwise, to themselves or others. City staff shall not be abusive toward others in the performance of their official duties.

Non-retaliation.

Staff will not retaliate against any outside party who questions or complains about an action by the City.

Allegations of retaliation will be investigated by the City as appropriate to the circumstances. Findings will be documented and appropriate action taken. Staff found to be guilty of retaliation are subject to discipline up to and including dismissal.

Solicitation at the work location.

Staff will not sell items or services commercially to fellow staff during working hours at the job location. Non-commercial sales of items for a charitable or educational purpose are not included. However, any charitable or educational fund-raising events should be conducted with a minimum of effort or exposure.

City facilities, materials, equipment and supplies.

Employees shall use and maintain all city equipment, materials, and supplies in an efficient manner that will conserve their future usefulness. Staff shall use the equipment, materials and supplies solely for purposes related to the performance of city business. This includes internet use.

Staff shall not directly or indirectly use, take, dispose of or allow the use, taking or disposal of City facilities, material, equipment or supplies of any kind for other than official business or purposes.

Staff shall not willfully or neglectfully damage City facilities, material, equipment or supplies.

The City discourages any use of personal equipment at work. The city is not responsible for any operational, maintenance or replacement costs of personal equipment used at work.

Personal telephone calls from City phones and/or personal use of cell phones should not be made. The City may require recompense for excessive personal calls, both for the cost of the call and any lost productivity.

An employee's work area may be searched for work related reasons or in response to an alleged policy violation or criminal or civil infraction by the employee's immediate supervisor, Department Head or City Administrator.

Employees are responsible for reporting promptly the loss of any City property. Return of all City property upon termination is required.

All work products created and produced by City staff within the scope and course of their employment becomes the property of the City. City employees shall not copyright or otherwise claim personal ownership or control over such work product.

Staff responsibilities.

Responsibilities of the City staff include, but are not limited to the following:

- Each City employee is responsible for their actions, including reading the City's policies and procedures and working to carry out those provisions.
- Each employee shall cooperate with internal investigations or investigations with the appropriate authority. Employees are to participate in such investigations in good faith and respond to all inquiries in a prompt and truthful manner.
- Employees are expected to be attentive to their work responsibilities at all times during work hours.
- Employees are expected to arrive to work on time and leave work on time according to their approved work schedule. Employees are to schedule and use leave appropriately with their supervisors' permission.
- Employees must perform assigned tasks efficiently, in a timely manner and within established minimum quality standards.
- All employees must follow legitimate written and/or oral directives from supervisors and managers, unless the instructions are illegal or clearly violate safety procedures.
- Falsifications or altering of work records or reports including, but not limited to: employment applications, time records and expense accounts, etc. are prohibited.
- Employees may not utilize cell phones, camera phones, or any electronic mean to record internal interviews, meetings, etc unless otherwise allowed by policy or with management approval. The City is allowed to utilize recording devices when conducting workplace investigations.

Computer, Email and Internet Usage

- City employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- All Internet data that is composed, transmitted and/or received by the City's computer system is considered to belong to the City and is recognized as part of its official data.
- The equipment, services and technology used to access the Internet are the property of the City and the City reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the City's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by the City if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via the City's service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- Introducing malicious software onto the City's network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

Romantic Relationships

Romantic fraternization between a supervisor and subordinates in a direct reporting relationship is prohibited, including, but not limited to: dating; romantic e-mails; adult subject jokes, cartoons, e-mails and internet sites; and participating in a romantic/intimate relationship.

B. SHARED CARE LEAVE - EMERGENCY MEDICAL CARE LEAVE

The City provides for the option of a ~~Shared Care Leave~~ Emergency Medical Care Leave Program. Such additional paid leave is made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. This program is available, upon approval of the City Administrator, to those full-time employees who have exhausted all of their accrued leave time (including vacation, sick, compensatory, personal, etc.) and who have applied for and been approved for FMLA. The ~~Shared Care Leave~~ Emergency Medical Care Leave Program is a privilege which may be terminated without cause at the discretion of the City Administrator at any time. Nothing contained herein shall be construed to give any employee a right to such a benefit. A denial of ~~shared-care~~ Emergency Medical Care Leave benefits is not a denial of any right and therefore cannot be appealed.

If an employee or one (1) of their immediate family members suffers an illness or injury that has been certified by a medical professional to be either catastrophic or life threatening (a written physician's statement containing the medical diagnosis and prognosis must accompany any request for ~~Shared Care Leave~~ Emergency Medical Care Leave benefits) and the employee has already exhausted all of their eligible leave accrual they may be eligible for participation in the benefit program. Such life threatening or catastrophic illness or injury must not be job related, willfully self-inflicted nor due as a result of a criminal or illegal activity. In such an instance, other City employees may voluntarily donate a portion of their accrued sick leave to that employee eligible for the program. Such a donation by another employee must not result in a balance of less than fifty percent (50%) of that employee's accrued sick leave at the time of donation. The employee receiving such a benefit is limited to a maximum of twenty five (25) days of ~~Shared Care~~ Emergency Medical Care Leave benefits which may be extended for an additional, one (1) time period of twenty (20) work days upon a finding of extraordinary circumstances.

C. EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the City of Willard Employee Policy Manual. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Policy Manual is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the City of Willard that provides otherwise, I have the right to resign from my employment with the City of Willard at any time with or without notice and with or without cause, and that the City of Willard has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the City of Willard Employee Manual. I agree to return the City of Willard Employee Manual upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the City of Willard or its staff as a result of working for the City of Willard that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the City of Willard or to other persons employed by the City of Willard who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of the City of Willard's confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination), even if they do not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

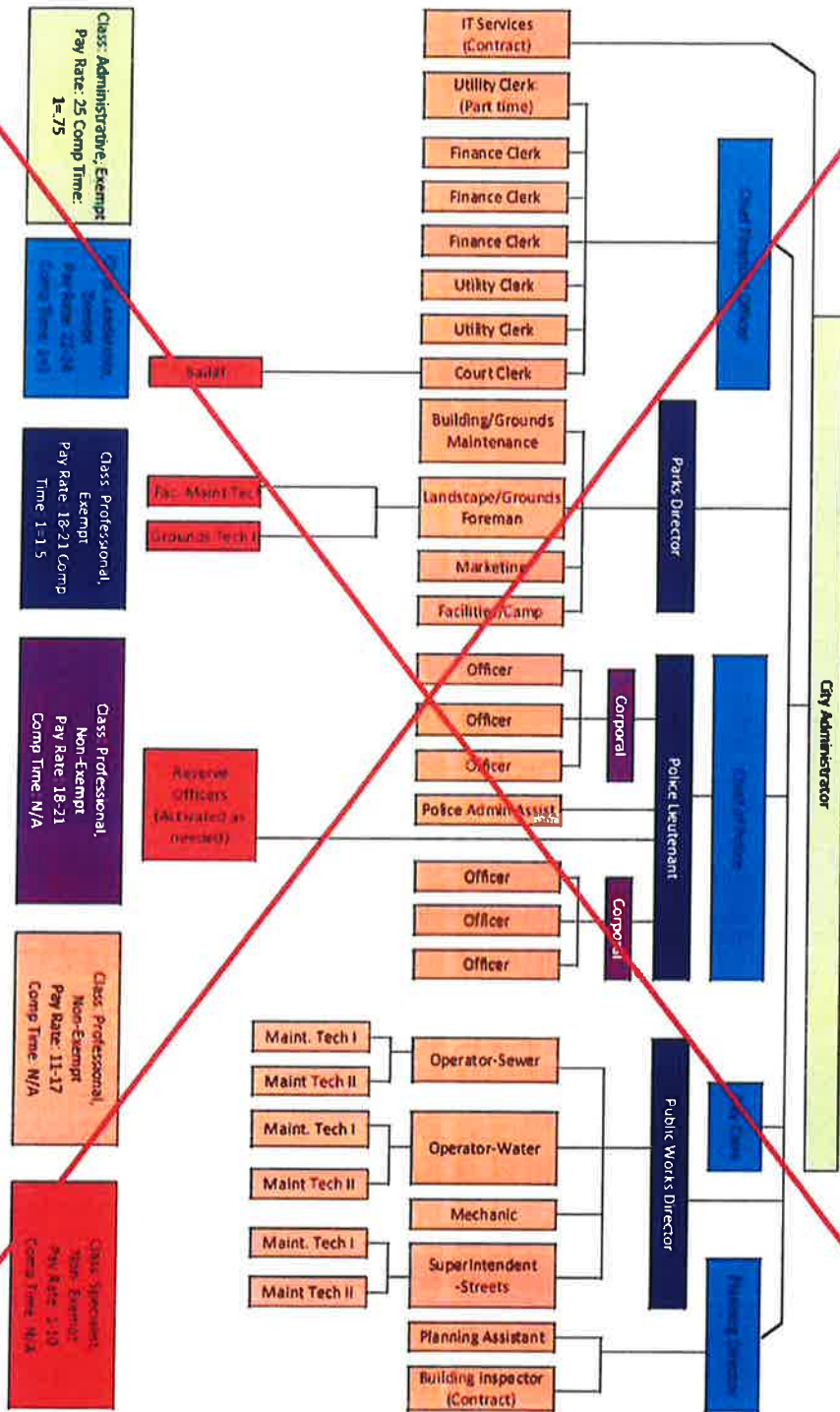
Signature _____

Print Name _____

Date _____

D. ORGANIZATIONAL CHART

Willard City Staff Organizational Chart



CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



Agenda Item#

**Ordinance adopting the 2022 updates to General Code.
(1st & 2nd Read) Discussion/Vote.**

2022 ADOPTING ORDINANCE

BILL NO. 22-14

ORDINANCE NO. 280411A

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE OF ORDINANCES OF THE CITY OF WILLARD; ESTABLISHING THE SAME; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN, EXCEPT AS HEREIN EXPRESSLY PROVIDED; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE OF ORDINANCES; PROVIDING PENALTY FOR THE VIOLATION THEREOF; AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD AS FOLLOWS:

Section 1. That pursuant to Section 71.943 of the Revised Statutes of Missouri, the codification of ordinances, as set out in Titles I through VII, each inclusive, of the "Code of Ordinances of the City of Willard" is hereby adopted and enacted as the "Code of Ordinances of the City of Willard"; which shall supersede all other general and permanent ordinances of the City passed on or before November 22, 2021, to the extent provided in Section 3 hereof.

Section 2. That all provisions of such Code shall be in full force and effect from and after the effective date of this ordinance as set forth herein.

Section 3. That all ordinances of a general and permanent nature of the City adopted on final passage on or before November 22, 2021, and not included in such Code or recognized and continued in force by reference therein, are hereby repealed from and after the effective date of this ordinance, except those which may be specifically excepted by separate ordinance, and except the following which are hereby continued in full force and effect, unless specifically repealed by separate ordinance:

- a. Ordinances promising or guaranteeing the payment of money for the City, or authorizing the issuance of any bonds or notes of the City or any other evidence of the City's indebtedness, or authorizing any contract or obligation assumed by the City;
- b. Ordinances levying taxes or making special assessments;
- c. Ordinances appropriating funds or establishing salaries and compensation, and providing for expenses;
- d. Ordinances granting franchises or rights to any person, firm or corporation;
- e. Ordinances relating to the dedication, opening, closing, naming, establishment of grades, improvement, altering, paving, widening or vacating of streets, alleys, sidewalks or public places;
- f. Ordinances authorizing or relating to particular public improvements;
- g. Ordinances respecting the conveyances or acceptance of real property or easements in real property;

ADOPTING ORDINANCE

- h. Ordinances dedicating, accepting or vacating any plat or subdivision in the City or any part thereof, or providing regulations for the same;
- i. Ordinances annexing property to the City;
- j. All zoning and subdivision ordinances not specifically repealed and not included herein;
- k. Ordinances establishing TIF districts or redevelopment districts;
- l. Ordinances relating to traffic schedules (i.e. stop signs, parking limits, etc.);
- m. All ordinances relating to personnel regulations (i.e. pensions, retirement, job descriptions and insurance, etc.);
- n. Ordinances authorizing the establishment of industrial development corporations;
- o. Ordinances establishing tax rates for the City.

That the repeal provided for in this Section shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance which is repealed by this ordinance.

That the repeal provided for in this Section shall not affect any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance, nor shall it affect any prosecution, suit or proceeding pending or any judgment rendered prior to such date.

Section 4. That any and all additions and amendments to such Code when passed in such form as to indicate the intention of the Board of Aldermen to make the same a part thereof shall be deemed to be incorporated in such Code so that reference to the "Code of Ordinances of the City of Willard" shall be understood and intended to include such additions and amendments.

Section 5.

- a. Whenever in this Code or any other ordinance of the City of Willard any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or in the doing of any act as required or the failure to do any act is declared to be unlawful or an offense or a misdemeanor, where no specific penalty is provided therefore, the violation of any such provision of this Code or other ordinance of the City of Willard shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment in jail for a period not exceeding ninety (90) days, or by both such fine and imprisonment.
- b. Whenever any provision of the Revised Statutes of Missouri or other Statute of the State limits the authority of the City to punish the violation of any particular provision of these ordinances or rules, regulations or orders promulgated pursuant thereto to a fine of less amount than that provided in this Section or imprisonment for a shorter term than that provided in this Section, the violation of such particular provision of these ordinances or rules, regulations or orders shall be punished by the imposition of not more than the maximum fine or imprisonment so authorized, or by both such fine and imprisonment.
- c. Whenever any provision of the Revised Statutes of Missouri or other Statute of the State establishes a penalty differing from that provided by this Section for an offense similar to any offense established by these ordinances, rules, regulations or other orders of the City, the violation

ADOPTING ORDINANCE

- of such City law, ordinance, rule, regulation or order shall be punished by the fine or imprisonment established for such similar offense by such State law.
- d. Every day any violation of this Code or any other ordinance of this City of Willard shall continue shall constitute a separate offense.
 - e. Whenever any act is prohibited by this Code, by an amendment thereof, or by any rule or regulation adopted thereunder, such prohibition shall extend to and include the causing, securing, aiding or abetting of another person to do said act. Whenever any act is prohibited by this Code, an attempt to do the act is likewise prohibited.

Section 6. That in case of the amendment by the Board of Aldermen of any Section of such Code for which a penalty is not provided, the general penalty as provided in Section 5 of this ordinance shall apply to the Section as amended; or in case such amendment contains provisions for which a penalty other than the aforementioned general penalty is provided in another Section in the same Chapter, the penalty so provided in such other Section shall be held to relate to the Section so amended, unless such penalty is specifically repealed therein.

Section 7. That a copy of such Code shall be kept on file in the office of the City Clerk, preserved in looseleaf form or in such other form as the City Clerk may consider most expedient. It shall be the express duty of the City Clerk, or someone authorized by said officer, to insert in their designated places all amendments and all ordinances or resolutions which indicate the intention of the Board of Aldermen to make the same part of such Code when the same have been printed or reprinted in page form and to extract from such Code all provisions which from time to time may be repealed by the Board of Aldermen. This copy of such Code shall be available for all persons desiring to examine the same.

Section 8. That it shall be unlawful for any person to change or alter by additions or deletions any part or portion of such Code, or to insert or delete pages or portions thereof, or to alter or tamper with such Code in any manner whatsoever which will cause the law of the City of Willard to be misrepresented thereby. Any person violating this Section shall be punished as provided in Section 5 of this ordinance.

Section 9. It is hereby declared to be the intention of the Board of Aldermen that the Sections, paragraphs, sentences, clauses and phrases of this ordinance and the Code hereby adopted are severable, and if any phrase, clause, sentence, paragraph or Section of this ordinance or the Code hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and Sections of this ordinance or the Code hereby adopted.

Section 10. This ordinance and the Code adopted hereby shall become effective _____, 2022.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD THIS ____ DAY OF _____ 2022.

First Reading: 04-11-22

Second Reading: 04-11-22

Council Bill No.: 22-14

Ordinance No.: 220411A

Mayor, Samuel Snider

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE _____ DAY OF _____ 2022.

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
FIRST (1ST) READING			

TYLER KELLY

RYAN SIMMONS

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

2nd READ

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
_____ TYLER KELLY	_____	_____	_____
_____ RYAN SIMMONS	_____	_____	_____
_____ DONNA STEWART	_____	_____	_____
_____ LARRY WHITMAN	_____	_____	_____

First Reading: 04-11-22

Second Reading: 04-11-22

Council Bill No.: 22-14

Ordinance No.: 220411A

SAM BAIRD

LONDON HALL

City of Willard
2021 Statutory Updates Incorporated During Supplement # 35

The following Sections of the Code have been updated with the 2021 statutory material. All revised Sections will be in effect following the City's adoption of the Code.

Section/Subsection of the Code	Description of the Revision Based on State Law Change	Pursuant to RSMo. Section
105.030 and 105.040	The opening and closing dates for filing a declaration of candidacy have been changed from the 16 th and 11 th Tuesdays prior to the election, respectively, to the 17 th and 14 th Tuesdays. The date for notice of filing information has also been changed from the 16 th Tuesday prior to the election to the 17 th Tuesday.	115.127
120.150	The following wording has been removed from Subsection (A) of this Section: "and persons seeking permits to purchase or possess a firearm".	610.120
125.100	Subsection (A)(4) of this Section, which previously set out a surcharge for the Sheriffs' Retirement Fund, has been removed from the Model Code. Said surcharge was found unconstitutional by the Missouri Supreme Court.	488.024
125.120	A new Section has been added regarding charges and fees for police records.	479.162
210.830	Fixed CFR reference	
210.840	In Subsection (B)(7) of this Section, "Board of Probation and Parole" has been revised to read "Parole Board."	571.030
210.960	A new Section has been added regarding the use of laser pointers.	574.110
210.1670	Updated to align with Statutes	
210.1820	Corrected RSMo. reference	
300.010	The definition of "electric bicycle" has been added to this Section. Provisions regarding electric bicycles have been added to the definitions of "all-terrain vehicle," "motorcycle," "motorized bicycle," "motor tricycle," "motor vehicle," and "vehicle." Additional organizations whose vehicles may be considered an "emergency vehicle" have been added to the definition of "emergency vehicle."	300.010, 301.010, 302.010, 304.022

Section/Subsection of the Code	Description of the Revision Based on State Law Change	Pursuant to RSMo. Section
310.070	A new Subsection has been added setting out additional organizations whose vehicles may use fixed, flashing, or rotating lights when responding to certain emergencies.	307.175
340.190	Subsection (A) of this Section has been revised to include provisions regarding Head Start buses. The remainder of this Section has been updated to better reflect the statutory provisions.	304.050
365.040 and 365.050	Clean up typo from 2018 Statutory update	
370.013	A new Section has been added regarding exceptions to certain equipment and light provisions.	307.025
Chapter 375	The title of this Chapter has been changed to "Bicycles, Motorized Bicycles, and Electric Bicycles" to reflect the addition of statutory provisions regarding electric bicycles to this Chapter.	
375.010	Provisions regarding electric bicycles have been added to the definition of "motorized bicycle."	307.180
375.040	Provisions regarding electric bicycles have been added to this Section.	307.188
375.075	A new Section has been added regarding electric bicycle regulations.	307.194
380.140	Clean up statutory language from the 2020 Statutory update	