

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 12, 2021

7:00 p.m.

Willard Community Bldg

220 W. Jackson

Mayor

Corey Hendrickson

Board Members

Donna Stewart

Sam Baird

Samuel Snider

Larry Whitman-Mayor Pro-Tem

Landon Hall

Tyler Kelly

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
April 12, 2021
7:00 P.M.**

Posted April 7, 2021.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** April 12, 2021 at the Willard Community Building, 220 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 22, 2021.
- b. March/April 2021 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Board Attendance Report.
- e. Request for destruction of records for the Parks Department.

- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for March/April 2021.**
- 5. Citizen Input.**
- 6. Discussion/Vote to accept the bid for a mower for the Parks Department.**
- 7. Ordinance approving the 2021 Updates to General Code. (1st & 2nd Read) Discussion/Vote.**
- 8. New Business.**
- 9. Unfinished Business.**

- 10. Recess Open Session.**
- 11. Open Executive Session.**
- 12. Close Executive Session.**
- 13. 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# 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 22, 2021.
- b. March/April 2021 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.
- d. Board Attendance Report.

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
March 22, 2021
7:00 p.m.**

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

City Attorney Ken Reynolds was not present.

Citizens in attendance: None.

Call to Order.

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

Roll Call.

The City Clerk conducted the Roll Call. Alderman Kelly-present, Alderman Snider---, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Hall-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

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

Consent Agenda.

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

Discussion/Vote to approve current February/March 2021 Outstanding Invoices, Check and Draft Paid Invoices.

Motion was made by Alderman Baird and seconded by Alderman Hall to approve the current January/February 2021 Outstanding Invoices, Check and Draft Paid Invoices. Motion carried with a vote of 5-0. Voting aye: Aldermen Kelly, Stewart, Whitman, Hall and Baird.

Citizen Input.

None.

Discussion/Vote to end Declaration for Local Emergency.

City Administrator Brad Gray discussed the Declaration for Local Emergency that was passed in March of 2020. Discussion was made on current status within City Hall and operations. Motion was made by Alderman Kelly and seconded by Alderman Whitman to end the Declaration for Local Emergency. Motion carried with a vote of 5-0. Voting aye: Aldermen Kelly, Stewart, Whitman, Hall and Baird.

New Business.

Mr. Gray informed the Board that the groundbreaking ceremony for CMH would be at 11:00 a.m. Tuesday March 23, 2021.

Unfinished Business.

None.

Adjourn.

Motion was made by Alderman Kelly and seconded by Alderman Whitman to Adjourn. Motion carried with a vote of 5-0. Voting aye: Aldermen Kelly, Stewart, Whitman, Hall and Baird.

The meeting was adjourned at 7:19 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM #3B
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – March/April 2021**



Pending Expense Approval Report - 1

By Vendor Name

Post Dates 3/24/2021 - 4/6/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ACE150 - AC ELECTRICAL SYSTEMS, INC.					
Vendor: ACE150 - AC ELECTRICAL SYSTEMS, INC.					
AC ELECTRICAL SYSTEMS, INC.	211535	04/06/2021	D LIFT STATION REPAIRS - SEWER	20-700-55600	187.50
Vendor ACE150 - AC ELECTRICAL SYSTEMS, INC. Total:					187.50
Vendor ACE150 - AC ELECTRICAL SYSTEMS, INC. Total:					187.50
Vendor: APM100 - APPLE MARKET					
Vendor: APM100 - APPLE MARKET					
APPLE MARKET	89	04/06/2021	TRASH BAGS - LAW	10-200-50550	16.14
Vendor APM100 - APPLE MARKET Total:					16.14
Vendor APM100 - APPLE MARKET Total:					16.14
Vendor: CFS100 - CANON FINANCIAL SERVICES, INC					
Vendor: CFS100 - CANON FINANCIAL SERVICES, INC					
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	10-100-55850	32.95
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	10-200-55850	68.28
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	10-250-55850	5.50
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	10-400-55850	5.50
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	20-600-55850	32.94
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	20-700-55850	32.95
CANON FINANCIAL SERVICES,	26499927	04/06/2021	COPIER LEASE - ALL DEPTS	30-800-55850	68.28
Vendor CFS100 - CANON FINANCIAL SERVICES, INC Total:					246.40
Vendor CFS100 - CANON FINANCIAL SERVICES, INC Total:					246.40
Vendor: CSC200 - CHRIS STRAW CONSULTING, LLC					
Vendor: CSC200 - CHRIS STRAW CONSULTING, LLC					
CHRIS STRAW CONSULTING, L	040421	04/06/2021	INSPECTION & CONSULTING FEES - P&D	10-400-56400	660.00
Vendor CSC200 - CHRIS STRAW CONSULTING, LLC Total:					660.00
Vendor CSC200 - CHRIS STRAW CONSULTING, LLC Total:					660.00
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	1367434	04/06/2021	AMAZON ACCOUNTING PADS - GEN	10-100-50700	32.34
COMMERCE CREDIT CARD SE	6504766209	04/06/2021	SAM'S FACE MASKS, CLEANING SUPPLIES-GEN/CT/	10-100-50550	19.17
COMMERCE CREDIT CARD SE	6504766209	04/06/2021	SAM'S FACE MASKS, CLEANING SUPPLIES-GEN/CT/	10-250-50550	4.21
COMMERCE CREDIT CARD SE	6504766209	04/06/2021	SAM'S FACE MASKS, CLEANING SUPPLIES-GEN/CT/	20-600-50550	2.81
COMMERCE CREDIT CARD SE	6504766209	04/06/2021	SAM'S FACE MASKS, CLEANING SUPPLIES-GEN/CT/	20-700-50550	2.80
COMMERCE CREDIT CARD SE	6504766209	04/06/2021	SAM'S FACE MASKS, CLEANING SUPPLIES-GEN/CT/	30-800-50177	29.80
COMMERCE CREDIT CARD SE	9785800	04/06/2021	AMAZON LEGAL PADS, BINDER CLIPS-GEN/CT/P&D/	10-100-50700	9.43
COMMERCE CREDIT CARD SE	9785800	04/06/2021	AMAZON LEGAL PADS, BINDER CLIPS-GEN/CT/P&D/	10-250-50700	5.47
COMMERCE CREDIT CARD SE	9785800	04/06/2021	AMAZON LEGAL PADS, BINDER CLIPS-GEN/CT/P&D/	10-400-50700	5.46
COMMERCE CREDIT CARD SE	9785800	04/06/2021	AMAZON LEGAL PADS, BINDER CLIPS-GEN/CT/P&D/	20-600-50700	7.93
COMMERCE CREDIT CARD SE	9785800	04/06/2021	AMAZON LEGAL PADS, BINDER CLIPS-GEN/CT/P&D/	20-700-50700	7.93

Pending Expense Approval Report - 1

Post Dates: 3/24/2021 - 4/6/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMMERCE CREDIT CARD SE	9785800	04/06/2021	AMAZON LEGAL PADS,	30-800-50700	4.49
COMMERCE CREDIT CARD SE	032521	04/06/2021	BINDER CLIPS-GEN/CT/P&D/ STAMPS.COM POSTAGE - ALL	10-100-50750	36.06
COMMERCE CREDIT CARD SE	032521	04/06/2021	DEPTS	10-200-50750	12.36
COMMERCE CREDIT CARD SE	032521	04/06/2021	STAMPS.COM POSTAGE - ALL	10-250-50750	53.64
COMMERCE CREDIT CARD SE	032521	04/06/2021	DEPTS	10-400-50750	6.30
COMMERCE CREDIT CARD SE	032521	04/06/2021	STAMPS.COM POSTAGE - ALL	20-600-50750	8.71
COMMERCE CREDIT CARD SE	032521	04/06/2021	DEPTS	20-700-50750	8.72
COMMERCE CREDIT CARD SE	032521	04/06/2021	STAMPS.COM POSTAGE - ALL	30-800-50750	3.57
COMMERCE CREDIT CARD SE	17909508	04/06/2021	DEPTS	10-300-50130	41.81
COMMERCE CREDIT CARD SE	17909508	04/06/2021	GALLS NITRILE GLOVES - STS/W/S	20-600-50130	83.63
COMMERCE CREDIT CARD SE	17909508	04/06/2021	GALLS NITRILE GLOVES - STS/W/S	20-700-50130	83.62
COMMERCE CREDIT CARD SE	29750460	04/06/2021	LINGO COMM LIFT STATION	20-700-61000	49.98
COMMERCE CREDIT CARD SE	296832276	04/06/2021	PHONE SERVICE - SEWER	10-100-57400	19.80
			GOTOMEETING VIDEO		
			CONFERENCING SOFTWARE - GEN		

Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total: 540.04

Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total: 540.04

Vendor: BKM225 - DAVID BLAKEMORE
Vendor: BKM225 - DAVID BLAKEMORE

DAVID BLAKEMORE	040121	04/06/2021	CELL PHONE	10-300-61000	10.00
DAVID BLAKEMORE	040121	04/06/2021	REIMBURSEMENT - STS/W/S	20-600-61000	20.00
DAVID BLAKEMORE	040121	04/06/2021	CELL PHONE	20-700-61000	20.00
			REIMBURSEMENT - STS/W/S		

Vendor BKM225 - DAVID BLAKEMORE Total: 50.00

Vendor BKM225 - DAVID BLAKEMORE Total: 50.00

Vendor: DAY425 - DAYSTAR DISTRIBUTING INC.
Vendor: DAY425 - DAYSTAR DISTRIBUTING INC.

DAYSTAR DISTRIBUTING INC.	10694	04/06/2021	POLICE STATION LED LIGHTS - LAW	10-200-50500	389.85
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Vendor DAY425 - DAYSTAR DISTRIBUTING INC. Total: 389.85

Vendor DAY425 - DAYSTAR DISTRIBUTING INC. Total: 389.85

Vendor: FED100 - FEDERAL PROTECTION INC
Vendor: FED100 - FEDERAL PROTECTION INC

FEDERAL PROTECTION INC	0662073-IN	04/06/2021	2nd QUARTER SECURITY	30-800-56450	150.00
			MONITERING - PKS		

Vendor FED100 - FEDERAL PROTECTION INC Total: 150.00

Vendor FED100 - FEDERAL PROTECTION INC Total: 150.00

Vendor: GNC100 - GENERAL CODE
Vendor: GNC100 - GENERAL CODE

GENERAL CODE	PG000024899	04/06/2021	CODE BOOK SUPPLEMENTAL	10-100-50700	849.52
			TEXT PAGES - GEN		

Vendor GNC100 - GENERAL CODE Total: 849.52

Vendor GNC100 - GENERAL CODE Total: 849.52

Pending Expense Approval Report - 1

Post Dates: 3/24/2021 - 4/6/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Vendor: GRR100 - GREAT RIVER ENGINEERING						
Vendor: GRR100 - GREAT RIVER ENGINEERING						
GREAT RIVER ENGINEERING	27	04/06/2021	MILLER RD PROJECT # STBG 5944(803) - STS	10-300-95100	2,097.16	
					Vendor GRR100 - GREAT RIVER ENGINEERING Total:	2,097.16
					Vendor GRR100 - GREAT RIVER ENGINEERING Total:	2,097.16
Vendor: HIL100 - HILLYARD / SPRINGFIELD						
Vendor: HIL100 - HILLYARD / SPRINGFIELD						
HILLYARD / SPRINGFIELD	604281116	04/06/2021	HAND SOAP, PAPER TOWELS, TOILET TISSUE - GEN/LAW	10-100-50550	362.08	
HILLYARD / SPRINGFIELD	604281116	04/06/2021	HAND SOAP, PAPER TOWELS, TOILET TISSUE - GEN/LAW	10-200-50550	362.08	
					Vendor HIL100 - HILLYARD / SPRINGFIELD Total:	724.16
					Vendor HIL100 - HILLYARD / SPRINGFIELD Total:	724.16
Vendor: JAY580 - JAY KEY SERVICE, INC.						
Vendor: JAY580 - JAY KEY SERVICE, INC.						
JAY KEY SERVICE, INC.	5604	04/06/2021	KEYS-PKS	30-800-50500	18.78	
					Vendor JAY580 - JAY KEY SERVICE, INC. Total:	18.78
					Vendor JAY580 - JAY KEY SERVICE, INC. Total:	18.78
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS						
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS						
LAKELAND OFFICE SYSTEMS	IN363274	04/06/2021	1/20 - 2/19 COPIES - PKS	30-800-50700	1.51	
LAKELAND OFFICE SYSTEMS	IN363275	04/06/2021	1/20 - 2/19 COPIES - LAW	10-200-50700	32.15	
LAKELAND OFFICE SYSTEMS	IN363276	04/06/2021	2/20 - 3/19 COPIES - GEN/CT/P&D/W/S	10-100-50700	36.00	
LAKELAND OFFICE SYSTEMS	IN363276	04/06/2021	2/20 - 3/19 COPIES - GEN/CT/P&D/W/S	10-250-50700	6.00	
LAKELAND OFFICE SYSTEMS	IN363276	04/06/2021	2/20 - 3/19 COPIES - GEN/CT/P&D/W/S	10-400-50700	6.00	
LAKELAND OFFICE SYSTEMS	IN363276	04/06/2021	2/20 - 3/19 COPIES - GEN/CT/P&D/W/S	20-600-50130	35.99	
LAKELAND OFFICE SYSTEMS	IN363276	04/06/2021	2/20 - 3/19 COPIES - GEN/CT/P&D/W/S	20-700-50130	36.00	
					Vendor LOS200 - LAKELAND OFFICE SYSTEMS Total:	153.65
					Vendor LOS200 - LAKELAND OFFICE SYSTEMS Total:	153.65
Vendor: MAR150 - MARMIC FIRE & SAFETY						
Vendor: MAR150 - MARMIC FIRE & SAFETY						
MARMIC FIRE & SAFETY	8972015	04/06/2021	CITY HALL ANNUAL FIRE SAFETY INSPECTION - GEN	10-100-56500	94.75	
MARMIC FIRE & SAFETY	8972096	04/06/2021	PD ANNUAL FIRE SAFETY INSPECTION - LAW	10-200-56500	139.70	
					Vendor MAR150 - MARMIC FIRE & SAFETY Total:	234.45
					Vendor MAR150 - MARMIC FIRE & SAFETY Total:	234.45
Vendor: NET100 - NETWATCH INC						
Vendor: NET100 - NETWATCH INC						
NETWATCH INC	14779-IN	04/06/2021	SECURITY CAMERA REPAIRS - LAW	10-200-71100	95.00	
					Vendor NET100 - NETWATCH INC Total:	95.00
					Vendor NET100 - NETWATCH INC Total:	95.00
Vendor: NITEL - NITEL, INC						
Vendor: NITEL - NITEL, INC						
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	10-100-61050	338.76	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	10-200-61050	338.76	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	10-250-61050	241.79	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	10-300-61050	249.91	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	10-400-61050	241.79	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	20-600-61050	370.92	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	20-700-61050	370.92	

Pending Expense Approval Report - 1

Post Dates: 3/24/2021 - 4/6/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
NITEL, INC	349883	04/06/2021	INTERNET SERVICE - ALL DEPT	30-800-61050	379.02	
					Vendor NITEL - NITEL, INC Total:	2,531.87
					Vendor NITEL - NITEL, INC Total:	2,531.87
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC						
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC						
O'REILLY AUTOMOTIVE, INC	2367-351802	04/06/2021	BLACK SILICONE - SEWER	20-700-51000	6.59	
					Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:	6.59
					Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:	6.59
Vendor: DOS100 - PETTY CASH - DONA SLATER						
Vendor: DOS100 - PETTY CASH - DONA SLATER						
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-100-50700	1.00	
PETTY CASH - DONA SLATER	032521	04/06/2021	REIMBURSEMENT - GEN/LAW			
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-100-50750	7.70	
PETTY CASH - DONA SLATER	032521	04/06/2021	REIMBURSEMENT - GEN/LAW			
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-100-55800	6.00	
PETTY CASH - DONA SLATER	032521	04/06/2021	REIMBURSEMENT - GEN/LAW			
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-200-50750	3.20	
PETTY CASH - DONA SLATER	032521	04/06/2021	REIMBURSEMENT - GEN/LAW			
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-200-70000	13.61	
PETTY CASH - DONA SLATER	032521	04/06/2021	REIMBURSEMENT - GEN/LAW			
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-200-71000	2.00	
PETTY CASH - DONA SLATER	032521	04/06/2021	REIMBURSEMENT - GEN/LAW			
PETTY CASH - DONA SLATER	032521	04/06/2021	PETTY CASH	10-250-50550	6.49	
					Vendor DOS100 - PETTY CASH - DONA SLATER Total:	40.00
					Vendor DOS100 - PETTY CASH - DONA SLATER Total:	40.00
Vendor: RAC450 - RACE BROS FARM SUPPLY, INC						
Vendor: RAC450 - RACE BROS FARM SUPPLY, INC						
RACE BROS FARM SUPPLY, INC	F44210	04/06/2021	HERBICIDE - LAW	10-200-50500	44.99	
					Vendor RAC450 - RACE BROS FARM SUPPLY, INC Total:	44.99
					Vendor RAC450 - RACE BROS FARM SUPPLY, INC Total:	44.99
Vendor: RAL200 - RAY LYNCH						
Vendor: RAL200 - RAY LYNCH						
RAY LYNCH	040121	04/06/2021	CELL PHONE	10-300-61000	10.00	
					Vendor RAL200 - RAY LYNCH Total:	50.00
					Vendor RAL200 - RAY LYNCH Total:	50.00
Vendor: REC200 - RECDESK LLC						
Vendor: REC200 - RECDESK LLC						
RECDESK LLC	INV-11323	04/06/2021	REC DESK SOFTWARE	30-800-57400	4,400.00	
					Vendor REC200 - RECDESK LLC Total:	4,400.00
					Vendor REC200 - RECDESK LLC Total:	4,400.00
Vendor: SCU425 - SCURLOCK INDUSTRIES						
Vendor: SCU425 - SCURLOCK INDUSTRIES						
SCURLOCK INDUSTRIES	0030879-IN	04/06/2021	MANHOLE LID FLOW METERS	20-700-51000	233.00	
					Vendor SCU425 - SCURLOCK INDUSTRIES Total:	494.20
					Vendor SCU425 - SCURLOCK INDUSTRIES Total:	494.20

Pending Expense Approval Report - 1

Post Dates: 3/24/2021 - 4/6/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Vendor: SHP550 - SHANNON SHIPLEY						
Vendor: SHP550 - SHANNON SHIPLEY						
SHANNON SHIPLEY	032621	04/06/2021	FEBRUARY CELL PHONE REIMBURSEMENT - LAW	10-200-61000	50.00	
					Vendor SHP550 - SHANNON SHIPLEY Total:	50.00
					Vendor SHP550 - SHANNON SHIPLEY Total:	50.00
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO						
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO						
SPRINGFIELD WINWATER WO	322573 01	04/06/2021	HINGED SADDLES - WATER	20-600-51000	111.89	
SPRINGFIELD WINWATER WO	322576 01	04/06/2021	CMH WATER METER PARTS - WATER	20-600-51000	2,663.55	
SPRINGFIELD WINWATER WO	322618 01	04/06/2021	MUSHROOM CAPS - WATER	20-600-50130	265.00	
					Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:	3,040.44
					Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:	3,040.44
Vendor: TRH100 - TREVOR HOFFMAN						
Vendor: TRH100 - TREVOR HOFFMAN						
TREVOR HOFFMAN	040121	04/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	10-300-61000	10.00	
TREVOR HOFFMAN	040121	04/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-600-61000	20.00	
TREVOR HOFFMAN	040121	04/06/2021	CELL PHONE REIMBURSEMENT - STS/W/S	20-700-61000	20.00	
					Vendor TRH100 - TREVOR HOFFMAN Total:	50.00
					Vendor TRH100 - TREVOR HOFFMAN Total:	50.00
Vendor: WHE100 - WHEELER METALS INC						
Vendor: WHE100 - WHEELER METALS INC						
WHEELER METALS INC	259622	04/06/2021	CURB STOP TOOL - WATER	20-600-52000	10.10	
WHEELER METALS INC	259916	04/06/2021	4-WAY STOP SIGN PIPE POST - STS	10-300-51000	28.00	
					Vendor WHE100 - WHEELER METALS INC Total:	38.10
					Vendor WHE100 - WHEELER METALS INC Total:	38.10
Vendor: WTV100 - WILLARD HOME CENTER LLC						
Vendor: WTV100 - WILLARD HOME CENTER LLC						
WILLARD HOME CENTER LLC	D40539	04/06/2021	SCREWS - SEWER	20-700-51000	8.26	
WILLARD HOME CENTER LLC	D40885	04/06/2021	LAGOON SPRINKLER PARTS - SEWER	20-700-51000	43.17	
WILLARD HOME CENTER LLC	B163246	04/06/2021	TAP SPLICE - WATER	20-600-51000	3.19	
WILLARD HOME CENTER LLC	B163854	04/06/2021	READY-MIX FOR STOP SIGN REPAIR - STS	10-300-51000	28.14	
WILLARD HOME CENTER LLC	D41715	04/06/2021	READY-MIX FOR STOP SIGN REPAIR - STS	10-300-51000	46.90	
					Vendor WTV100 - WILLARD HOME CENTER LLC Total:	129.66
					Vendor WTV100 - WILLARD HOME CENTER LLC Total:	129.66
					Grand Total:	17,288.50

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	7,183.75
20 - WATER AND SEWER FUND	5,049.30
30 - PARKS FUND	5,055.45
Grand Total:	17,288.50

Account Summary

Account Number	Account Name	Expense Amount
10-100-50550	CUSTODIAL SUPPLIES-GC	381.25
10-100-50700	OFFICE SUPPLIES-GCG	928.29
10-100-50750	POSTAGE-GCG	43.76
10-100-55800	DUES AND SUBSCRIPTIO	6.00
10-100-55850	EQUIPMENT RENTAL-GE	32.95
10-100-56500	SAFETY PROGRAM-GCG	94.75
10-100-57400	EQUIPMENT/SOFTWARE	19.80
10-100-61050	INTERNET-GCG	338.76
10-200-50500	BUILDING MAINTENANC	434.84
10-200-50550	CUSTODIAL SUPPLIES-LA	378.22
10-200-50700	OFFICE SUPPLIES-LAW	32.15
10-200-50750	POSTAGE-LAW	15.56
10-200-55850	EQUIPMENT RENTAL-LA	68.28
10-200-56500	SAFETY PROGRAM-LAW	139.70
10-200-61000	TELEPHONE-LAW	50.00
10-200-61050	INTERNET-LAW	338.76
10-200-70000	VEHICLE EXPENSES FUEL	13.61
10-200-71000	VEHICLE REPAIR & MAIN	2.00
10-200-71100	EQUIPMENT REPAIR &	95.00
10-250-50550	CUSTODIAL SUPPLIES	10.70
10-250-50700	OFFICE SUPPLIES-COURT	11.47
10-250-50750	POSTAGE-COURT	53.64
10-250-55850	EQUIPMENT RENTAL-CO	5.50
10-250-61050	INTERNET-COURT	241.79
10-300-50130	SUPPLIES-STREETS	41.81
10-300-51000	REPAIRS AND MAINTEN	103.04
10-300-61000	TELEPHONE-STREETS	30.00
10-300-61050	INTERNET-STREETS	249.91
10-300-95100	CAPITAL ASSET EXP-STRE	2,097.16
10-400-50700	OFFICE SUPPLIES-P&D	11.46
10-400-50750	POSTAGE-P&D	6.30
10-400-55850	EQUIPMENT RENTAL-P&	5.50
10-400-56400	PROFESSIONAL-P&D	660.00
10-400-61050	INTERNET-P&D	241.79
20-600-50130	SUPPLIES-WATER	384.62
20-600-50550	CUSTODIAL SUPPLIES-W	2.81
20-600-50700	OFFICE SUPPLIES-WATER	7.93
20-600-50750	POSTAGE-WATER	8.71
20-600-51000	REPAIRS AND MAINTEN	2,778.63
20-600-52000	SUPPLIES SMALL EQUIP	10.10
20-600-55850	EQUIPMENT RENTAL-WA	32.94
20-600-61000	TELEPHONE WATER	60.00
20-600-61050	INTERNET-WATER	370.92
20-700-50130	SUPPLIES-SEWER	119.62
20-700-50550	CUSTODIAL SUPPLIES-SE	2.80
20-700-50700	OFFICE SUPPLIES-SEWER	7.93
20-700-50750	POSTAGE-SEWER	8.72
20-700-51000	REPAIRS AND MAINTEN	552.22
20-700-55600	CONTRACT LABOR-SEWE	187.50
20-700-55850	EQUIPMENT RENTAL-SE	32.95

Account Summary

Account Number	Account Name	Expense Amount
20-700-61000	TELEPHONE-SEWER	109.98
20-700-61050	INTERNET-SEWER	370.92
30-800-50177	SUPPLIES-YOUTH CAMP	29.80
30-800-50500	BUILDING MAINTENANC	18.78
30-800-50700	OFFICE SUPPLIES-PKS	6.00
30-800-50750	POSTAGE-PKS	3.57
30-800-55850	EQUIPMENT RENTAL-PK	68.28
30-800-56450	CONTRACT SERVICES/SE	150.00
30-800-57400	EQUIPMENT/SOFTWARE	4,400.00
30-800-61050	INTERNET-PARKS	379.02
	Grand Total:	17,288.50

Project Account Summary

Project Account Key	Expense Amount	
None	17,027.30	
5100021	261.20	
	Grand Total:	17,288.50

Public Works Report

March 2021

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 156 utility locates for the month.
- We completed 123 Work orders for the month.
- We fixed a water leak at 3555 FR 103.
- We moved and re-tapped a new water service at 604 Walnut Ridge.
- We tapped a new service on FR 93.
- We tapped a new service on FR 124.
- We were able to daylight the water line behind CMH and found that the line had tracer wire and we were able to locate and map it properly.
- We continue to clean up and do dirt work from previous leaks.

Sewer

- We were able to locate the end of the previously replaced section of the old force main along old Willard Road. This will be the starting point for the upcoming repairs to the force main.
- We replaced an air relief valve on the D force main by Hamilton due to H₂S corrosion.
- We had a transfer switch burn up at D liftstation that controls the generators ability to switch over in the event of a power failure.
- We put in a new gate at the substation by Regional to allow access to the manhole that we currently have a flow monitor in.
- We continue to work on I&I issues and have fixed various deficiencies at the following locations: B-110, B-115, B-117, B-022 and D-208. We also fixed all the cleanouts at Hamilton.
- Ace pipe has been working on some I&I issues for us. They were able to fix the issues with manholes B-002, B-026, B-054 and B-089. There is still an issue with the wet well at Park Estates and manhole R-011 with water penetration that they will be addressing, along with other unfinished manholes on their list.
- The old wet well at our D lift station has been converted into a manhole, with a new bottom and inverts.

- We finished and certified the sewer lines and manholes at the new West Ridge subdivision.
- We jetted all the lines necessary for us to install a new flow monitoring system that should help us to determine where I&I issues exist.
- We inspected the sewer lines on JFK and old Mark street after the heavy rains, finding several issues with groundwater penetrating the clay lines.
- We cleaned out the check valves at our Regional lift station.
- We serviced and repaired the entire irrigation field and installed a new freeboard marker at our lagoon system in preparation of a scheduled DNR inspection.
- We abandoned the old sewer tap at the new CMH location.

Streets

- We cleaned out the water way in front of Hamilton, right across from the Police station, this will also be added to our mowing routine.
- We fixed a major patch on New Melville between Miller and Hunt Road, along with various other small potholes throughout the city.
- We picked up some culverts for the repair of the intersection of FR 103 and FR 114, this work will be done by Greene Co.
- The Miller Road widening project started its next phase. Their tentative plan is to be laying asphalt in the next couple weeks.
- We had to move the solar stop sign at Miller Road and Jackson to accommodate the new wider turning radius.
- The cleaning out and installation of new pipes in the Southview drainage area significantly helped with the flooding that we normally deal with during this time of year.

Equipment Usage and Repairs

March 2021

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	89,108	89,952	844	\$0.00	\$0.00
2	2004 Chevy 1 Ton Dump	151,531	152,785	1,254	\$219.00	\$219.00
3	2003 Chevy 1 Ton Utility - Sewer	180,903	181,526	623	\$122.97	\$122.97
4	1998 Dodge 1/2 Ton FB	128,162	128,162	-	\$0.00	\$0.00
5	2001 Chevy 1500	114,459	115,670	1,211	\$0.00	\$0.00
6	2000 Chevy 3/4 Ton FB	151,484	151,860	376	\$0.00	\$0.00
7	1993 Ford 1 Ton Utility - Water	94,694	94,694	-	\$0.00	\$0.00
8	2005 International 3200 Dump	21,569	21,569	-	\$0.00	\$0.00
9	2017 Chevy Silverado	37,546	39,338	1,792	\$0.00	\$0.00
10	Water Van	384	384	-	\$0.00	\$0.00
11	1998 Chevy S-10	157,259	157,259	-	\$0.00	\$0.00
12	Case Backhoe	3,585	3,620	35	\$13.52	\$418.04
13	60XT Case Skid Steer	1,568	1,568	-	\$0.00	\$0.00
14	JD Tractor	3,199	3,199	-	\$0.00	\$0.00
15	Kubota RTV 1100	931	933	2	\$0.00	\$0.00
					\$355.49	\$760.01

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

Monthly Water Loss 2021

Current Month
3

Month	January	February	March	Annual Average	Annual
Amount of Gallons Pumped	29,620,700	30,270,900	26,945,200	28,945,600	86,836,800
Dollar Amount Sold	\$80,766.74	\$79,594.44	\$78,603.44	\$79,654.87	\$238,964.62
Gallons of Water Sold	16,780,000	16,153,000	15,705,000	16,212,667	48,638,000
Flushing	0	0	0	0	0
Leaks/Adjustments	30,000	175,000	30,000	78,333	235,000
City Usage (not billed)	108,000	15,000	15,000	46,000	138,000
Fire Dept	12,000	16,000	16,000	14,667	44,000
Tower Overflows	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	135,000
Total Gallons Accounted For	16,855,000	16,373,000	15,780,000	16,336,000	49,008,000
% Water Loss	43.10%	45.91%	41.44%	43.56%	
Amount of Water Lost	12,765,700	13,897,900	11,165,200	12,609,600	37,828,800
Willard North #1	3,333,200	2,523,100	3,225,500	3,027,267	9,081,800
Willard South #2	4,439,900	4,602,600	4,057,400	4,366,633	13,099,900
Meadows West #1	12,055,600	12,809,200	10,952,300	11,939,033	35,817,100
Meadows East #2	10,292,000	10,836,000	9,210,000	10,112,667	30,338,000
Correction per MRWA Willard Well 1&	-500,000	-500,000	-500,000	-500,000	-1,500,000
Total Water Pumped	29,620,700	30,270,900	26,945,200	28,945,600	86,836,800
Customer Count					
City Commercial Irrigation	14	14	14	14	
City Commercial 1 SPF	129	129	131	130	
City Commercial 3 Water only	20	21	21	21	164
City Residential Irrigation	3	3	3	3	
City Residential 1 SPF	2008	2014	2021	2,014	
City Residential 3 Water Only	72	72	75	73	2,090
Rural Irrigation	4	5	4	4	
Rural Residential 1 SPF	7	8	8	8	
Rural Residential 2 Lagoon	276	274	275	275	
Rural Residential 3 Water Only	872	873	878	874	1,161
Rural Commercial 2 Lagoon	3	3	3	3	
Rural Commercial 3 Water only	13	13	13	13	
Zero-Non Billed	9	9	9	9	25
Number of Total Customers	3430	3438	3455	3441	3441
Service Consumption					
City Commercial Irrigation	19,000	11,000	18,000	16,000	
City Commercial 1 SPF	2,724,000	2,153,000	1,617,000	2,164,667	
City Commercial 3 Water only	49,000	180,000	213,000	147,333	2,328,000
City Residential Irrigation	1,000	1,000	-	667	
City Residential 1 SPF	8,001,000	7,917,000	7,723,000	7,880,333	
City Residential 3 Water Only	383,000	363,000	366,000	370,667	8,251,667
Rural Irrigation	-	-	-	0	
Rural Residential 1 SPF	52,000	57,000	32,000	47,000	
Rural Residential 2 Lagoon	1,080,000	1,097,000	969,000	1,048,667	
Rural Residential 3 Water Only	4,245,000	4,230,000	4,602,000	4,359,000	5,454,667
Rural Commercial 2 Lagoon	16,000	17,000	14,000	15,667	
Rural Commercial 3 Water only	90,000	96,000	120,000	102,000	117,667
Zero-Non Billed	120,000	31,000	31,000	60,667	60,667
Total Gallons of Consumption	16,780,000	16,153,000	15,705,000	16,212,667	16,212,667

Parks and Recreation - Director's Report – April 2021

Department Tasks

Quote of the Month: "Spring is the time of plans and projects." — Leo Tolstoy

Budget

The budget is tracking as expected, though with a few outliers. Replacing the chlorinator pump at the pool has impacted our repairs and maintenance budget pretty significantly. We have also had some unbudgeted expenses surrounding the Solar Powered equipment upgrades at Jackson Street Park. Hopefully we are able to get back on track quickly. We are working to trim expenses across the board, and we hope to see a sizable revenue rebound this year.

Event/Program Planning and Recap

Soccer Registration is complete. Revenue for this program is currently at just over \$12,000. Baseball registration opened April 7th. Freedom Fest planning is underway. The Hot Rod 100 had nearly 250 cars staged at Jackson Street Park and the Community Center on April 3rd. We partnered with The Hive, and they were able to raise about \$1100 for their organization through breakfast and merchandise sales. Our next even is the Missouri Bicentennial Tree Planting on April 27th.

Maintenance

The bulk of the Helios Project was set on 4/5, with sails expected shortly after. It is a very exciting project. Our Maintenance department has had a retirement, and our numbers have been reduced to 3. I am working to hire additional help. In the meantime, I am working on staffing utilizing a temp agency.

New Playground Project

I have started the information gathering process for playground improvements at Jackson Street Park. I have been approached by multiple individuals requesting an "inclusive" playground. Ideally, this playground would have play features for individuals utilizing mobility aides as well as play features for those with atypical mental development. I have contacted multiple playground manufacturers to request proposals (no charge) to begin working with community advocates to build interest in this project. We are trying to recruit a project management student from Missouri State to take on the project as their capstone/thesis project. This would save staff cost and time, and will be a great "real world" learning experience for them. I anticipate completion of this project to occur in 2023, corresponding with the budgeted capital improvement for playground equipment. I will also be submitting a LWCF grant application in 2022 for improvements to Jackson Street Park.

Hiring

Recreation side: We are currently hiring for all summer positions. We are not receiving a very large number of applicants for Camp Counselor Lifeguard. These are two critical positions, in that the associated programs cannot (either by state mandate or by industry standards) be operated without a sufficient number of employees. We are posting about our openings on Facebook, have shared the postings on MSU off campus Jobs board, and have ordered signs to be posted in high visibility areas. We are continuing to try to fill these positions, however, if these positions are not filled soon, we may see a delay in opening these program areas.

Operations side: We are hiring part-time maintenance staff for working in the Parks doing mowing and landscaping. I have reached out to a temporary hiring agency for assistance filling these positions short term.



Willard Police Department
March 2021 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	5
Shannon Shipley, Lt.	1602-003	17
	Total	22

Squad #1	Officer	Hours	Squad #2	Officer	Hours
1603-044	Billie Deckard, Cpl	5	1604-027	Steve Purdy, Cpl. Investigator	21
1607-050	Caleb Steen, Officer	64	1609-051	Wayne Hansen, Officer	30
1610-055	Michael Tinsley, Officer	47	1608-054	Stefan Collette, Officer	52
1605-056	Mark Cole, Officer	57	1606-053	Meagan Collins, Officer	32
	Total	173	Total		135

Reserves	Officer	Officer Names	Case #'s	Hours
	1630-024	Clint Heimbach, SRO		
	1631-045	Cindy Garton, SRO		
	1632-052	Mark Riggan, SRO		
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		10.5
	1645-047	Glenn Cozzens, Reserve		
	1646-031	Andrew Hunt, Reserve		10
	1643-048	Tim Wheeler, Reserve		
	1647-049	Brandon Bond, Reserve		5.75
	Total			
Total Incidents for the month...			330	

Incident Statistics

Felony	9	HBO (Handled by Officers)	73
Misdemeanor	9	Use of Force	0
Infraction	86	Dog at Large	3
Other (Services)	147	Neglect- 1 / Abuse- 1 / Bites- 1	3

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2013 Charger	116,254	733	20	37	0	0
WPD-03 2013 Charger	149,182	954	10	95	0	302.00
WPD-04 2018 Explorer	73,594	1695	37	46	0	654.78
WPD-05 2019 Charger	48,165	1943	24	81	0	743.51
WPD-06 2020 Charger	36,299	1724	14	123	8.52	35.00
WPD-07 2017 Explorer	17,252	82	8	10	0	0
WPD-08 M Harley	5,740	0	0	0	0	0

Vehicle Maintenance Details

WPD-01:	WPD-05:
WPD-03:	WPD-06: light bulbs
WPD-04:	WPD-07:

Misc. Dept. Info:

Planning and Development Report
April 12, 2021

Ongoing Projects-

ATM Commercial Subdivision Phase 2 Gauge Crossing Subdivision- All of the remaining homes have been completed and we are awaiting final inspection notice from the contractor. The developer has informed staff that they are proceeding with the final plans for phase III which will include the completion of the CLOMAR.

Canterbury Place Subdivision- Staff has issued nine building permits for the developer and we have completed two rough-in inspections. Five of the homes are under roof and framing is almost complete on three- one foundation has just been completed.

Hunt Rd. Sidewalk TAP-5944(804) – The final payment has been received from FHWA and the project is officially closed out.

North Brook Apartments- Staff has released temporary occupancies for the west half of the apartment. A final inspection was completed on twelve units with minor corrections noted. Fire District representatives were present for the Fire Alarm test.

West Ridge- Staff is working with the developer and engineer's finalizing punch list items in preparation for the April P/Z meeting.

Miller Rd. Project- The contractor has mobilized and began final grading in preparation for asphalt work. Staff is communicating with Great River Engineer's to resolve some issues that have come up regarding existing utilities.

CMH- Staff has issued a building permit for the project and the official groundbreaking ceremony has taken place. Staff attended the first monthly progress meeting on May 25 at the community building. Site work and grading is ongoing. The footings and piers for the columns are being placed.

Stone Creek Phase 2 and 3- Staff is currently awaiting construction plans from the developer.

Hoffman Hills Subdivision- Staff is currently awaiting construction plans from the developer.

Additional ongoing projects – Yearend filing of completed project permits, water policies and water fee structure review, wastewater engineering report, filing and processing Non - Residential User Pretreatment Questionnaires and FOG paperwork. Staff continues to assist other departments as needed.

Planning and Development:

21 permits were issued in March totaling \$13,926.80 in permit fees collected and has an estimated construction cost of \$2,680,106. Estimated value of work done year to date is \$3,647,395, with total permit fees collected at \$26,773.85

There has been a total of 83 Pre-Treatment Surveys submitted so far. Many need reviewed by City staff, and several have not submit the \$10 administrative fee.

Completed the sunshine requests for BuildZoom and a new construction request for Dodge Data & Analytics.

Census Boundary and Annexation Survey completed.

Mapping:

Updates to online data continues.

Began updating data after receiving the West Ridge as- built.

Sketches for the pre-treatment survey continue.

As-Built data sent to city engineers

Prosecuting Clerk:

444 Open cases without dispositions (305 have active warrants)

232 Open cases with dispositions, are pending payments (199 have active warrants)

94 Probation cases (24 have a class or community service hours to complete)

12 Deferred cases (2 have a class to complete)

4 Discoveries, and 12 plea offers were sent to defense attorneys

There were 5 trials scheduled in March.

There are 5 trials scheduled for April.

Began researching grant funding to obtain mobile ticketing and case management for the Prosecutor's office.

-Abigail Brixey

CITY CLERK: (Informational only) MARCH 2021

~Issued 15 Business Licenses.

~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.

~Assisted with gathering and writing articles for the Newsletter.

~Maintained updated "streetlight outage" list and ensured Liberty was notified.

~Handled citizen complaints and directed to the appropriate department heads.

~Ensured public notices were completed and sent to the paper.

~Completed Sunshine requests as received.

~Attended Spring Institute and obtained 28 hours of training toward next City Clerk Certification.

~Completed bid proposals and ensured advertising was complete.

~Nominated as President of SWMOCCFOA Clerks Association, will be sworn in at end of April.

EMERGENCY MANAGEMENT: (Informational only) MARCH 2021

~Monitoring Covid-19 and continuing weekly contact with Greene County.

~Monitored severe weather on the 17th.

~Started 2021 EMPG Grant Application.

COVID-19:

Staff is continuing to maintain precautions to prevent the spread of Covid-19 within the office.

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 Municipal Court		Reporting Period: Mar 1, 2021 - Mar 31, 2021	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781					
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781				County: Greene County	
Telephone Number:		Fax Number:			
Prepared by: JESSICA TRUITT		E-mail Address:			
Municipal Judge: Kristopher 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		17	344	123	
B. Cases (citations/informations) filed		2	30	6	
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		2	21	9	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	10	3	
6. dismissed by court		0	0	0	
7. <i>nolle prosequi</i>		0	1	5	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		2	32	17	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		17	342	112	
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		7	1. # Issued during period		0
2. # Served/withdrawn during reporting period		34	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period		561			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

<u>COURT INFORMATION</u>	Municipality: Willard Municipal Court	Reporting Period: Mar 1, 2021 - Mar 31, 2021
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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, witness fees, and board bill/jail costs.	
Fines - Excess Revenue	\$1,842.50	Court Automation	\$231.00
Clerk Fee - Excess Revenue	\$231.00	Judicial Facility Srchg CT31	\$330.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$7.77	Law Enf Arrest-Local	\$300.43
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Overpayment	\$5.00
Total Excess Revenue	\$2,081.27	Total Other Disbursements	\$866.43
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	
		\$4,128.93	
		Bond Refunds	
		\$512.38	
		Total Disbursements	
		\$4,641.31	
Fines - Other	\$578.50		
Clerk Fee - Other	\$132.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$33.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$33.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$235.29		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$4.44		
Law Enforcement Training (LET) Fund surcharge	\$66.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Sheriffs' Retirement Fund (SRF) surcharge	\$99.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$1,181.23		

Paper Files to be disposed of

Retention Policy

Documents 2013 and prior:

Series 21548: TITLE: Cash Receipts

Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

Years: 5 Months: 0 Days: 0

Camp and Schools out Registration Packets 2011-2013

Series 21548: TITLE: Cash Receipts

Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

Years: 5 Months: 0 Days: 0

Sports registration packets 2011-2013

Series 21548: TITLE: Cash Receipts

Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

Years: 5 Months: 0 Days: 0

Employment applications, user manuals, and bids 2011-2013

Series23980: TITLE: Payment Support Documentation

Documentation that supports a purchase. Records include, but are not limited to, original billing invoices, receipts, approval documentation, postage and shipping receipts, and related documentation.

Years: 5 Months: 0 Days: 0

Financial Records 2014

Series 21548: TITLE: Cash Receipts

Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

Years: 5 Months: 0 Days: 0

Financial and program registrations 2015

Series 21548: TITLE: Cash Receipts

Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

Years: 5 Months: 0 Days: 0

Series 23999: Title: Budget Files

Financial status reports, financial/operating documentation, quarterly allotments, encumbrance requests, and allocations used in administration of an agency's budget.

Years: 3 Months: 0 Days: 0

CITY OF WILLARD, MISSOURI

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



Agenda Item# 6

**Discussion/Vote to accept the bid for a mower for the
Parks Department.**

Vendor		Crown Power Equipment					
Mower Brand	Bush Hog HDZ3161	Bush Hog HDZ3173	Grasshopper	Grasshopper	Grasshopper	Grasshopper	
Engine	999cc	999cc	993	993	993	895	
Engine HP	31	31	35	35	35	29	
Fuel Type	Gas	Gas	Gas	Gas	Gas		
Cutting Deck Width	61	73	72	61	61	61	
Cutting deck Discharge	Right	Right	Right	Right	Right		
Traction Drive System	zt 5400 Hydro Gear	zt 5400 Hydro Gear	zt 5400 Hydro Gear	zt 5400 Hydro Gear	zt 5400 Hydro Gear		
ROPS	3" Round Foldable	3" Round Foldable	Yes	Yes	Yes		
Tires	24x12 Michelin Tweel	24x12 Michelin Tweel					
Price delivered	\$10,500	\$10,800	\$9,850	\$9,575	\$8,975		
Lights	Standard Front LED	Standard Front LED	LED	LED	LED		
Option Price			\$115.00	\$115.00	\$115.00		
Rear Discharge			72"	61	61		
Option Price			\$300.00	\$265.00	\$265.00		
2" Reciever			Hitch for Ball	Hitch for Ball	Hitch for Ball		
Option Price			\$50.00	\$50.00	\$50.00		
Other			Tweels	Tweels	Tweels		
Option Price			\$930.00	\$930.00	\$930.00		
Total:All Options	\$10,500.00	\$10,800.00	\$10,945.00	\$10,670.00	\$10,135.00		
Exceptions							
HDZ3161: 8 Gallon Fuel Tank							
HDZ3173: 8 Gallon Fuel Tank							
Seat does not have lumbar support							

Vendor	Grasshopper
Mower Brand	Grasshopper
Engine	993 cc
Engine HP	35
Fuel Type	Gasoline
Cutting Deck Width	61
Cuting deck Discharge	Right
Traction Drive System	
ROPS	Yes
Tires	24x12 Michelin Tweel
Price delivered	\$11,339.79
Lights	Available
Option Price	\$150.00
Rear Discharge	Available, 61" only
Option Price	\$350.00
2" Reciever	Available
Option Price	\$45.00
Other	
Option Price	
Total:All Options	\$11,534.79
Exceptions	
None	

Vendor

S&H Farm Supply

Mower Brand	Spartan RT HD	Spartan RT HD	eXmark Lazer Z-x	eXmark	Cub Cadet ProZ772LKW	Cub Cadet ProZ760LKW
Engine	896	896	921	999	999	999
Engine HP	32	32	31	31	31	31
Fuel Type	Gas	Gas	Gas	Gas	Gas	Gas
Cutting Deck Width	61	72	60	72	72	60
Cuting deck Dishcharge	Right	Right	Right	Right	Right	Right
Traction Drive System	Hydrostat	Hydrostat	Hydrostat	Hydrostat	Hydrostat	Hydrostat
ROPS	Yes	Yes	Yes	Yes	Yes	Yes
Tires	Radial	Radial	Standard/Semi Pneu	Standard/Semi Pneu	Standard/Run Flat Front	Standard/Run Flat Front
Price delivered	\$8,100.00	\$8,300.00	\$11,699.00	\$11,999.00	\$9,599.00	\$8,799.00
Lights	Kit	Kit	Kit	Kit	Kit	Kit
Option Price	\$170.00	\$170.00	\$279.00	\$279.00	\$128.00	\$128.00
Rear Discharge	N/A	N/A	N/A	N/A	N/A	N/A
Option Price						
2" Reciever	Standard	Standard	Hitch Kit	Hitch Kit	Integrated	Integrated
Option Price			\$72.00	\$72.00		
Other	Tweel Tires	Tweel Tires	Tractus	Tractus	N/A	N/A
Option Price	\$1,049.00	\$1,049.00	\$1,118.00	\$1,118.00		
Total:All Options	\$9,319.00	\$9,519.00	\$13,168.00	\$13,468.00	\$9,727.00	\$8,927.00
Notes			Notes	Notes	Notes	Notes
Radial Tires			Semi Pneumatic front Tires	Semi Pneumatic front Tires	Front Run Flat	Front Run Flat
All units have suspension lumbar seats			All units have suspension lumbar seats	All units have suspension lumbar seats	All units have suspension lumbar seats	All units have suspension lumbar seats
Warranty: 2 year unlimited hours			Warranty: 1500 hours or 5 years- no hour limit	Warranty: no hour limit	Warranty: 3 year No hour Limit	Warranty: 3 year No hour Limit
Engine 3 year			first two years		Deck/Shell 5 year 1750 hours	Deck/Shell 5 year 1750 hours

CITY OF WILLARD, MISSOURI

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



Agenda Item# 7

Ordinance approving the 2021 Updates to General Code. (1st & 2nd Read) Discussion/Vote.

2021 ADOPTING ORDINANCE

BILL NO. 21-11

ORDINANCE NO. 210412

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 September 28, 2020, 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 September 28, 2020, 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 APRIL 12, 2021.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD THIS 12TH DAY OF APRIL 2021.

ADOPTING ORDINANCE

APPROVED BY THE MAYOR OF THE CITY OF WILLARD THIS 12TH DAY OF APRIL 2021.

Mayor

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 12TH DAY OF APRIL 2021.

MEMBERS OF THE BOARD OF ALDERMEN:

MEMBERS OF THE BOARD OF ALDERMEN: YES NO ABSTAINED

TYLER KELLY YES NO ABSTAINED

SAMUEL SNIDER YES NO ABSTAINED

DONNA STEWART YES NO ABSTAINED

LARRY WHITMAN YES NO ABSTAINED

SAM BAIRD YES NO ABSTAINED

LANDON HALL YES NO ABSTAINED

2ND READ:

MEMBERS OF THE BOARD OF ALDERMEN: YES NO ABSTAINED

TYLER KELLY YES NO ABSTAINED

ADOPTING ORDINANCE

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

ABSTAINED

SAMUEL SNIDER

DONNA STEWART

LARRY WHITMAN

SAM BAIRD

LONDON HALL

City of Willard
2020 Statutory Updates Incorporated During Supplement # 32

The following Sections of the Code have been updated with the 2020 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
100.220	Changed the General Penalty Section to match the City's prior Adopting Ordinance language combined with the Statutory Authority/Penalty Provisions in the City's Code derived from Section 79.470, RSMo., there was no change in the Statute, this is just a cleanup of inconsistent material.	
120.130	The following wording has been added to Subsection (A)(1): <u>"...investigative reports of all law enforcement agencies and any reports or records in the possession of the Department of Health and Senior Services' State Public Health Laboratory, which were the result of testing performed at the request of any municipal, county, State or Federal Law Enforcement Agency, are closed records until the investigation becomes inactive."</u>	610.100
210.010	The following offenses have been added to the definition of DANGEROUS FELONY: armed criminal action, conspiracy to commit an offense when the offense is a dangerous felony, and vehicle hijacking when punished as a Class A felony.	556.061
210.030	This Section, which previously pertained to conspiracy to commit an offense, has been removed from the Model Code. This statutory offense was revised to apply only to felony offenses and has been reclassified as a Class C felony. A footnote has been added to this Section noting the change.	562.014
210.1970	The definition of MINOR has been revised to read "A child as defined in Section 211.021, RSMo."	211.021
210.1980	References to "person under the age of seventeen (17) years" have been replaced with the word "minor" to reflect the revised definition of MINOR in this Article. The following wording was removed from Subsection (D): "with any person found at such residence over the age of seventeen (17) years".	211.021
300.010	The definition of ALL-TERRAIN VEHICLE has been revised so that the definition is consistent throughout the Statutes. The maximum vehicle width and maximum unladen dry weight have been increased in the definitions of RECREATIONAL OFF-HIGHWAY VEHICLE and UTILITY VEHICLE.	300.010, 301.010
370.190	This Section, which previously pertained to the use of headgear while operating or riding as a passenger on a motorcycle or motortricycle, has been removed from the Model Code. The statutory provisions were revised to preempt political subdivisions from imposing regulations of this nature. A footnote has been added to this Section noting the change.	302.020

Section/Subsection of the Code	Description of the Revision Based on State Law Change	Pursuant to RSMo. Section
380.100	The following wording has been added to this Section: “shall be <u>presumed</u> fraudulent and void <u>unless the parties have executed a written agreement for delayed delivery of certificate of ownership as provided in Subsection 5 of Section 301.210, RSMo.</u> ”	301.210
380.110	Additional wording has been added to this Section to allow for an extended period of validity of transferred plates when a dealer is selling the motor vehicle under the provisions of Subsection 5 of Section 301.210, RSMo.	301.140
380.120	Additional wording has been added to this Section in two places to allow for an extended period of validity of temporary permits authorizing the operation of a motor vehicle when issued by a dealer selling the motor vehicle under the provisions of Subsection 5 of Section 301.210, RSMo.	301.140