

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 13, 2020

7:00 p.m.

Online via GoToMeeting

Mayor

Corey Hendrickson

Board Members

Clark McEntire

Donna Stewart

Sam Baird – Mayor Pro-Tem

Samuel Snider

Larry Whitman

Jon Jones

www.cityofwillard.org

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
April 13, 2020
7:00 P.M.**

Posted April 8, 2020.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** April 13, 2020 online via GoToMeeting. A link will be posted online at www.cityofwillard.org the day of the Meeting.

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 special meeting March 18, 2020 and regular meeting March 23, 2020.
 - b. March/April 2020 Outstanding Invoices, Check and Draft Paid Invoices.
 - c. Department Head Reports.
- 4. Discussion/Vote on current Outstanding Invoices, draft and Check Paid Invoices for March/April 2020.**
 - 5. Citizen Input.**
 - 6. New Business.**
 - 7. Unfinished Business.**
 - 8. Adjourn Meeting.**

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 special meeting March 18, 2020 and regular meeting March 23, 2020.
- b. March/April 2020 Outstanding Invoices, Check and Draft Paid Invoices.
- c. Department Head Reports.

**CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL EMERGENCY MEETING
March 18, 2020
7:00 p.m.**

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

The City Attorney Ken Reynolds was present.

Citizens in attendance: None

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 7:04 p.m.

Roll Call.

The Planning Assistant conducted the Roll Call. Alderman McEntire-present, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Jones-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 McEntire, Snider, Stewart, Baird and Jones.

Citizen Input.

None.

Proclamation to declare a local state of emergency.

Emergency Management Director Jennifer Rowe discussed the Proclamation and her recommendation to declare a local state of emergency. Discussion was made on Covid-19 and issues in the surrounding areas. Mayor Hendrickson read the Proclamation declaring a local state of emergency for the City of Willard.

Ordinance authorizing the Mayor to enact temporary protocols and practices for the City during the Emergency. (1st & 2nd Read) Discussion/Vote.

City Administrator Brad Gray discussed the Ordinance and the changes that have been presented to the Board to be approved. Discussion was made on Covid-19 and the protocols and practices that would benefit the City and Staff during this Emergency. Discussion was then made on the budget and potential losses during the shutdown.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Jones to authorize the Mayor to enact temporary protocols and practices for the City during the Emergency. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Stewart and seconded by Alderman McEntire to authorize the Mayor to enact temporary protocols and practices for the City during the Emergency. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Baird and Jones.

Resolution supporting the change of date for the 2020 Municipal Election. Discussion/Vote.

City Administrator Brad Gray discussed the Resolution. He informed the Board that the Governor had issued an Executive Order earlier in the day, but this would still show support for the Greene County Clerk. Motion was made by Alderman McEntire and seconded by Alderman Stewart to adopt the Resolution supporting the change of date for the 2020 Municipal Election. Motion carried with a vote of 5-0. Voting aye: Aldermen McEntire, Snider, Stewart, Baird and Jones.

New Business.

None.

Alderman Whitman arrived at 7:30 p.m.

Unfinished Business.

City Administrator Brad Gray discussed the information sheet being presented to the citizens.

Adjourn.

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

The meeting was adjourned at 7:35 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
March 23, 2020
7:00 p.m.**

This Meeting was conducted through GoToMeeting due to the Covid-19 pandemic.

Staff present: City Administrator, Brad Gray; City Clerk, Jennifer Rowe; Parks Director, Jason Knight; Public Works Director, Ray Lynch; Police Chief, Tom McClain; Director of Development, Randy Brown; Court Clerk, Jessica Truitt; and Director of Finance, Carolyn Halverson.

The City Attorney Ken Reynolds was not present.

Citizens in attendance: Lee Zell.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 7:03 p.m.

Roll Call.

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

Agenda Amendments/Agenda Approval.

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

Consent Agenda.

Motion was made by Alderman Jones and seconded by Alderman Stewart to approve the Consent Agenda. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Discussion/Vote to approve current February/March 2020 Outstanding Invoices, Check and Draft Paid Invoices.

Motion was made by Alderman Snider and seconded by Alderman Stewart to approve the current February/March 2020 Outstanding Invoices, Check and Draft Paid Invoices. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Citizen Input.

None.

Ordinance approving the Lot Combination for Citizen's Memorial Hospital. (1st & 2nd Read) Discussion/Vote.

City Administrator Brad Gray stated that this Lot combination was a housekeeping item to allow the plat to be filed. Director of Development Randy Brown stated that this was passed by a Discussion/vote at the previous Meeting, but the plat was requiring an Ordinance number. This ordinance would finish what was needed and allow the Plat to be recorded with Greene County.

The first read was conducted by the City Clerk.

Motion was made by Alderman Snider and seconded by Alderman Whitman to approve the lot combination for Citizen's Memorial Hospital. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Snider and seconded by Alderman Baird to approve the lot combination for Citizen's Memorial Hospital. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance approving the Lot Combination for Chuck Murfin. (1st & 2nd Read). Discussion/Vote.

City Administrator Brad Gray stated this was another housekeeping item like the lot combination for CMH.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Whitman to approve the lot combination for Chuck Murfin. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Jones and seconded by Alderman Stewart to approve the lot combination for Chuck Murfin. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance authorizing the Mayor to enter into an Agreement with Utility service Partners Private Label, Inc. for Warranties. (1st & 2nd Read) Discussion/Vote.

City Administrator Brad Gray discussed the presentation by Lee Zell at a previous Board of Aldermen Meeting. He stated this allows citizens to purchase warranty plans to cover their water and sewer lines.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman Stewart to authorize the Mayor to enter into an Agreement with Utility Services Partners Private Label, Inc. for warranties. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Stewart to authorize the Mayor to enter into an Agreement with Utility Services Partners Private Label, Inc. for warranties. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance approving the Memorandum of Understanding between the City of Willard and the Willard R-II School District. (1st & 2nd Read) Discussion/Vote.

City Administrator Brad Gray stated that this was another housekeeping Ordinance. The School resource Officers have always worked with the Police department. The school was requesting an ordinance outlining authority for the SRO's for their insurance. Chief McClain stated that this allows the SRO's to have authority outside City Limits and in unincorporated areas.

The first read was conducted by the City Clerk.

Motion was made by Alderman Stewart and seconded by Alderman Baird to approve the Memorandum of Understanding between the City of Willard and the Willard R-II School District. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Whitman and seconded by Alderman Jones to approve the Memorandum of Understanding between the City of Willard and the Willard R-II School District. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

Ordinance accepting the contract with Jameson Heating & Air for HVAC at the REC Center. (1st & 2nd Read) Discussion/Vote.

City Administrator Brad Gray stated that this was in the budget to fix the HVAC at the REC Center. Parks director Jason Knight stated that this contract was just following the bid that was accepted by the Board at a previous meeting. Discussion was made on when work would start. Mr. Knight stated it would be soon as this was a good time with everything being shut down.

The first read was conducted by the City Clerk.

Motion was made by Alderman Baird and seconded by Alderman McEntire to accept the contract with Jameson Heating & Air for HVAC at the REC Center. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

The second read was conducted by the City Clerk.

Motion was made by Alderman Jones and seconded by Alderman Whitman to accept the contract with Jameson Heating & Air for HVAC at the REC Center. Motion carried with a vote of 6-0. Voting aye: Aldermen McEntire, Snider, Stewart, Whitman, Baird and Jones.

New Business.

Alderman Baird stated that he felt this first online meeting went very well. He would like if Staff could look into making things easier to read on the screen during the Meetings.

Unfinished Business.

City Administrator Brad Gray discussed the changes to the City since the last Board Meeting when the Protocols and Practices Ordinance was passed. Discussion was made on those working from home, critical positions that would remain at work and re-tasking of some employees during the shelter-in-place. Discussion was then made on policies to ensure rules were being followed.

Director of Development Randy Brown informed the Board that he was working with Jack Webster and a contractor, as there was potential for Domino's pizza to be opening in Willard. He also informed them that the Meadows North and Gauge Crossing subdivisions were progressing.

Adjourn.

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

The meeting was adjourned at 8:06 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard

**CITY OF WILLARD
BOARD OF ALDERMEN**



**AGENDA ITEM # 3(b)
FINANCE DEPARTMENT**

ACTION REQUIRED: APPROVAL REQUESTED

- **Outstanding Invoices – March & April 2020**



City of Willard, MO

Pending Expense Approval Report - 1

By Vendor Name

Post Dates 03/25/2020 - 04/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMP100 - AMERIPRIDE SERVICES INC					
Vendor: AMP100 - AMERIPRIDE SERVICES INC					
AMERIPRIDE SERVICES INC	340152570	04/07/2020	MATS (ALL DEPTS) & TOWELS (PW)	10-100-50130	15.54
AMERIPRIDE SERVICES INC	340152570	04/07/2020	MATS (ALL DEPTS) & TOWELS (PW)	10-200-50130	12.30
AMERIPRIDE SERVICES INC	340152570	04/07/2020	MATS (ALL DEPTS) & TOWELS (PW)	20-600-50130	66.81
AMERIPRIDE SERVICES INC	340152570	04/07/2020	MATS (ALL DEPTS) & TOWELS (PW)	20-700-50130	66.81
AMERIPRIDE SERVICES INC	340152570	04/07/2020	MATS (ALL DEPTS) & TOWELS (PW)	30-800-50130	26.88
Vendor AMP100 - AMERIPRIDE SERVICES INC Total:					188.34
Vendor AMP100 - AMERIPRIDE SERVICES INC Total:					188.34
Vendor: BAT150 - BATTLEFIELD SEPTIC, LLC					
Vendor: BAT150 - BATTLEFIELD SEPTIC, LLC					
BATTLEFIELD SEPTIC, LLC	1800034-6658	03/31/2020	LIFT STATION WASTE REMOVAL - SEWER	20-700-51000	400.00
Vendor BAT150 - BATTLEFIELD SEPTIC, LLC Total:					400.00
Vendor BAT150 - BATTLEFIELD SEPTIC, LLC Total:					400.00
Vendor: CPI100 - COLORGRAPHIC PRINTING INC					
Vendor: CPI100 - COLORGRAPHIC PRINTING INC					
COLORGRAPHIC PRINTING IN	0183497-IN	04/07/2020	SPORTS REGISTRATION BANNERS-PKS	30-800-50180	274.97
Vendor CPI100 - COLORGRAPHIC PRINTING INC Total:					274.97
Vendor CPI100 - COLORGRAPHIC PRINTING INC Total:					274.97
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES					
COMMERCE CREDIT CARD SE	7877850	04/07/2020	AMAZON NITRILE GLOVES - GEN/W/S	10-100-50130	6.67
COMMERCE CREDIT CARD SE	7877850	04/07/2020	AMAZON NITRILE GLOVES - GEN/W/S	20-600-50130	6.66
COMMERCE CREDIT CARD SE	7877850	04/07/2020	AMAZON NITRILE GLOVES - GEN/W/S	20-700-50130	6.66
COMMERCE CREDIT CARD SE	2997051	04/07/2020	AMAZON SAFETY EQUIPMENT -PKS	30-800-56500	290.86
COMMERCE CREDIT CARD SE	1938652	04/07/2020	AMAZON TIME CLOCK	10-100-50130	9.99
COMMERCE CREDIT CARD SE	23921	04/07/2020	ALCOHOL WIPES - GEN/W/S		
COMMERCE CREDIT CARD SE	460	04/07/2020	ALTRA AED LEASE-PKS	30-800-56500	70.00
COMMERCE CREDIT CARD SE	201974124	04/07/2020	MOCCFOA - J ROWE 2020 MEMBERSHIP DUES - GEN	10-100-55800	25.00
COMMERCE CREDIT CARD SE	116	04/07/2020	GOTOMEETING VIDEO CONFERENCING SOFTWARE - GEN	10-100-57400	19.80
COMMERCE CREDIT CARD SE	116	04/07/2020	USPS POSTAGE STAMPS - GEN/LAW/CT	10-100-50750	136.95
COMMERCE CREDIT CARD SE	116	04/07/2020	USPS POSTAGE STAMPS - GEN/LAW/CT	10-200-50750	0.55
COMMERCE CREDIT CARD SE	116	04/07/2020	USPS POSTAGE STAMPS - GEN/LAW/CT	10-250-50750	82.50
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					655.64
Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:					655.64

Pending Expense Approval Report - 1

Post Dates: 03/25/2020 - 04/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Vendor: DMG100 - DASH MEDICAL GLOVES						
Vendor: DMG100 - DASH MEDICAL GLOVES						
DASH MEDICAL GLOVES	INV1191437	04/07/2020	NITRILE GLOVES - LAW	10-200-50130	79.90	
					Vendor DMG100 - DASH MEDICAL GLOVES Total:	79.90
					Vendor DMG100 - DASH MEDICAL GLOVES Total:	79.90
Vendor: BKM225 - DAVID BLAKEMORE						
Vendor: BKM225 - DAVID BLAKEMORE						
DAVID BLAKEMORE	040120	04/07/2020	CELL PHONE REIMBURSEMENT - W/S	20-600-61000	25.00	
DAVID BLAKEMORE	040120	04/07/2020	CELL PHONE REIMBURSEMENT - W/S	20-700-61000	25.00	
					Vendor BKM225 - DAVID BLAKEMORE Total:	50.00
					Vendor BKM225 - DAVID BLAKEMORE Total:	50.00
Vendor: ECO100 - ECONO SIGNS						
Vendor: ECO100 - ECONO SIGNS						
ECONO SIGNS	10-959157	03/31/2020	STREET SIGNS - STS	10-300-50130	476.05	
					Vendor ECO100 - ECONO SIGNS Total:	476.05
					Vendor ECO100 - ECONO SIGNS Total:	476.05
Vendor: EJE100 - EJ EQUIPMENT						
Vendor: EJE100 - EJ EQUIPMENT						
EJ EQUIPMENT	WO2626	03/31/2020	SEWER CAMERA CIRCUIT BOARD - SEWER	20-700-51000	499.55	
					Vendor EJE100 - EJ EQUIPMENT Total:	499.55
					Vendor EJE100 - EJ EQUIPMENT Total:	499.55
Vendor: FED100 - FEDERAL PROTECTION INC						
Vendor: FED100 - FEDERAL PROTECTION INC						
FEDERAL PROTECTION INC	0638776-IN	04/07/2020	2nd QUARTER SECURITY SERVICE - PKS	30-800-56450	150.00	
					Vendor FED100 - FEDERAL PROTECTION INC Total:	150.00
					Vendor FED100 - FEDERAL PROTECTION INC Total:	150.00
Vendor: FRA555 - FRANK'S UNIFORMS						
Vendor: FRA555 - FRANK'S UNIFORMS						
FRANK'S UNIFORMS	2973	04/07/2020	B BOND UNIFORM ALLOWANCE - LAW	10-200-92500	59.35	
					Vendor FRA555 - FRANK'S UNIFORMS Total:	59.35
					Vendor FRA555 - FRANK'S UNIFORMS Total:	59.35
Vendor: HIL100 - HILLYARD / SPRINGFIELD						
Vendor: HIL100 - HILLYARD / SPRINGFIELD						
HILLYARD / SPRINGFIELD	603823272	04/07/2020	HAND SANITIZER - PKS	30-800-50550	278.68	
					Vendor HIL100 - HILLYARD / SPRINGFIELD Total:	278.68
					Vendor HIL100 - HILLYARD / SPRINGFIELD Total:	278.68
Vendor: ICL100 - INDUSTRIAL CHEM LABS						
Vendor: ICL100 - INDUSTRIAL CHEM LABS						
INDUSTRIAL CHEM LABS	286390	04/07/2020	LIFT STATION PINE ODOR CONTROL - SEWER	20-700-50130	56.41	
					Vendor ICL100 - INDUSTRIAL CHEM LABS Total:	56.41
					Vendor ICL100 - INDUSTRIAL CHEM LABS Total:	56.41
Vendor: JHA100 - JAMESON HEATING & AIR						
Vendor: JHA100 - JAMESON HEATING & AIR						
JAMESON HEATING & AIR	3759	04/07/2020	REC CENTER HVAC REPLACEMENT - PKS	30-800-95100	15,300.00	
					Vendor JHA100 - JAMESON HEATING & AIR Total:	15,300.00
					Vendor JHA100 - JAMESON HEATING & AIR Total:	15,300.00

Pending Expense Approval Report - 1

Post Dates: 03/25/2020 - 04/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS					
Vendor: LOS200 - LAKELAND OFFICE SYSTEMS					
LAKELAND OFFICE SYSTEMS	IN310388	03/31/2020	2/20-3/19 COPIES - PKS	30-800-50700	17.36
LAKELAND OFFICE SYSTEMS	IN310389	03/31/2020	2/20-3/19 COPIES - LAW	10-200-50700	20.60
LAKELAND OFFICE SYSTEMS	IN310390	03/31/2020	2/20-3/19 COPIES - GEN/CT/P&D/W/S	10-100-50700	74.60
LAKELAND OFFICE SYSTEMS	IN310390	03/31/2020	2/20-3/19 COPIES - GEN/CT/P&D/W/S	10-250-50700	12.42
LAKELAND OFFICE SYSTEMS	IN310390	03/31/2020	2/20-3/19 COPIES - GEN/CT/P&D/W/S	10-400-50700	12.43
LAKELAND OFFICE SYSTEMS	IN310390	03/31/2020	2/20-3/19 COPIES - GEN/CT/P&D/W/S	20-600-50700	74.60
LAKELAND OFFICE SYSTEMS	IN310390	03/31/2020	2/20-3/19 COPIES - GEN/CT/P&D/W/S	20-700-50700	74.60
Vendor LOS200 - LAKELAND OFFICE SYSTEMS Total:					286.61
Vendor LOS200 - LAKELAND OFFICE SYSTEMS Total:					286.61
Vendor: LEG250 - LEGALSHIELD					
Vendor: LEG250 - LEGALSHIELD					
LEGALSHIELD	032520	04/07/2020	GROUP INSURANCE - LAW	10-200-93000	29.90
Vendor LEG250 - LEGALSHIELD Total:					29.90
Vendor LEG250 - LEGALSHIELD Total:					29.90
Vendor: LIC200 - LINGO COMMUNICATIONS					
Vendor: LIC200 - LINGO COMMUNICATIONS					
LINGO COMMUNICATIONS	0-28792400	03/31/2020	LIFT STATION PHONE SERVICE - SEWER	20-700-61000	47.97
Vendor LIC200 - LINGO COMMUNICATIONS Total:					47.97
Vendor LIC200 - LINGO COMMUNICATIONS Total:					47.97
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
Vendor: LOW505 - LOWE'S CREDIT SERVICES					
LOWE'S CREDIT SERVICES	9074444/909688	04/07/2020	MAINT EQUIP/SUPPLIES-PKS	30-800-50177	35.55
LOWE'S CREDIT SERVICES	9074444/909688	04/07/2020	MAINT EQUIP/SUPPLIES-PKS	30-800-50500	92.78
LOWE'S CREDIT SERVICES	9074444/909688	04/07/2020	MAINT EQUIP/SUPPLIES-PKS	30-800-51000	106.92
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					235.25
Vendor LOW505 - LOWE'S CREDIT SERVICES Total:					235.25
Vendor: MAR150 - MARMIC FIRE & SAFETY					
Vendor: MAR150 - MARMIC FIRE & SAFETY					
MARMIC FIRE & SAFETY	5277171-IN	03/31/2020	BUILDINGS & GROUNDS FIRE SAFETY INSPECTION-PKS	30-800-56500	429.90
Vendor MAR150 - MARMIC FIRE & SAFETY Total:					429.90
Vendor MAR150 - MARMIC FIRE & SAFETY Total:					429.90
Vendor: MID400 - MIDWEST RADAR & EQUIPMENT					
Vendor: MID400 - MIDWEST RADAR & EQUIPMENT					
MIDWEST RADAR & EQUIPME	0015722	04/07/2020	RADAR REPAIR - LAW	10-200-71000	133.35
MIDWEST RADAR & EQUIPME	0015723	04/07/2020	RADAR REPAIR - LAW	10-200-71000	130.00
Vendor MID400 - MIDWEST RADAR & EQUIPMENT Total:					263.35
Vendor MID400 - MIDWEST RADAR & EQUIPMENT Total:					263.35
Vendor: MOP110 - MOPERM					
Vendor: MOP110 - MOPERM					
MOPERM	138950	04/07/2020	2020 CHARGER AUTO INSURANCE - LAW	10-200-56000	319.00
Vendor MOP110 - MOPERM Total:					319.00
Vendor MOP110 - MOPERM Total:					319.00

Pending Expense Approval Report - 1

Post Dates: 03/25/2020 - 04/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: NRO150 - NROUTE ENTERPRISES, LLC					
Vendor: NRO150 - NROUTE ENTERPRISES, LLC					
NROUTE ENTERPRISES, LLC	20-0234	04/07/2020	2020 CHARGER POLICE EQUIPMENT UPGRADES - LA	10-200-95500	4,545.00
					Vendor NRO150 - NROUTE ENTERPRISES, LLC Total: 4,545.00
					Vendor NRO150 - NROUTE ENTERPRISES, LLC Total: 4,545.00
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC					
O'REILLY AUTOMOTIVE, INC	2367-285136	04/07/2020	OIL FILTER-PKS	30-800-71000	4.04
O'REILLY AUTOMOTIVE, INC	2367-286398	04/07/2020	BATTERY CLAMPS - STS	10-300-51000	5.29
O'REILLY AUTOMOTIVE, INC	2367-286604	03/31/2020	HEX NUT & COTTER PIN - SEWER	20-700-71100	14.67
O'REILLY AUTOMOTIVE, INC	2367-286610	03/31/2020	CHEVY TRUCK RADIATOR HOSE - PKS	30-800-71000	14.32
O'REILLY AUTOMOTIVE, INC	2367-286964	04/07/2020	SALT BED BATTERY - STS	10-300-71100	64.35
					Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total: 102.67
					Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total: 102.67
Vendor: OZA255 - OZARKS COCA COLA					
Vendor: OZA255 - OZARKS COCA COLA					
OZARKS COCA COLA	26540453	04/07/2020	SOFT DRINK CONCESSIONS - PKS	30-800-50200	138.54
					Vendor OZA255 - OZARKS COCA COLA Total: 138.54
					Vendor OZA255 - OZARKS COCA COLA Total: 138.54
Vendor: PLL100 - PRESLEY LANDSCAPING LLC					
Vendor: PLL100 - PRESLEY LANDSCAPING LLC					
PRESLEY LANDSCAPING LLC	033120	04/07/2020	ARBOR DAY MAGNOLIA TREE & INSTALLATION - PKS	30-800-50190	370.00
					Vendor PLL100 - PRESLEY LANDSCAPING LLC Total: 370.00
					Vendor PLL100 - PRESLEY LANDSCAPING LLC Total: 370.00
Vendor: QUA150 - QUALITY TRIM & SIGN					
Vendor: QUA150 - QUALITY TRIM & SIGN					
QUALITY TRIM & SIGN	129080	03/31/2020	NEW SQUAD CAR LETTERING - LAW	10-200-95500	242.50
					Vendor QUA150 - QUALITY TRIM & SIGN Total: 242.50
					Vendor QUA150 - QUALITY TRIM & SIGN Total: 242.50
Vendor: RAC450 - RACE BROS FARM SUPPLY, INC					
Vendor: RAC450 - RACE BROS FARM SUPPLY, INC					
RACE BROS FARM SUPPLY, INC	721372	04/07/2020	MARKING DYE-PKS	30-800-51000	59.99
					Vendor RAC450 - RACE BROS FARM SUPPLY, INC Total: 59.99
					Vendor RAC450 - RACE BROS FARM SUPPLY, INC Total: 59.99
Vendor: REX380 - REX SMITH OIL CO.					
Vendor: REX380 - REX SMITH OIL CO.					
REX SMITH OIL CO.	108067	03/31/2020	LAGOON PUMP FUEL - SEWER	20-700-70100	393.02
REX SMITH OIL CO.	108839	04/07/2020	LAGOON FUEL - SEWER	20-700-70100	283.23
					Vendor REX380 - REX SMITH OIL CO. Total: 676.25
					Vendor REX380 - REX SMITH OIL CO. Total: 676.25
Vendor: SCM100 - SCREEN MASTERS					
Vendor: SCM100 - SCREEN MASTERS					
SCREEN MASTERS	17362	04/07/2020	PUBLIC WORKS SHIRTS & HOODIES - STS/W/S	10-300-92500	155.38
SCREEN MASTERS	17362	04/07/2020	PUBLIC WORKS SHIRTS & HOODIES - STS/W/S	20-600-92500	167.64
SCREEN MASTERS	17362	04/07/2020	PUBLIC WORKS SHIRTS & HOODIES - STS/W/S	20-700-92500	228.98
					Vendor SCM100 - SCREEN MASTERS Total: 552.00
					Vendor SCM100 - SCREEN MASTERS Total: 552.00

Pending Expense Approval Report - 1

Post Dates: 03/25/2020 - 04/07/2020

Vendor Name	Payable Number	Post Date	Description (item)	Account Number	Amount
Vendor: SHP550 - SHANNON SHIPLEY					
Vendor: SHP550 - SHANNON SHIPLEY					
SHANNON SHIPLEY	040320	04/07/2020	S SHIPLEY TRAINING MEAL & FUEL REIMBURSEMENT-LAW	10-200-56900	34.34
SHANNON SHIPLEY	040320	04/07/2020	S SHIPLEY TRAINING MEAL & FUEL REIMBURSEMENT-LAW	10-200-70000	66.58
Vendor SHP550 - SHANNON SHIPLEY Total:					100.92
Vendor SHP550 - SHANNON SHIPLEY Total:					100.92
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO					
Vendor: SPR275 - SPRINGFIELD WINWATER WORKS CO					
SPRINGFIELD WINWATER WO	317671 00	04/07/2020	WATER LINE REPAIR PARTS - WATER	20-600-51000	771.80
SPRINGFIELD WINWATER WO	317670 00	03/31/2020	FIRE HYDRANT REPAIR KITS (x2) - WATER	20-600-51000	900.90
SPRINGFIELD WINWATER WO	317750 00	03/31/2020	SADDLE TEE, SPIGOT ADAPTER, COUPLINGS, PIPE -S	20-700-51000	340.05
SPRINGFIELD WINWATER WO	31772 00	04/07/2020	TEES, ADAPTER, & PVC PIPE - SEWER	20-700-51000	79.73
SPRINGFIELD WINWATER WO	317781 00	04/07/2020	ADAPTER & TEE - SEWER	20-700-51000	92.61
SPRINGFIELD WINWATER WO	317794 00	04/07/2020	MJ CAPS, BOLTS, GASKETS - WATER	20-600-51000	237.50
SPRINGFIELD WINWATER WO	317788 00	04/07/2020	SPIGOT ADAPTER & PVC PIPE - SEWER	20-700-51000	20.37
Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:					2,442.96
Vendor SPR275 - SPRINGFIELD WINWATER WORKS CO Total:					2,442.96
Vendor: STA160 - STAR MECHANICAL					
Vendor: STA160 - STAR MECHANICAL					
STAR MECHANICAL	4785200	04/07/2020	STAINLESS STEEL REPAIR PARTS - WATER	20-600-51000	62.58
Vendor STA160 - STAR MECHANICAL Total:					62.58
Vendor STA160 - STAR MECHANICAL Total:					62.58
Vendor: TRH100 - TREVOR HOFFMAN					
Vendor: TRH100 - TREVOR HOFFMAN					
TREVOR HOFFMAN	040120	04/07/2020	CELL PHONE REMIBURSEMENT - W/S	20-600-61000	25.00
TREVOR HOFFMAN	040120	04/07/2020	CELL PHONE REMIBURSEMENT - W/S	20-700-61000	25.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor TRH100 - TREVOR HOFFMAN Total:					50.00
Vendor: WTV100 - WILLARD HOME CENTER LLC					
Vendor: WTV100 - WILLARD HOME CENTER LLC					
WILLARD HOME CENTER LLC	B133306	03/31/2020	ADAPTERS, COUPLINGS, & PLUGS - SEWER	20-700-51000	77.33
WILLARD HOME CENTER LLC	B13309	04/07/2020	LUMBER FOR D LIFT STATION LID - SEWER	20-700-51000	74.75
WILLARD HOME CENTER LLC	D10145	04/07/2020	PIPE TEES (x2) - SEWER	20-700-51000	20.38
WILLARD HOME CENTER LLC	D10234	03/31/2020	GLUE - SEWER	20-700-51000	13.99
WILLARD HOME CENTER LLC	D10393	04/07/2020	D LIFT STATION CONDUIT & CABLE - SEWER	20-700-51000	63.57
WILLARD HOME CENTER LLC	B133743	04/07/2020	BRUSHES TO PAINT FIRE HYDRANT - WATER	20-600-51000	7.99
WILLARD HOME CENTER LLC	B133749	04/07/2020	D LIFT STATION ELECTRICAL SUPPLIES - SEWER	20-700-51000	36.88
WILLARD HOME CENTER LLC	D8963	04/07/2020	REPAIRS, MAINT, & CUSTODIAL SUPPLIES-PKS	30-800-50500	232.08
WILLARD HOME CENTER LLC	D8963	04/07/2020	REPAIRS, MAINT, & CUSTODIAL SUPPLIES-PKS	30-800-50550	33.64
WILLARD HOME CENTER LLC	D8963	04/07/2020	REPAIRS, MAINT, & CUSTODIAL SUPPLIES-PKS	30-800-71000	9.48

Pending Expense Approval Report - 1

Post Dates: 03/25/2020 - 04/07/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WILLARD HOME CENTER LLC	D10948	04/07/2020	PVC CAP - SEWER	20-700-51000	10.29
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					580.38
Vendor WTV100 - WILLARD HOME CENTER LLC Total:					580.38
Vendor: WSC100 - WILSON SURVEYING CO, INC					
Vendor: WSC100 - WILSON SURVEYING CO, INC					
WILSON SURVEYING CO, INC	4113	04/07/2020	SURVEYING FEES - P&D	10-400-56400	210.00
Vendor WSC100 - WILSON SURVEYING CO, INC Total:					210.00
Vendor WSC100 - WILSON SURVEYING CO, INC Total:					210.00
Grand Total:					30,214.66

Report Summary

Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	6,980.34
20 - WATER AND SEWER FUND	5,298.33
30 - PARKS FUND	17,935.99
Grand Total:	30,214.66

Account Summary

Account Number	Account Name	Expense Amount
10-100-50130	SUPPLIES-GCG	32.20
10-100-50700	OFFICE SUPPLIES-GCG	74.60
10-100-50750	POSTAGE-GCG	136.95
10-100-55800	DUES AND SUBSCRIPTIO	25.00
10-100-57400	EQUIPMENT/SOFTWARE	19.80
10-200-50130	SUPPLIES-LAW	92.20
10-200-50700	OFFICE SUPPLIES-LAW	20.60
10-200-50750	POSTAGE-LAW	0.55
10-200-56000	INSURANCE-LAW	319.00
10-200-56900	TRAVEL EXPENSE-LAW	34.34
10-200-70000	VEHICLE EXPENSES FUEL	66.58
10-200-71000	VEHICLE REPAIR & MAIN	263.35
10-200-92500	UNIFORMS-LAW	59.35
10-200-93000	GROUP INSURANCE-LA	29.90
10-200-95500	CAPITAL ASSET EXP EQUI	4,787.50
10-250-50700	OFFICE SUPPLIES-COURT	12.42
10-250-50750	POSTAGE-COURT	82.50
10-300-50130	SUPPLIES-STREETS	476.05
10-300-51000	REPAIRS AND MAINTEN	5.29
10-300-71100	EQUIPMENT REPAIR &	64.35
10-300-92500	UNIFORMS-STREETS	155.38
10-400-50700	OFFICE SUPPLIES-P&D	12.43
10-400-56400	PROFESSIONAL-P&D	210.00
20-600-50130	SUPPLIES-WATER	73.47
20-600-50700	OFFICE SUPPLIES-WATER	74.60
20-600-51000	REPAIRS AND MAINTEN	1,980.77
20-600-61000	TELEPHONE WATER	50.00
20-600-92500	UNIFORMS-WATER	167.64
20-700-50130	SUPPLIES-SEWER	129.88
20-700-50700	OFFICE SUPPLIES-SEWER	74.60
20-700-51000	REPAIRS AND MAINTEN	1,729.50
20-700-61000	TELEPHONE-SEWER	97.97
20-700-70100	EQUIPMENT FUEL-SEWE	676.25
20-700-71100	EQUIPMENT REPAIR &	14.67
20-700-92500	UNIFORMS-SEWER	228.98
30-800-50130	SUPPLIES GENERAL-PKS	26.88
30-800-50177	SUPPLIES-YOUTH CAMP	35.55
30-800-50180	SUPPLIES SPORTS-PKS	274.97
30-800-50190	TREE CITY USA-PKS	370.00
30-800-50200	CONCESSIONS-PKS	138.54
30-800-50500	BUILDING MAINTENANC	324.86
30-800-50550	CUSTODIAL SUPPLIES-PK	312.32
30-800-50700	OFFICE SUPPLIES-PKS	17.36
30-800-51000	REPAIRS AND MAINTEN	166.91
30-800-56450	CONTRACT SERVICES/SE	150.00
30-800-56500	SAFETY PROGRAM-PKS	790.76
30-800-71000	VEHICLE REPAIR & MAIN	27.84
30-800-95100	CAPITAL ASSET EXP-PKS	15,300.00
Grand Total:		30,214.66

Project Account Summary

Project Account Key	Expense Amount
None	29,580.29
5100020	634.37
Grand Total:	30,214.66

Public Works Report

March 2020

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 replaced the chlorine booster pump connection at the Meadows Water Tower with stainless steel connections due to a leak on the pressure side of the hose.
- We completed 169 utility locates.
- We repaired a major water leak on Meadowlake Rd in the Meadows Subdivision.
- We had started the hydrant flushing program, but due to our current situation, we have put this on hold as not to concern anyone about low water pressures. As soon as everything passes, we will continue with the program.
- Due to a little bit of dry weather we were able to do all the dirt work for previous water leaks.
- We completed 118 work orders this month.

Sewer

- Manhole inspections have been completed in the Regional drainage area to identify I and I issues.
- We repaired (12) cleanouts from the Regional smoke testing defect list.
- We measured (26) of the worst manholes in B and Regional and ordered custom drip pans that should eliminate most of the I and I entering the system through the top of the manhole lids. As we fix other problematic manholes with risers, we should be able to move some of these pans around to utilize them at other manholes as needed.
- We fixed a major I and I issue on Crighton Drive. Water was leaking into our sewer main at a lateral tap connection. The leak would equate to 5,256,000 gallons of groundwater a year. This should be a huge savings in electricity alone by not pumping this ground water through Regional and 94 liftstations.
- We fixed a dual lateral connection that was leaking ground water into the sewer main at Prairie Center.
- We replaced the lamphole at Prairie Center with a new manhole. This will allow us access to the sewer main along Walnut Lane to inspect and maintenance the line

properly. It was found that the lamphole connections were just stuck together and not glued, this was another source of I and I.

- Extended (3) cleanouts at the First Baptist Church and replaced a broke "T" on one of them. We also poured concrete around them to help from knocking them off while mowing.
- Repaired (2) broken cleanouts in the gravel lot next to Taco Bell.
- The fence has been completed and the second air scrubber is in place outside of the 94 liftstation. This should eliminate all the H2S and any odor complaints.
- We cleaned all the air relief valves.
- We replaced the filters at Regional liftstation.
- We had a major failure at our 94 liftstation, a soft starter was damaged by lightning, rendering one of our lift pumps unusable. This was quickly fixed by the electrician and a backup soft starter has been ordered for emergencies. Additionally, we found that lightning protection had not been installed properly. This has now been corrected. Insurance may pay for part of the out of warranty damages.
- We unhooked the electric that ran to the old pumps at D liftstation and removed the old pumps and doghouse. We also rewired the sump by the EQ basin. Now we are able to eliminate an unused electrical services saving the city money.

Streets

- While the new batteries seemed to fix most of the flashing stop signs, there are still a few that will need to be assessed by a solar company because it seems the issue is in the solar panel or charger controls.
- We continue patching potholes at various places around town.
- We repainted the yellow and white lines, as well as the turn arrows, at the intersection of Megan Lane and Farm Road 94.

Equipment Usage and Repairs March 2020

Equip #	Description	Prior Month Miles/Hours	Current Month Miles/Hours	Monthly Usage	Service and Repairs	YTD Repair Cost
1	2013 Ford F-150	77,367	78,432	1,065	\$0.00	\$0.00
2	2004 Chevy 1 Ton Dump	139,840	140,682	842	\$13.47	\$133.47
3	2003 Chevy 1 Ton Utility - Sewer	172,216	173,060	844	\$0.00	\$7.19
4	1998 Dodge 1/2 Ton FB	127,583	127,695	112	\$0.00	\$0.00
5	2001 Chevy 1500	107,992	108,427	435	\$0.00	\$0.00
6	2000 Chevy 3/4 Ton FB	145,847	145,852	5	\$0.00	\$22.86
7	1993 Ford 1 Ton Utility - Water	94,438	94,480	42	\$0.00	\$92.90
8	2005 International 3200 Dump	20,988	21,085	97	\$0.00	\$0.00
9	2017 Chevy Silverado	24,974	26,048	1,074	\$0.00	\$0.00
10	Water Van	384	384	-	\$0.00	\$0.00
11	1998 Chevy S-10	155,385	155,773	388	\$14.67	\$14.67
12	Case Backhoe	3,017	3,061	44	\$0.00	\$0.00
13	60XT Case Skid Steer	1,532	1,532	-	\$0.00	\$0.00
14	Kubota RTV 1100	893	896	3	\$0.00	\$0.00
					\$28.14	\$271.09

Description of Repair/Service		
PD#1	2013 Dodge Charger	3-3-20 brake pads on rear and rotate tires \$32.46
PD#2	2013 Dodge Charger	
PD#3	2013 Dodge Charger	3-3-20 oil change and rotate tires
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 2020

Current Month

3

Month	January	February	March	Annual Average	Annual
Amount of Gallons Pumped	23,515,800	22,019,099	21,587,400	22,374,100	67,122,299
Dollar Amount Sold	\$76,849.76	\$70,933.59	\$75,541.29	\$74,441.55	\$223,324.64
Gallons of Water Sold	15,381,000	12,980,000	14,867,000	14,409,333	43,228,000
Flushing	0	0	43,200	14,400	43,200
Leaks/Adjustments	10,000	5,000	50,000	21,667	65,000
City Usage (not billed)	25,000	19,000	55,000	33,000	99,000
Fire Department Usage	0	0	0	0	0
Tower Overflows	0	0	0	0	0
Residuals	45,000	45,000	45,000	45,000	135,000
Total Gallons Accounted For	15,461,000	13,049,000	15,060,200	21,785,100	43,570,200
% Water Loss	34.25%	40.74%	30.24%	35.09%	
Amount of Water Lost	8,054,800	8,970,099	6,527,200	7,850,700	23,552,099
Willard North #1	2,126,800	2,178,000	2,207,700	2,170,833	6,512,500
Willard South #2	2,506,300	2,551,900	2,340,700	2,466,300	7,398,900
Meadows West #1	10,630,700	9,688,199	9,275,000	9,864,633	29,593,899
Meadows East #2	9,252,000	8,601,000	8,764,000	8,872,333	26,617,000
Correction per MRWA Willard Well 1&	-1,000,000	-1,000,000	-1,000,000	-1,000,000	-3,000,000
Total Water Pumped	23,515,800	22,019,099	21,587,400	22,374,100	67,122,299
City Commercial Irrigation	14	14	14	14	
City Commercial 1 SPF	128	126	125	126	
City Commercial 3 Water only	18	20	19	19	159
City Residential Irrigation	2	2	2	2	
City Residential 1 SPF	1984	1982	1995	1,987	
City Residential 3 Water Only	71	73	74	73	2,062
Rural Irrigation	4	4	4	4	
Rural Residential 1 SPF	9	8	9	9	
Rural Residential 2 Lagoon	275	276	276	276	
Rural Residential 3 Water Only	861	863	866	863	1,152
Rural Commercial 2 Lagoon	3	3	3	3	
Rural Commercial 3 Water only	12	12	12	12	
Rural Commercial 1 SPF	0	0	0	0	
Zero-Non Billed	11	11	11	11	26
Number of Total Customers	3392	3394	3410	3399	3399

Parks and Recreation - Director's Report – April 2020

Department Tasks

Budget

The second half of March has thrown the Parks department a wicked curve ball. We are analyzing our priority spending needs in light of the impact that COVID 19 is on our program revenue. We had to cancel and refund our spring soccer and volleyball leagues, and we saw a large decline in spring break camp attendance. One bright note is that the line item expenses for each of these programs is nearly erased, though our expenses are a fraction of the revenue generated. We have locked down all spending on programming costs. Staff is continuing to plan sports, summer camp, and aquatics programming and expenses (without committing to expenditures) to be prepared when business is able to resume.

Event/Program Planning and Recap

Spring program registration has closed for sports at this time—Canceled and refunded

Summer Leagues- planning underway, expenses frozen, timeline questionable

Aquatics- The pool will be prepared to open when conditions allow

Caveat: I am working on developing a model to calculate cost/benefit to opening the facility.

This will allow us to make a fiscally sound decision while balancing our budget needs.

Freedom Fest is still being planned, expenses frozen, contingencies in development.

Currently we have spent \$0 on the event,

2020 Capital Improvement Projects

HVAC repair is completed. Work went quickly while building was closed.

Maintenance

As mentioned, building maintenance is in progress. As needed: non essential expenses and planned upgrades/updates are frozen at the moment

Upcoming Programs / Events

TBA, as conditions allow

Staff Engagement/Work Tasks

One area the Parks Department has been lagging in is Standard Operating Procedures for each position/department. Staff has been completing these SOPs on their work from home days. This will prepare us moving forward to be able to “plug and play” should circumstances require new personnel in those positions. It will also establish a best practices to create efficiency across the department.

Office staff has quickly adapted to a flexible working schedule and have been completing city-wide landscaping responsibilities.

Programs

We are currently looking at a potential summer tennis league, adult kickball league, and are in the process of planning a “Senior Excursion”- (site TBA) where we will provide transportation to a destination for a day with a return in the evening. Potential sites include Oklahoma for casinos, museums, historical sites, etc. Summer Camp planning is well underway; Freedom Fest planning is well underway as well. We are looking to expand the event even further. More details will follow as we cement commitments.

All programs are still being developed and will be ready for immediate implementation as soon as conditions allow.



Willard Police Department
March 2020 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	7
Shannon Shipley, Lt.	1602-003	18
	Total	25

Squad #1	1603-040	Joe Duran, Cpl	50	Squad #2	1604-027	Steve Purdy, Cpl. Investigator	28
	1605-044	Billie Deckard, Officer	45		1606-046		
	1607-050	Caleb Steen, Officer	66		1608-049	Brandon Bond, Officer	60
	1610-047	Glenn Cozzens, Officer	45		1609-051	Wayne Hansen, Officer	52
	Total		206		Total		140

Reserves	Officer	Officer Names	Case #'s	Hours
	1630-024	Clint Heimbach, SRO	1	
	1631-045	Cindy Garton, SRO	2	
	1632-052	Mark Riggan, SRO		
	1641-014	Brian Gordon, Reserve		
	1642-015	JD Landon, Reserve		13.25
	1645-035	Brian Hinkle, Reserve	3	5.25
	1646-031	Andrew Hunt, Reserve		
		Tim Wheeler, Reserve		
	Total		6	
Total Incidents for the month...			377	

Incident Statistics

Felony	9	HBO (Handled by Officers)	325
Misdemeanor	13	Use of Force	
Infraction	159	Dog at Large	5
Other (Services)	196	Neglect- 0 / Abuse-0 / Bites- 0	

Vehicle Maintenance

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2013	107856	687	20	34	93.99	93.99
WPD-03 2013	143166	2802	33	85	350.00	2371.52
WPD-04 2018	48083	3153	32	99	848.87	881.21
WPD-05 2019	22578	3173	42	76	0	0
WPD-06 2020	398	298	4	75	0	0
WPD-07 2017	14632	276	17	16	0	0
WPD-08 M						

Vehicle Maintenance Details

WPD-01: Diagnostic	WPD-04: Brake pads & rotors
WPD-02:	WPD-06:
WPD-03: Windshield	WPD-07:

Misc. Dept. Info:

Planning and Development Report
April 13, 2020

Ongoing Projects-

HWY 160 Improvements- Progress continues on the project as the weather allows. Crews have been hauling fill from the 160 ROW to the Gauge Crossing Subdivision. Equipment continues to balance fill/ cut areas between Jackson and Hunt Rd. Work continues on the undercrossing at Hunt Rd.

ATM Commercial Subdivision Phase 2 Gauge Crossing Subdivision- The contractor has completed the waterline installation and the storm water pipe installation. They are 95% complete excavating and breaking rock in the detention area. They have been receiving fill from the HWY 160 project to fill the lots in. The contractor has poured curb and gutter along Proctor Rd.

Solar PV Proposal- Staff has been assisting the Parks Director and City Administrator analyzing information/ bids concerning a project to be located at the Parks Recreation Facility. Staff will be bringing a recommendation back to BOA.

Meadows North Subdivision- The contractor has filled the waterlines for testing. Spire and Liberty crews are installing service lines for road crossings. The contractor has completed the storm water piping system. Work will continue on grading of the road in preparation of curb and gutter installation.

Transportation Alternative Program Sidewalk Grant – The A-Date (easement acquisition go ahead) was approved from MODOT, easement documents have been received from the Engineer and staff has worked with all of the property owners who donated easements. Staff will be recording the easements and submitting back to MODOT for ROW clearance and approval to bid.

North Brook Apartments- The developer has started framing the lower level and staff has inspected the fire service line and sewer service line. Staff has installed the 2" water meter.

West Ridge- We have reviewed the improvement plans and have sent comments back to the engineer. We have received revised plans and staff is coordinating a meeting between the developer and adjacent property owner to the west to discuss a drainage easement.

Miller Rd. Project- Staff is expecting final plans and estimates sometime the week of 4-6-20

The planning Dept. has provided assistance to Public Works for coordination and inspection of sewer main line repairs and manhole installations performed by a private contractor.

New Development- Staff continues to work with CMH concerning their proposed development.

Planning Assistant- Please find the attached monthly update from Abby.

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

Planning and Development:

12 permits were issued in February totaling \$6,019.90 in permit fees collected, and \$514,780 estimated construction cost for the year.

Research began for updating the sign code and cul-de-sac design standards.

Mapping:

Sewer maps were updated with corrected sewer lines, lampholes and manholes for the B lift station.

A sewer map was printed to begin updates on D lift station.

A map was requested for infrastructure on Walnut Ln.

New flood maps are expected to be issued by the end of the year (December 17th)

Prosecuting Clerk:

405 Open cases without dispositions (250 have active warrants)

226 Open cases with dispositions, still pending payments

121 Probation cases (25 have a class or community service hours to complete)

23 Deferred cases (2 have a class or community service hours to complete)

With the courts being ordered to shut down the trial scheduled for

-Abigail Brixey

CITY CLERK: (Informational only) MARCH 2020

~Issued 7 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.

~Completed FOG Permits for area restaurants.

~Attended 2020 Clerks Spring Institute. Awarded MRCC Certificate and 100 hours of Training Certificate at banquet.

~Nominated for Vice-President of SW Missouri City Clerks and Finance Officers Association. Should swear in May 2020.

EMERGENCY MANAGEMENT: (Informational only) MARCH 2020

~ Worked Severe Weather.

~ Updated website and gathered information regarding Coronavirus outbreak.

~Weekly Phone Conferences with the Governor regarding the virus outbreak.

~Daily communication with Greene County during outbreak.

~Worked on Press Releases for the public during the event.

The City is monitoring the Coronavirus situation closely. The State is keeping my office up to date on any new information, as well as tips for protecting employees against the spread of the disease if it does make it to our area. As of today, the all of the United States is affected by this virus and it is continuing to spread. The City has followed the Stay-At-Home order and staff has worked on adjusting work to maintain this order. Currently, Willard does not have any cases.

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 2, 2020 - Mar 31, 2020	
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: JESSICA TRUITT		E-mail Address:		
Municipal Judge: Kristoffer 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		23	282	124
B. Cases (citations/informations) filed		2	35	7
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	7	8
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	11	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		1	2	3
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		1	20	11
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		24	297	120
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	9	1. # Issued during period	0	
2. # Served/withdrawn during reporting period	13	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	416			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: Willard Municipal Court	Reporting Period: Mar 2, 2020 - Mar 31, 2020
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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	\$1,161.30	Court Automation	\$186.58
Clerk Fee - Excess Revenue	\$220.00	Judicial Facility Srchg CT31	\$272.50
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$7.40	Total Other Disbursements	
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	
Total Excess Revenue	\$1,388.70	Bond Refunds	
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements	
Fines - Other	\$20.00		
Clerk Fee - Other	\$73.20		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$26.66		
Peace Officer Standards and Training (POST) Commission surcharge	\$26.65		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$190.05		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$2.46		
Law Enforcement Training (LET) Fund surcharge	\$54.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Sheriffs' Retirement Fund (SRF) surcharge	\$78.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$471.02		