

# **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**

**January 8, 2024**

**6:00 p.m.**

**Willard City Hall**

**224 W. Jackson St.**

#### **Mayor**

**Sam Baird**

#### **Board Members**

**Troy Smith - Mayor Pro-Tem**

**David Keene**

**Landon Hall**

**Scott Swatosh**

**Casey Biellier**

**Joyce Lancaster**

# **CITY OF WILLARD, MISSOURI**

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Agenda Item #2

## **Agenda Amendments/Approval of Agenda**

**CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
January 8, 2024  
6:00 P.M.**

Posted January 4, 2024, 1:00 p.m.

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **6:00 p.m.** January 8, 2024, at the Willard City Hall, 224 W. Jackson St., Willard, MO.

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 the Regular Meeting December 27, 2023
- b. December 2023/January 2024 Outstanding Invoices, Checks and Draft paid Invoices
- c. Department Head Reports
- d. Board Attendance Report

**4. Current Outstanding Invoices, Draft and Check Paid Invoices for December 2023/January 2024. Discussion/Vote**

**5. Citizen Input**

**6. Public Hearing on Sewer rate increase**

**7. Ordinance approving Sewer rate increase. (1<sup>st</sup> Read) Discussion/Vote**

**8. Public Hearing on Water rate increase**

**9. Ordinance approving Water rate increase. (1<sup>st</sup> Read) Discussion/Vote**

**10. Professional Recruiting Agencies. Discussion/Vote**

11. **Ordinance accepting Holly Dodge of Lauber Municipal Law, LLC for City Attorney and City Prosecutor services. (1<sup>st</sup> & 2<sup>nd</sup> Read) Discussion/Vote**
12. **Ordinance accepting the Final Replat of Lots 11, 12, 13, and 14 for Cottages at Generation Village, LP. (1<sup>st</sup> & 2<sup>nd</sup> Read) Discussion/Vote**
13. **Declaration of Surplus Vehicles to sell on GovDeals.com for the Public Works and Parks departments. Discussion/Vote**

**Public Works:**

- a. **1998 Dodge Ram 1500 VIN 3B7HF12Y4WG206808**
- b. **2000 Chevy 2500 VIN 1GCGK24R2YR164984**
- c. **2005 Chevy Silverado VIN 1GBJK34225E275346**

**Parks:**

- d. **1990 Chevy 1500 VIN 1GCDK14Z8LZ178345**

14. **Sanitary Sewer Project Status Report**
15. **New Business**
16. **Unfinished Business**
17. **Recess Open Session**
18. **Open Executive Session**
19. **Close Executive Session**
20. **Adjourn Meeting**

THE TENTATIVE AGENDA SHOWS THIS MEETING CLOSED PURSUANT TO RSMO SECTION 610.021 (# 3 AND # 13) PERSONNEL.

IF YOU HAVE SPECIAL NEEDS WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY THE CITY PERSONNEL AT CITY HALL. ACCOMMODATION 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.

Dona Slater  
City Clerk

# CITY OF WILLARD, MISSOURI

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## Consent Agenda Item #3

"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 the Regular Meeting December 27, 2023
- b. December 2023/January 2024 Outstanding invoices, checks and draft paid invoices
- c. Department Head Reports
- d. Board Attendance Report

# CITY OF WILLARD, MISSOURI

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



Consent Agenda Item #3a

## Minutes from the Regular Meeting December 27, 2023

CITY OF WILLARD  
BOARD OF ALDERMEN  
REGULAR MEETING  
December 27, 2023  
6:00 p.m.

Staff present: Interim City Administrator Donna Stewart, Project Engineer Steve Bodenhamer, Director of Finance Carolyn Halverson, and City Clerk Dona Slater

No City Attorney was present.

Citizens in attendance: Megan Applegate, Angie Wilson, Steve Cobb, Cody Sherman, Lena Hammond, Larry Whitman, Marta Mieze, Stephanie Evans, and Michael Wodtke.

**Call to Order.**

Mayor Baird called the meeting to order at 6:00 p.m.

**Roll Call.**

The City Clerk conducted the Roll Call.

Alderman Smith-present; Alderman Hall-present; Alderman Biellier-present; Alderman Lancaster-present; Alderman Keene-present; Mayor Baird-present. Alderman Swatosh-not present.

**Agenda Amendments/Agenda Approval.**

Ms. Donna Stewart requested removing agenda items #6 and #12 and amending item #9 to include “and Technical Planning Committee”.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the modified agenda. Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Biellier, Lancaster, Hall, and Keene.

**Consent Agenda.**

Motion was made by Alderman Smith and seconded by Alderman Lancaster to approve the Consent Agenda. Motion carried with a vote of 5-0. Voting aye: Aldermen Biellier, Smith, Hall, Lancaster, and Keene.

**Discussion/Vote on current Outstanding Invoices, Draft and Check Paid Invoices for November/December 2023.**

Motion was made by Alderman Lancaster and seconded by Alderman Hall to approve the current outstanding invoices, and draft and check paid invoices for November, and December 2023. Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Biellier, Lancaster, Hall, and Keene.

**Citizen Input.**

Stephanie Evans – 605 Daniel Ln – She said she was disappointed that the Board of Aldermen did not vote to waive Sunshine Request fees at a previous meeting. She said that a previous alderman and mayor pleaded guilty to stealing \$300,000 from his employer and she feels the City should have submitted bank statements for state review without a Sunshine request. She said many citizens are concerned about the City’s recent hiring and firing practices. She asked what job seeker sites the City advertised on. She said many people in Willard believe there was a lack of effort and advertising to hire a City Administrator.

Steve Cobb – 603 Main – He said he would like the City to support the multi-state bike route. This will go through Willard. He would like to see the City promote the Frisco Highline Trail more.

Megan Applegate – 721 Colby St – She said the Board accepted the agenda from the City Administrator about rate increases. Not all water customers live in the City. She asked why did the City not send letters to

citizens about the proposed rate increases? She wants more effort to collaborate with citizens and businesses. She feels the City needs to find ways to be inclusive for all citizens. She feels the December 11, 2023, meeting was not transparent.

Angie Wilson – 107 Ridgeview Dr – She read comments on behalf of Cindy Oakham who is wondering where the City’s money goes. Now the City wants to raise rates. Ms. Wilson would like to see something written on the utility bills about the rate increases.

Mike Wodtke – owner of Washboard Laundry – He said he doesn’t live in Willard, but his business is in the city. He said twenty-five cents of every load of laundry goes to pay for water and sewer. He thinks it is time to think about having our own treatment plant. He said a ten percent (10 %) increase in water and sewer rates is not a huge amount, but the City didn’t notify customers.

**Discussion/Vote to hire a City Attorney and Prosecutor**

Ms. Stewart said the Board of Aldermen has interviewed two candidates for City Attorney. Willard’s City Code states the mayor has the power to appoint a City Attorney, but she would like input from the Aldermen. Mayor Baird said they interviewed candidates from Lauber Law and Reynolds and Gold Law firms. He said after they pick the candidate, they can negotiate rates. He advises keeping the Attorney and Prosecutor at the same firm. Alderman Lancaster recommends Lauber Law due to their experience in Municipal laws. Alderman Biellier feels Jake Spindler of Reynolds and Gold has less experience.

Motion was made by Alderman Lancaster and seconded by Alderman Smith to hire Lauber Law firm for City Attorney and Prosecutor.

Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Biellier, Keene, Lancaster, and Hall.

**Discussion/Vote on revised Job Description for Planning and Zoning Director**

Ms. Stewart said the City has struggled to find a Planning and Zoning Director. She has a large folder of unqualified applicants from Indeed. There have only been two candidates with experience in the field or related field. The biggest changes to the description are education and experience requirements. She also changed the general purpose of the position.

Motion was made by Alderman Smith and seconded by Alderman Keene to formally adopt the changes to the job description for the Planning and Zoning Director.

Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Biellier, Lancaster, Hall, and Keene.

**Discussion/Vote on assigning a Voting member, Alternate member, and Technical Planning Committee to Ozarks Transportation Organization (OTO)**

Ms. Stewart said the Ozarks Transportation Organization (OTO) helps coordinate funding. Our voting members are no longer with the City and new members need to be appointed. Mr. Bodenhamer said generally the mayor is a voting member. The voting alternate is usually the City Administrator when the mayor can’t attend meetings. He said the Technical Committee can’t hold both OTO and Technical Committee. This will be brought back at a later meeting. Ms. Stewart requested a vote for the mayor to be assigned as a voting member and the City Administrator to be assigned as the Alternate member to the Ozarks Transportation Organization (OTO).

Motion was made by Alderman Biellier and seconded by Alderman Smith to assign the Mayor as a voting member and the City Administrator as the Alternate member to the Ozarks Transportation Organization (OTO).

Motion carried with a vote of 5-0. Voting aye: Aldermen Lancaster, Biellier, Hall, Keene, and Smith.

**Discussion/Vote of City/mayoral support of a multi-state bike route through Willard, Missouri**

Ms. Stewart said a multi-state bike route from Louisiana to Iowa will incorporate the Frisco Highline Trail through Willard. There is no cost to the City for this.



Motion was made by Alderman Hall and seconded by Alderman Smith to approve the support of a multi-state bike route through Willard, Missouri.

Motion carried with a vote of 5-0. Voting aye: Aldermen Hall, Smith, Lancaster, Biellier, and Keene.

**Declaration of Surplus Vehicle for the Police Department. Discussion/Vote**

- a. 2013 Dodge Charger VIN 2C3CDXAT6DH721481
- b. 2017 Ford Explorer VIN IFM5K8AROHGC26131
- c. 2019 Dodge Charger VIN 2C3CDXAGXKH644968
- d. 2020 Dodge Charger VIN 2C3CDXAG5LH111413

Ms. Halverson said these are high mileage vehicles and the City would like to sell these through Enterprise.

Motion was made by Alderman Lancaster and seconded by Alderman Biellier to declare these vehicles as surplus and to sell them through Enterprise.

Motion carried with a vote of 5-0. Voting aye: Aldermen Keene, Hall, Lancaster, Smith, and Biellier.

**Ordinance accepting the proposed 2024 Budget. (2<sup>nd</sup> Read) Discussion/Vote**

Ms. Halverson said nothing has changed since the first read of the Ordinance at the last Board of Aldermen meeting.

The second read was conducted by the City Clerk.

Motion was made by Alderman Smith and seconded by Alderman Hall to accept the proposed 2024 Budget.

Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Hall, Biellier, Keene, and Lancaster.

**Public Hearing on increasing Sewer rates.**

Mayor Baird opened the Public Hearing at 6:55 p.m.

No one wished to speak.

Mayor Baird closed the Public Hearing at 6:56 p.m.

**Ordinance increasing Sewer Rates. (1<sup>st</sup> Read) Discussion/Vote**

Ms. Stewart said Springfield increased their charge to the City of Willard in July 2023 and will raise the charge each year for the next three years. Maintenance costs have increased. The City has lost money on sewer for the last two years. The City needs to build back the sewer reserve funds. She said rate studies will be done in the coming months. Alderman Lancaster questioned the rate studies being done in-house. She suggested using an engineering firm or group to do the studies. She does not agree with a ten percent (10%) increase now and another increase later in the spring. She prefers one large increase after a rate study and to go five (5) years out. Alderman Hall agrees we need rate studies but that we also need to increase rates ten percent (10%) now. The consensus of the Board is City Hall needs to put out a letter to customers about rate increases since citizens feel they have not been notified adequately.

Motion was made by Alderman Smith and seconded by Alderman Biellier to postpone the first read of the Ordinance until the January 8, 2024, Board of Aldermen meeting.

Motion carried with a vote of 5-0. Voting aye: Aldermen Keene, Hall, Lancaster, Biellier, and Smith.

**Public Hearing on Increasing Water Rates.**

Mayor Baird opened the Public Hearing at 7:29 p.m.

Angie Wilson – 107 Ridgeview Dr. – said we have many ways to communicate with customers and to not monkey with words.

Larry Whitman – 508 Pine – said he presumes this discussion will be similar to the sewer rate increase discussion. He would like to see the City explore rate studies to be done by the Missouri Rural Water Association (MRWA) or an independent firm instead of doing them in-house. He encourages the Board to approve the first read of the Ordinance tonight because any increase will be at least ten percent (10%).

Mike Wodtke – owner of Washboard Laundry – said the increase from the City of Springfield is a given. The Board of Aldermen need to speak with their constituents and let them know Springfield is going to increase their rate to Willard and let them know we have to do this. He said customers don't know their sewage goes to Springfield to be treated.

Cody Sherman – 712 Daniel Ln. – said all citizens understand increases. He thinks the City needs a more organized approach to letting customers know about the increases.

Mayor Baird closed the Public Hearing at 7:37 p.m.

#### **Ordinance increasing Water Rates. (1st Read) Discussion/Vote**

Motion was made by Alderman Smith and seconded by Alderman Biellier to postpone the first reading of the Ordinance until the January 8, 2024, Board of Aldermen meeting.

Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Hall, Keene, Lancaster, and Biellier.

#### **Jackson Street Project Update**

Mr. Bodenhamer said we have clarified the consultant selection process with the Missouri Department of Transportation (MODOT) utilizing their on-call consultants list. Justin Sorgen, Public Works Director, has been named the Local Public Agent.

#### **Discussion/Vote to approve a Work Authorization to CJW, Inc. for Engineering of the Jackson Street Overlay**

Mr. Bodenhamer said this Work Authorization is for the engineering of the Jackson Street Overlay.

Motion was made by Alderman Smith and seconded by Alderman Hall to approve the Work Authorization to CJW, Inc. for Engineering of the Jackson Street Overlay.

Motion carried with a vote of 5-0. Voting aye: Aldermen Keene, Biellier, Lancaster, Hall, and Smith.

#### **Sanitary System Projects Status Report**

Mr. Bodenhamer said Allgeier, Martin, and Associates are continuing design work and materials availability investigations. They began field survey work in December. We still need to work on Civil Rights Compliance. We are exploring dividing this project into two phases. We are in the process of pursuing easement discussions with landowners for the best routing of the gravity sewer to connect the Meadows to Springfield.

#### **New Business**

Ms. Stewart said they need a Special Session to interview for the Planning and Zoning Director. The consensus of the Board is to add this to the agenda for the January 8, 2024, meeting. Mayor Baird wants a consensus on water and sewer rate studies. Mr. Bodenhamer said the Missouri Rural Water Association (MRWA) promotes rate studies as part of membership. He said Cochran Engineering does on call services. Ms. Stewart said to reach out to them for a timeframe and costs.

#### **Unfinished Business**

Alderman Lancaster has been reviewing the budget and has requested a breakdown from Jason Knight for the Parks department. Mayor Baird said, in an effort to relieve stress to staff, board members need to respond to emails for attendance at meetings. Alderman Smith commented that the Public Works building looks nice.

#### **Adjourn Meeting**

Motion was made by Alderman Hall and seconded by Alderman Smith to adjourn the meeting.

Motion carried with a vote of 5-0. Voting aye: Aldermen Smith, Hall, Biellier, Keene, and Lancaster.

The meeting Adjourned at 7:50 p.m.

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Dona Slater, City Clerk

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Sam Baird, Mayor

**CITY OF WILLARD  
BOARD OF ALDERMEN**



**AGENDA ITEM #3b  
FINANCE DEPARTMENT**

**ACTION REQUIRED: APPROVAL REQUESTED**

- **December 2023/January 2024 Outstanding Invoices**
- **December 2023/January 2024 Check Paid Invoices  
and Draft Paid Invoices**



City of Willard, MO

# Expense Approval Report 1

By Vendor Name

Post Dates 12/28/2023 - 1/4/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: ACS100 - AMAZON CAPITAL SERVICES INC</b>					
AMAZON CAPITAL SERVICES I	4353806	01/04/2024	VIDEO CNFRNC CAMERA	10-100-95500	812.99
AMAZON CAPITAL SERVICES I	5256262	01/04/2024	LIVESTRM BOA MEET-GEN TRIPOD, USB CABLE LIVESTRM BOA MEET-GEN	10-100-95500	180.52
AMAZON CAPITAL SERVICES I	8935429	01/04/2024	2 YR PROTCTN PLN ON CAMERA BOA MEET-GEN	10-100-95500	61.99
<b>Vendor ACS100 - AMAZON CAPITAL SERVICES INC Total:</b>					<b>1,055.50</b>
<b>Vendor: BVM100 - AMERICAN TRAILER &amp; STORAGE, INC.</b>					
AMERICAN TRAILER & STORA	217088	01/04/2024	STORAGE CONTAINER RENTALS - PKS	30-800-55850	305.00
AMERICAN TRAILER & STORA	217089	01/04/2024	STORAGE CONTAINER RENTAL - PKS	30-800-55850	115.00
<b>Vendor BVM100 - AMERICAN TRAILER &amp; STORAGE, INC. Total:</b>					<b>420.00</b>
<b>Vendor: ASP100 - ASPLUNDH TREE EXPERT LLC</b>					
ASPLUNDH TREE EXPERT LLC	83126823	01/04/2024	TREE TRIM TREE CITY-PKS	30-800-50190	11,623.00
<b>Vendor ASP100 - ASPLUNDH TREE EXPERT LLC Total:</b>					<b>11,623.00</b>
<b>Vendor: COMMGN - COMMERCE CREDIT CARD SERVICES</b>					
COMMERCE CREDIT CARD SE	8519456	01/04/2024	AMZ BSKTBALL NETS,FORESTRY CUTTR KIT-PK	30-800-50180	33.56
COMMERCE CREDIT CARD SE	8519456	01/04/2024	AMZ BSKTBALL NETS,FORESTRY CUTTR KIT-PK	30-800-50190	99.97
COMMERCE CREDIT CARD SE	86580834	01/04/2024	INDEED ADV FOR PLANNING POSITION - P&D	10-400-55200	90.00
COMMERCE CREDIT CARD SE	583154	01/04/2024	CONNECTTEAM OPERTNS HUB MO SUBSC-PKS	30-800-55800	54.00
COMMERCE CREDIT CARD SE	9898619	01/04/2024	AMZ TOILET PAPER - PKS	30-800-50550	126.86
COMMERCE CREDIT CARD SE	20472695	01/04/2024	MO HWY PATRL VET	10-100-55900	92.05
COMMERCE CREDIT CARD SE	GFOA	01/04/2024	CANDIDATES APR ELEC-GEN GFOA MEMBRSHIP DUES C	10-100-55800	75.00
COMMERCE CREDIT CARD SE	87643941	01/04/2024	HALVERSON-GEN INDEED ADV FOR PLANNING POSITION - P&D	10-400-55200	409.88
COMMERCE CREDIT CARD SE	7187450	01/04/2024	AMAZON PRESSBOARD RPRT CVRS - W/S	20-600-50700	35.49
COMMERCE CREDIT CARD SE	7187450	01/04/2024	AMAZON PRESSBOARD RPRT CVRS - W/S	20-700-50700	35.50
COMMERCE CREDIT CARD SE	2454220-0	01/04/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S	10-100-50700	80.46
COMMERCE CREDIT CARD SE	2454220-0	01/04/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S	20-600-50700	40.23
COMMERCE CREDIT CARD SE	2454220-0	01/04/2024	ADMIRAL EXPRESS COPY PAPER - GEN/W/S	20-700-50700	40.23
COMMERCE CREDIT CARD SE	20474818	01/04/2024	MO HWY PATRL VET CANDIDATE PLAN DIR-P&D	10-400-56400	15.55
COMMERCE CREDIT CARD SE	CS2097852	01/04/2024	SHRM MEMBERSHIP/HR C RICHARDSON - GEN	10-100-55800	244.00
<b>Vendor COMMGN - COMMERCE CREDIT CARD SERVICES Total:</b>					<b>1,472.78</b>
<b>Vendor: DAV100 - DAVID DORAN,ATTORNEY AT LAW</b>					
DAVID DORAN,ATTORNEY AT L	1-3-24	01/04/2024	PROF FEES-CT	10-250-56400	900.00
<b>Vendor DAV100 - DAVID DORAN,ATTORNEY AT LAW Total:</b>					<b>900.00</b>
<b>Vendor: DNS100 - DNS EQUIPMENT LLC</b>					
DNS EQUIPMENT LLC	23-1701	01/04/2024	WATER CHEMICALS - W	20-600-50000	1,032.68
<b>Vendor DNS100 - DNS EQUIPMENT LLC Total:</b>					<b>1,032.68</b>

Expense Approval Report 1

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: DST100 - DONNA STEWART</b>					
DONNA STEWART	1-4-24	01/04/2024	REIM FOR BCKGRND CK CANDIDATE PLAN DIR-P&D	10-400-56400	5.00
<b>Vendor DST100 - DONNA STEWART Total:</b>					<u>5.00</u>
<b>Vendor: DAR200 - D'S AUTO REPAIR</b>					
D'S AUTO REPAIR	52282	01/04/2024	FLAT REPAIR FOR STS TRK # 202 - STS	10-300-71000	55.11
D'S AUTO REPAIR	52325	01/04/2024	MAINT OIL CHANGE ON WRK TRUCK # 20 - STS / S / W	10-300-71000	11.83
D'S AUTO REPAIR	52325	01/04/2024	MAINT OIL CHANGE ON WRK TRUCK # 20 - STS / S / W	20-600-71000	23.65
D'S AUTO REPAIR	52325	01/04/2024	MAINT OIL CHANGE ON WRK TRUCK # 20 - STS / S / W	20-700-71000	23.66
<b>Vendor DAR200 - D'S AUTO REPAIR Total:</b>					<u>114.25</u>
<b>Vendor: LOW505 - LOWE'S CREDIT SERVICES</b>					
LOWE'S CREDIT SERVICES	79277	01/04/2024	CRCT BRKR,OUTLT,WALL PLTS,WIRE,MISC REMDL- STS/W/S	10-300-95100	56.99
LOWE'S CREDIT SERVICES	79277	01/04/2024	CRCT BRKR,OUTLT,WALL PLTS,WIRE,MISC REMDL- STS/W/S	20-600-95100	113.97
LOWE'S CREDIT SERVICES	79277	01/04/2024	CRCT BRKR,OUTLT,WALL PLTS,WIRE,MISC REMDL- STS/W/S	20-700-95100	113.97
LOWE'S CREDIT SERVICES	04757	01/04/2024	HYDRANT,BITS,PAINT,SHWR LNR SLT BARN-STW/S	10-300-95100	55.74
LOWE'S CREDIT SERVICES	04757	01/04/2024	HYDRANT,BITS,PAINT,SHWR LNR SLT BARN-STW/S	20-600-95100	111.49
LOWE'S CREDIT SERVICES	04757	01/04/2024	HYDRANT,BITS,PAINT,SHWR LNR SLT BARN-STW/S	20-700-95100	111.49
LOWE'S CREDIT SERVICES	04758	01/04/2024	FTNGS,SHWR CRTN RNGS,VALVE SLT BRN-STW/ FTNGS,SHWR CRTN	10-300-95100	10.20
LOWE'S CREDIT SERVICES	04758	01/04/2024	FTNGS,SHWR CRTN RNGS,VALVE SLT BRN-STW/ FTNGS,SHWR CRTN	20-600-95100	20.40
LOWE'S CREDIT SERVICES	04758	01/04/2024	FTNGS,SHWR CRTN RNGS,VALVE SLT BRN-STW/ FTNGS,SHWR CRTN	20-700-95100	20.40
<b>Vendor LOW505 - LOWE'S CREDIT SERVICES Total:</b>					<u>614.65</u>
<b>Vendor: MPI150 - MELTON PROPANE, INC.</b>					
MELTON PROPANE, INC.	42925	01/04/2024	PROPANE POLICE STATION-LA	10-200-62100	338.21
<b>Vendor MPI150 - MELTON PROPANE, INC. Total:</b>					<u>338.21</u>
<b>Vendor: MOC100 - MISSOURI ONE CALL SYSTEM, INC</b>					
MISSOURI ONE CALL SYSTEM,	3120319	01/04/2024	PROF LOCATE FEES-W/S	20-600-56400	52.65
MISSOURI ONE CALL SYSTEM,	3120319	01/04/2024	PROF LOCATE FEES-W/S	20-700-56400	52.65
<b>Vendor MOC100 - MISSOURI ONE CALL SYSTEM, INC Total:</b>					<u>105.30</u>
<b>Vendor: OIS160 - ONLINE INFORMATION SERVICES INC</b>					
ONLINE INFORMATION SERVI	1231691	01/04/2024	UTIL EXCHG REPORT-W/S	20-600-56400	34.04
ONLINE INFORMATION SERVI	1231691	01/04/2024	UTIL EXCHG REPORT-W/S	20-700-56400	34.04
<b>Vendor OIS160 - ONLINE INFORMATION SERVICES INC Total:</b>					<u>68.08</u>
<b>Vendor: ORE145 - O'REILLY AUTOMOTIVE, INC</b>					
O'REILLY AUTOMOTIVE, INC	2367-129333	01/04/2024	STARTER FLUID FOR SEWER JETTER-S	20-700-71100	13.58
O'REILLY AUTOMOTIVE, INC	2367-129949	01/04/2024	CONNECTR FOR FB TRAILER REPAIR-STW/S	10-300-71100	10.00
O'REILLY AUTOMOTIVE, INC	2367-129949	01/04/2024	CONNECTR FOR FB TRAILER REPAIR-STW/S	20-600-71100	19.99
O'REILLY AUTOMOTIVE, INC	2367-129949	01/04/2024	CONNECTR FOR FB TRAILER REPAIR-STW/S	20-700-71100	20.00
O'REILLY AUTOMOTIVE, INC	2367-129972	01/04/2024	WIPER BLADES FOR STS TRK # 101 - STS	10-300-71000	33.14

Expense Approval Report 1

Post Dates: 12/28/2023 - 1/4/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
O'REILLY AUTOMOTIVE, INC	2367-131726	01/04/2024	BATTERY, CORE CHRGR, FEE CAR 7 - LAW	10-200-71000	155.12
<b>Vendor ORE145 - O'REILLY AUTOMOTIVE, INC Total:</b>					<b>251.83</b>
<b>Vendor: PIL100 - PILOT WIRELESS LLC</b>					
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	10-100-61000	87.77
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	10-200-61000	87.76
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	10-250-61000	62.68
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	10-300-61000	62.68
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	10-400-61000	62.68
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	20-600-61000	87.76
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	20-700-61000	87.76
PILOT WIRELESS LLC	INV1820	01/04/2024	PHONE-ALL	30-800-61000	87.76
<b>Vendor PIL100 - PILOT WIRELESS LLC Total:</b>					<b>626.85</b>
<b>Vendor: RAN175 - RANDALL A. BROWN</b>					
RANDALL A. BROWN	12-28-23	01/04/2024	BLDG INSPECTIONS & ZONING CONSLT - P&D	10-400-56400	1,695.00
<b>Vendor RAN175 - RANDALL A. BROWN Total:</b>					<b>1,695.00</b>
<b>Vendor: R&amp;G100 - REYNOLDS &amp; GOLD, LLC</b>					
REYNOLDS & GOLD, LLC	07463	01/04/2024	PA CLERK SERV-LAW	10-200-56400	1,900.00
<b>Vendor R&amp;G100 - REYNOLDS &amp; GOLD, LLC Total:</b>					<b>1,900.00</b>
<b>Vendor: SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT</b>					
SPRINGFIELD-GREENE COUNT	WILLARD-010224	01/04/2024	WATER TESTS-W	20-600-50200	156.00
<b>Vendor SPR200 - SPRINGFIELD-GREENE COUNTY HEALTH DEPARTMENT Total:</b>					<b>156.00</b>
<b>Vendor: TRH100 - TREVOR HOFFMAN</b>					
TREVOR HOFFMAN	DEC23	01/04/2024	REIM CELL PHONE DEC - STS/W/S	10-300-61000	10.00
TREVOR HOFFMAN	DEC23	01/04/2024	REIM CELL PHONE DEC - STS/W/S	20-600-61000	20.00
TREVOR HOFFMAN	DEC23	01/04/2024	REIM CELL PHONE DEC - STS/W/S	20-700-61000	20.00
<b>Vendor TRH100 - TREVOR HOFFMAN Total:</b>					<b>50.00</b>
<b>Vendor: TYL100 - TYLER TECHNOLOGIES INC</b>					
TYLER TECHNOLOGIES INC	025-451222	01/04/2024	UTIL BILLING NOTIFICATIONS- W/S	20-600-57400	25.75
TYLER TECHNOLOGIES INC	025-451222	01/04/2024	UTIL BILLING NOTIFICATIONS- W/S	20-700-57400	25.75
<b>Vendor TYL100 - TYLER TECHNOLOGIES INC Total:</b>					<b>51.50</b>
<b>Vendor: UMB100 - UMB BANK</b>					
UMB BANK	12-12-23	01/04/2024	SERIES 2014 COP PRIN & INT - W/S	20-600-96000	87,500.00
UMB BANK	12-12-23	01/04/2024	SERIES 2014 COP PRIN & INT - W/S	20-600-96200	7,466.01
UMB BANK	12-12-23	01/04/2024	SERIES 2014 COP PRIN & INT - W/S	20-700-96000	87,500.00
UMB BANK	12-12-23	01/04/2024	SERIES 2014 COP PRIN & INT - W/S	20-700-96200	7,466.02
<b>Vendor UMB100 - UMB BANK Total:</b>					<b>189,932.03</b>
<b>Vendor: VKP100 - VAN KEPPEL</b>					
VAN KEPPEL	QUOTE102723	01/04/2024	TRNCH SHLD,VERTICAL SHORES SAFTY-W/S	20-600-56500	8,231.00
VAN KEPPEL	QUOTE102723	01/04/2024	TRNCH SHLD,VERTICAL SHORES SAFTY-W/S	20-700-56500	8,231.00
<b>Vendor VKP100 - VAN KEPPEL Total:</b>					<b>16,462.00</b>
<b>Vendor: VER100 - VERIZON WIRELESS</b>					
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	10-100-61050	80.02
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	10-200-61000	121.17
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	10-200-61050	160.04
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	10-300-61000	16.08
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	10-400-61000	40.39

Expense Approval Report 1

Post Dates: 12/28/2023 - 1/4/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	20-600-61000	32.16
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	20-700-61000	32.16
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	30-800-61000	85.78
VERIZON WIRELESS	9952499685	01/04/2024	INTERNET/CELL PHONES-ALL	30-800-61050	40.01
<b>Vendor VER100 - VERIZON WIRELESS Total:</b>					<b>607.81</b>
<b>Vendor: WRI110 - WEX BANK</b>					
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	10-200-70000	1,363.21
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	10-300-70000	304.92
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	10-300-70100	8.00
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-600-70000	620.61
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-600-70100	16.00
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-700-70000	620.61
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	20-700-70100	16.00
WEX BANK	94014063	01/04/2024	VEH AND EQUIP FUEL-LAW/PKS/STS/W/S	30-800-70000	344.08
<b>Vendor WRI110 - WEX BANK Total:</b>					<b>3,293.43</b>
<b>Vendor: WIL295 - WILLARD CHAMBER OF COMMERCE</b>					
WILLARD CHAMBER OF COM	16	01/04/2024	MEMBERSHIP DUES 2024 - GEN	10-100-55800	180.00
<b>Vendor WIL295 - WILLARD CHAMBER OF COMMERCE Total:</b>					<b>180.00</b>
<b>Vendor: WLU100 - WILLARD EXPRESS LUBE</b>					
WILLARD EXPRESS LUBE	29146	01/04/2024	OIL CHNG W/ TIRE ROTATE CAR 4 - LAW	10-200-71000	96.27
<b>Vendor WLU100 - WILLARD EXPRESS LUBE Total:</b>					<b>96.27</b>
<b>Vendor: WTV100 - WILLARD HOME CENTER LLC</b>					
WILLARD HOME CENTER LLC	B248356	01/04/2024	TROWEL, BYPASS PRUNER - W	20-600-52000	41.98
WILLARD HOME CENTER LLC	D96171	01/04/2024	SAW SHRPNG,SPRYR TREE	20-700-51000	14.79
WILLARD HOME CENTER LLC	D96172	01/04/2024	REMLV LAGOON-S	10-300-95100	20.39
WILLARD HOME CENTER LLC	D96172	01/04/2024	RR TIES,AUGER SALT BLDG RAMP-STS/W/S	20-600-95100	40.79
WILLARD HOME CENTER LLC	D96172	01/04/2024	RR TIES,AUGER SALT BLDG RAMP-STS/W/S	20-700-95100	40.78
WILLARD HOME CENTER LLC	D96197	01/04/2024	MISC BLTS/HRDWR FOR SALT BARN-STS/W/S	10-300-95100	5.15
WILLARD HOME CENTER LLC	D96197	01/04/2024	MISC BLTS/HRDWR FOR SALT BARN-STS/W/S	20-600-95100	10.29
WILLARD HOME CENTER LLC	D96197	01/04/2024	MISC BLTS/HRDWR FOR SALT BARN-STS/W/S	20-700-95100	10.30
<b>Vendor WTV100 - WILLARD HOME CENTER LLC Total:</b>					<b>184.47</b>
<b>Grand Total:</b>					<b>233,236.64</b>

## Report Summary

## Fund Summary

Fund	Expense Amount
10 - GENERAL FUND	10,057.99
20 - WATER AND SEWER FUND	210,263.63
30 - PARKS FUND	12,915.02
<b>Grand Total:</b>	<b>233,236.64</b>

## Account Summary

Account Number	Account Name	Expense Amount
10-100-50700	OFFICE SUPPLIES-GCG	80.46
10-100-55800	DUES AND SUBSCRIPTIO	499.00
10-100-55900	ELECTION EXPENSE-GCG	92.05
10-100-61000	TELEPHONE-GCG	87.77
10-100-61050	INTERNET-GCG	80.02
10-100-95500	CAPITAL ASSET EXP EQUI	1,055.50
10-200-56400	PROFESSIONAL-LAW	1,900.00
10-200-61000	TELEPHONE-LAW	208.93
10-200-61050	INTERNET-LAW	160.04
10-200-62100	UTILITIES GAS-LAW	338.21
10-200-70000	VEHICLE EXPENSES FUEL	1,363.21
10-200-71000	VEHICLE REPAIR & MAIN	251.39
10-250-56400	PROFESSIONAL-COURT	900.00
10-250-61000	TELEPHONE-COURT	62.68
10-300-61000	TELEPHONE-STREETS	88.76
10-300-70000	VEHICLE EXPENSE FUEL-	304.92
10-300-70100	EQUIPMENT FUEL-STREE	8.00
10-300-71000	VEHICLE REPAIR & MAIN	100.08
10-300-71100	EQUIPMENT REPAIR &	10.00
10-300-95100	CAPITAL ASSET EXP-STRE	148.47
10-400-55200	ADVERTISING-P&D	499.88
10-400-56400	PROFESSIONAL-P&D	1,715.55
10-400-61000	TELEPHONE-P&D	103.07
20-600-50000	CHEMICALS-WATER	1,032.68
20-600-50200	LABORATORY FEES-WAT	156.00
20-600-50700	OFFICE SUPPLIES-WATER	75.72
20-600-52000	SUPPLIES SMALL EQUIP	41.98
20-600-56400	PROFESSIONAL-WATER	86.69
20-600-56500	SAFETY PROGRAM-WAT	8,231.00
20-600-57400	EQUIPMENT/SOFTWARE	25.75
20-600-61000	TELEPHONE WATER	139.92
20-600-70000	VEHICLE EXPENSE FUEL-	620.61
20-600-70100	EQUIPMENT FUEL-WATE	16.00
20-600-71000	VEHICLE REPAIR & MAIN	23.65
20-600-71100	EQUIPMENT REPAIR &	19.99
20-600-95100	CAPITAL ASSET EXP-WAT	296.94
20-600-96000	PRINCIPAL EXPENSE-WA	87,500.00
20-600-96200	INTEREST EXPENSE-WAT	7,466.01
20-700-50700	OFFICE SUPPLIES-SEWER	75.73
20-700-51000	REPAIRS AND MAINTEN	14.79
20-700-56400	PROFESSIONAL-SEWER	86.69
20-700-56500	SAFETY PROGRAM-SEW	8,231.00
20-700-57400	EQUIPMENT/SOFTWARE	25.75
20-700-61000	TELEPHONE-SEWER	139.92
20-700-70000	VEHICLE EXPENSE FUEL-	620.61
20-700-70100	EQUIPMENT FUEL-SEWE	16.00
20-700-71000	VEHICLE REPAIR & MAIN	23.66
20-700-71100	EQUIPMENT REPAIR &	33.58
20-700-95100	CAPITAL ASSET EXP-SEW	296.94
20-700-96000	PRINCIPAL EXPENSE-SE	87,500.00



**Account Summary**

Account Number	Account Name	Expense Amount
20-700-96200	INTEREST EXPENSE-SEW	7,466.02
30-800-50180	SUPPLIES SPORTS-PKS	33.56
30-800-50190	TREE CITY USA-PKS	11,722.97
30-800-50550	CUSTODIAL SUPPLIES-PK	126.86
30-800-55800	DUES AND SUBSCRIPTIO	54.00
30-800-55850	EQUIPMENT RENTAL-PK	420.00
30-800-61000	TELEPHONE-PKS	173.54
30-800-61050	INTERNET-PARKS	40.01
30-800-70000	VEHICLE EXPENSE FUEL-	344.08
	<b>Grand Total:</b>	<b>233,236.64</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	233,236.64
<b>Grand Total:</b>	<b>233,236.64</b>

# **CITY OF WILLARD, MISSOURI**

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



Consent Agenda Item #3c-d

**c. Department Head Reports**

**d. Board Attendance Report**

## 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.*

<b><u>I. COURT INFORMATION</u></b>		Municipality: WILLARD	Reporting Period: Dec 1, 2023 - Dec 29, 2023	
Mailing Address: 224 W JACKSON ST, WILLARD, MO 65781				
Physical Address: 224 W JACKSON ST, WILLARD, MO 65781			County: Greene County	Circuit: 31
Telephone Number:		Fax Number:		
Prepared by: TERRY FORSHEE		E-mail Address:		
Municipal Judge: DAVID W. DORAN				
<b><u>II. MONTHLY CASELOAD INFORMATION</u></b>		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		11	274	81
B. Cases (citations/informations) filed		1	64	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	23	2
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	15	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		0	1	2
8. certified for jury trial (not heard in Municipal Division)		0	0	0
<b>9. TOTAL CASE DISPOSITIONS</b>		2	39	4
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		10	299	83
E. Trial de Novo and/or appeal applications filed		0	0	0
<b><u>III. WARRANT INFORMATION (pre- &amp; post-disposition)</u></b>		<b><u>IV. PARKING TICKETS</u></b>		
1. # Issued during reporting period	17	1. # Issued during period		0
2. # Served/withdrawn during reporting period	22	<input checked="" type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	315			

## MUNICIPAL DIVISION SUMMARY REPORTING FORM

<b>COURT INFORMATION</b>	Municipality: WILLARD	Reporting Period: Dec 1, 2023 - Dec 29, 2023
--------------------------	-----------------------	----------------------------------------------

### V. DISBURSEMENTS

<b>Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)</b>		<b>Other Disbursements:</b> Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$1,841.00	Court Automation	\$273.89
Clerk Fee - Excess Revenue	\$260.00	Due To Debt Collection	\$75.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$8.75	Judicial Facility Srchg CT31	\$377.50
		Law Enf Arrest-Local	\$50.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Sheriff Retirement-CO/Muni	\$8.00
<b>Total Excess Revenue</b>	<b>\$2,109.75</b>	<b>Total Other Disbursements</b>	<b>\$784.39</b>
<b>Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)</b>		<b>Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited</b>	<b>\$5,159.00</b>
Fines - Other	\$1,655.50	<b>Bond Refunds</b>	<b>\$125.50</b>
Clerk Fee - Other	\$170.40	<b>Total Disbursements</b>	<b>\$5,284.50</b>
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$39.14		
Peace Officer Standards and Training (POST) Commission surcharge	\$39.12		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$278.97		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$5.73		
Law Enforcement Training (LET) Fund surcharge	\$76.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
<b>Total Other Revenue</b>	<b>\$2,264.86</b>		

**CITY OF WILLARD  
BOARD OF ALDERMEN  
01/08/2024**



## **City Clerk Report**

1. Business license applications are coming in. 113 licenses were issued in December. I keep the database spreadsheet updated.
2. I attended meetings and created the agendas, packets, and minutes for the Board of Aldermen.
3. I attended Planning and Zoning meetings and created the agendas, packets, and minutes.
4. I updated ordinances and sent them to the City Attorney for his approval.
5. I sent contracts to the City Attorney for his approval.
6. I am updating the contract files.
7. I am working on filing projects to remove older files for storage or destruction.
8. I placed advertisements in the Springfield News-Leader and Commonwealth for bids for the Parks department.
9. I took the Declarations of Candidacy for the April 2024 election. Form 5120 was sent to the Missouri Department of Revenue. Candidates were vetted and disqualified if necessary.
10. Sunshine requests were completed.
11. I assisted with employee open enrollment for group insurances. I helped input the new elections in the employee record and updated insurance websites with new enrollments and terminations.
12. I keep the payment transmittal database updated.

# Parks and Recreation - Director's Report – January 2024

**Quote of the Month:** “I do not make resolutions for New Year, but visualize and plan things.” Amala Akkineni

## Budget

Every new budget year gives a new opportunity to improve. The Parks Department budget has come under some scrutiny in recent months due to the use of General Fund funds as part of the Parks operating budget. I think that scrutiny is good, and I am excited to continue to improve the budget while hopefully sharing insight as to how other communities nationwide fund their parks departments. This year our General Fund transfer will reflect the addition of the Better Together Playground- a largely grant funded project that will improve the quality of life for many of our local citizens with developmental delays, physical impairments, or atypical neurodevelopment. A slight increase in fees for the aquatic center and a reduction of discounts will also help to balance our budget.

## Event/Program Planning and Recap

Freedom Fest registration opened early January, fitness memberships are off to a strong start, and we have a week of youth camps in the books. We are exploring additional new programs to increase revenue for children and adults alike, community buy in is a huge part of profitable programs. Our most well attended programs tend to be our community events, (parades, trunk or treat, and Freedom Fest) however, those are not profitable. Our youth sports are currently in competition with a growing number of club and private groups that focus more on winning and skill development than character development and a lifelong interest in sport.

## Maintenance

Generally we see a large uptick in spending early in the fiscal year as we tackle projects that have fallen into the deferred maintenance category due to previous budget shortfalls. A history of poor planning for operational upkeep costs (building maintenance costs should be equivalent to 3-5% annually of building replacement cost) puts the Parks department into a constant catchup/put out the big fires method of operating. Lower than average per capita sales tax (\$469.43 local to \$2,016 state) requires selective investment of capital improvement funds.

## Staffing

This is the first year since becoming Parks Director that I have begun the year with a full staff, and no vacancies at any level. I believe that consistency in staff helps to build efficiency in programs, so I am excited to begin this year and have high expectations for our success in 2024.



**Willard Police Department**  
December 2023 - Monthly Statistical Report



Administration	Officer – DSN	Case #'s
Tom McClain, Chief	1601-001	11
Shannon Shipley, Major	1602-003	12
	<b>Total</b>	<b>23</b>

Squad #1	1604-044	Billie Deckard, Cpl.	26	Squad #2	1603-027	Steve Purdy, Sgt.	18
	1607-050	Caleb Steen, Sr. Officer	18		1608-054	Stefan Collette, Sr. Officer	35
	1605-056	Mark Cole, Officer	19		1610-061	Christian Smith, Officer	46
	1606-059	Nicholas Browitt, Officer	22		1609-063	Cody Weatherford, Officer	20
	1611-064	Danielle Cale, Officer	4				
	<b>Total</b>		<b>89</b>		<b>Total</b>		<b>119</b>

Reserves	Officer	Officer Names	Case #'s	Hours
	1644-057	Matthew Hanson, PT Officer		12
	1641-014	Brian Gordon, Reserve		1.75
	1642-015	JD Landon, Reserve		13.25
	1645-047	Glenn Cozzens, Reserve		0
	1646-031	Andrew Hunt, Reserve		0
	1643-048	Tim Wheeler, Reserve		0
	<b>Total</b>			
<b>Total Incidents for the month...</b>			<b>231</b>	

**Incident Statistics**

Felony	7	HBO (Handled by Officers)	108
Misdemeanor	3	Use of Force	0
Infraction	134	Dog at Large	0
Other (Services)	87	Neglect-0 /Abuse-0 /Bites-1	1

**Vehicle Maintenance**

Vehicle	Odometer Reading	Monthly Mileage	Shifts Used	Miles per Shift	Monthly Maintenance	Year to Date Maintenance
WPD-01 2021 Ford F-150	27,398	923	19	48		97.49
WPD-02 2021 Charger	57,082	2,134	26	82		1,109.16
WPD-04 2023 Durango	10,396	1,229	25	49	96.27	243.76
WPD-05 2023 Charger	6,506	2,014	19	106	94.20	807.66
WPD-06 2023 Durango	1,264	683	18	38		0
WPD-07 2017 Explorer	24,161	191	16	12		94.49
WPD-08 2008 Harley	6,010	0	0	0		0

**Monthly Vehicle Maintenance Details**

WPD-01:	WPD-05: oil change; balance/rotate tires
WPD-02:	WPD-06:
WPD-04: oil change; tire rotation	WPD-07:

Misc. Dept. Info:

# CITY OF WILLARD, MISSOURI

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



## Planning Department Report January 2024

### Permits - October

Permits Issued	Fee's collected (December)	Est. Value of Work (December)	Permits Issued (YtD)	Fee's Collected (YtD)	Est. Value of Work (YtD)
15	\$365.00	\$89,048.00	161	\$131,264	\$12,559,570.51

*Sunshine requests included the US Census, Data Dodge Analytics, and Buildzoom*

### Current Development

ATM Subdivision: This project should be completed aside from the floodplain revisions, which will need to be sent to and approved by FEMA before a final plan can be considered and granted by the city.

Hoffman Hills: Phase 1 the lots have been sold and building permits have been submitted. Phase 2 excavation permits have been approved groundwork has begun.

Canterbury Place: 1 house is still under construction.

West Ridge: There is only 1 open building permit remaining. The silo has been painted and finished. The builder is responsible for setting up the HOA, if they do not then they will remain the liable party for maintenance of common spaces and stormwater.

Stone Creek: Flint Rock has received multiple building permits for homes in the new subdivision. A few are nearing completion.

Generations Village: We have the final plat recorded and are have completed the estimate for the building permits.

Tammy Nephew  
Planning Assistant  
417-742-5308



# Public Works Report

December 2023

Service Orders 126

Rereads 37

Locates 87

Call In's 4

## Water Department

Replaced water main on Miller St.

Service repair on Fr. 89.

Service repair Fr. 104.

Main repair Fr. 104.

Lead and Copper inspections.

Ert & Meter replacements 119.

## Sewer Department

30 Manhole inspections.

Brush Hog lagoon irrigation field.

Repair uprights in irrigation field.

Service lagoon pump.

Dug electrical trench at lagoon for new salt building.

Reinstalled repaired D liftstation pump.

Installed a new pump at Wimpy's liftstation.

Pulled second pump from Wimpy's due to failure pump will most likely have to be replaced.

Sewer (continued)

Fog inspections (fats, oil, grease) with local businesses.

Electrical repairs to Wimpy's.

Electrical repairs to B liftstation generator.

## Street Department

Street sign replacements.

Completed work on new salt building.

Received salt shipment.

Temporary repairs done to Miller St.

Justin Sorgen

Director of Public Works

City of Willard

417-300-1720 cell

# City of Willard

## Monthly Water Usage Report

<b>Leaks and Flushing</b>	<b>Gallons</b>
Willard Leaks	520,000
Meadows leaks	700,000
Flushing	50,000
<b>Total leaks and flushing</b>	1,270,000
<b>City Usage</b>	<b>Gallons</b>
City Hall	3,000
Pool	1000
P.W. Shop	1,000
Rec. Center	6,000
Fire Dept. (Z Hwy)	9,000
Police Dept.	3,000
Fire Dept. (AB Hwy)	1,000
94 Liftstation	0
Fire Dept. (Hydrants)	50,000
Residuals	160,000
<b>Total city usage</b>	234,000
<b>Well Usage</b>	<b>Gallons</b>
Willard North 1	724,800
Willard South 2	1,242,700
Meadows West	10,455,900
Meadows East	9,146,000
<b>Total Gallons Pumped</b>	21,569,400

**2023 BOARD ATTENDANCE REPORT**

NAME	1/9/2023	1/23/2023	2/13/2023	2/27/2023	3/2/2023	3/13/2023	3/27/2023	4/10/2023
SAMUEL SNIDER	Y	Y	Y	Y	Y	Y	Y	Y
RYAN SIMMONS	Y	Y	N	Y	Y	Y	Y	Y
COREY HENDRICKSON	Y	Y	Y	Y	Y	Y	Y	Y
LARRY WHITMAN	Y	Y	Y	Y	Y	Y	Y	Y
SAM BAIRD	Y	Y	N	N	N	N	N	N
LONDON HALL	Y	Y	N	N	Y	Y	Y	Y
SEAT VACANT								
ATTENDED: Y								

NAME	4/19/2023	4/24/2023	5/8/2023	5/15/2023	5/22/2023	5/31/2023	6/6/2023	6/12/2023
SAMUEL SNIDER	Y	Y	Y	Y	Y	Y	Y	Y
TROY SMITH	Y	Y	Y	N	Y	Y	Y	Y
COREY HENDRICKSON	Y	N	Y	N	Y	Y	Y	N
DAVID KEENE	Y	Y	Y	Y	N	Y	Y	Y
SAM BAIRD	Y	Y	Y	Y	N	Y	Y	N
LONDON HALL	N	Y	N	Y	N	Y	Y	Y
SCOTT SWATOSH	Y	Y	Y	Y	Y	Y	Y	Y
ATTENDED: Y								

**Work Study**

NAME	6/20/2023	6/26/2023	7/10/2023	7/17/2023	7/24/2023	8/14/2023	8/28/2023	9/11/2023
SAMUEL SNIDER	Y	Y	Y	Y	Y	Y	Y	N
TROY SMITH	Y	Y	Y	Y	Y	Y	Y	Y
COREY HENDRICKSON	Y	Y	Y	N	Y	Y	N	Y
DAVID KEENE	Y	Y	Y	N	Y	N	Y	Y
SAM BAIRD	Y	Y	N	Y	Y	N	Y	Y
LONDON HALL	Y	N	Y	Y	Y	Y	Y	Y
SCOTT SWATOSH	Y	Y	Y	Y	Y	Y	Y	Y
ATTENDED: Y								

NAME	9/14/2023	9/25/2023	10/9/2023	10/23/2023	10/30/2023	11/2/2023	11/6/2023	11/13/2023
SAMUEL SNIDER	Y	Y	Y	Y	-	Y	-	-
TROY SMITH	Y	Y	N	Y	Y	Y	Y	Y
COREY HENDRICKSON	Y	Y	Y	N	-	-	-	-
DAVID KEENE	Y	Y	N	Y	Y	Y	Y	N
SAM BAIRD	N	Y	Y	Y	Y	Y	Y	Y
LONDON HALL	Y	Y	Y	Y	Y	Y	Y	Y
SCOTT SWATOSH	Y	Y	Y	Y	Y	Y	Y	Y
CASEY BIELLIER								
JOYCE LANCASTER								
ATTENDED: Y								

NAME	11/17/2023	11/27/2023	12/11/2023	12/27/2023
TROY SMITH	N	Y	Y	Y
DAVID KEENE	Y	N	Y	Y
SAM BAIRD	Y	Y	Y	Y
LONDON HALL	Y	N	Y	Y
SCOTT SWATOSH	N	Y	Y	N
CASEY BIELLIER	Y	Y	Y	Y
JOYCE LANCASTER	Y	Y	Y	Y
ATTENDED: Y				

# **CITY OF WILLARD, MISSOURI**

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



Agenda Item #7

## **Ordinance approving Sewer Rate Increase (1<sup>st</sup> Read) Discussion/Vote**

First Reading: 01/08/2024

Second Reading: 01/22/2024

Council Bill No.: 24-01

Ordinance No.: 240108A

## AN ORDINANCE

**AN ORDINANCE** amending Title VII, Utilities, Chapter 710, Sewer Use and Sewer Rates, Article VII, Wastewater Charges and Rates, Section 710.470, Rates, of the Municipal Code of the City of Willard.

WHEREAS, the City of Willard owns and operates a wastewater collection and treatment system permitted by the State of Missouri; and

WHEREAS, the City of Willard is under contract with the City of Springfield to provide certain services for the transportation and treatment of a portion of the total wastewater flow under the control of the City of Willard; and

WHEREAS, the City of Springfield has continued to increase costs for providing wastewater services for the City of Willard; and

WHEREAS, the City of Willard has experienced a continual increase of costs for operating, and maintaining the wastewater system of the City of Willard; and

WHEREAS, the City of Willard has found it necessary to raise the sewer rates for City customers.

**NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:**

Section 1: The City does hereby amend Title VII, Utilities, Chapter 710, Sewer Use and Sewer Rates, Article VII, Wastewater Charges and Rates, Section 710.470, Rates, of the Municipal Code of the City of Willard.

### SECTION 710.470: RATES

A. The schedule of wastewater service rates, which shall be applied to the water usage of all residences, buildings, structures, and users connected to the POTW, shall be as follows:

1. Effective \_\_\_\_\_, 2024 the schedule of wastewater service rates shall be as follows:
  - a. There shall be assessed to each residential user of the POTW a basic customer charge of \$28.83 per month, and each Commercial user of the POTW a basic customer charge of \$35.10 per month.
  - b. There shall be assessed to each non-city resident user of the POTW a basic customer charge of \$31.37 per month for residential addresses and \$40.12 for commercial.
  - c. In addition to the basic customer charge per month, there shall be an additional monthly volume charge to all users which shall be computed as follows: \$6.44 per 1000 gallons for residential and Commercial users, and \$7.00 per 1000 gallons for rural residential and rural commercial users, or fraction thereof, used per month.

NOTE: Language that is **Bold and Underlined** has been added and language that has been [~~struck-through and bracketed~~] shall be deleted.

Section 2: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation or ordinance, the more restrictive shall apply.

Section 3: Severability Clause. If any section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 4: This Ordinance shall be in full force and effect beginning on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor Sam Baird

Attest: \_\_\_\_\_  
City Clerk Dona Slater

Approved as to form: \_\_\_\_\_ City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI  
ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

**CITY OF WILLARD, MISSOURI**

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



Agenda Item #9

**Ordinance approving Water Rate Increase  
(1<sup>st</sup> Read) Discussion/Vote**

First Reading: 01/08/2024

Second Reading: 01/22/2024

Council Bill No. 24-02

Ordinance No.: 240108B

## AN ORDINANCE

**AN ORDINANCE** amending Title VII, Utilities, Chapter 705, Waterworks System, Article II, Water Service, Section 705.040, Water Rates, of the Municipal Code of the City of Willard.

WHEREAS, the City of Willard owns and operates a municipal water supply, storage and distribution system permitted by the State of Missouri; and

WHEREAS, the City of Willard has experienced a continual increase of cost for operating, and maintaining the water service systems of the City of Willard; and

WHEREAS, the City of Willard has determined that current rates are insufficient to cover the costs associated with providing those services; and

WHEREAS, the City of Willard has found it necessary to raise the water rates for City water customers.

**NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:**

Section 1: The City does hereby amend Title VII, Utilities, Chapter 705, Waterworks System, Article II, Water Service, Section 705.040, Water Rates of the Municipal Code of the City of Willard.

### **SECTION 705.040: WATER RATES**

- A. Except as provided for bulk at a flat rate, every user of water from the municipal water system of the City of Willard, Missouri, shall use said water only after it has been metered in a water meter to be furnished, installed, regulated, and controlled by said City and the applicant for each meter, on behalf of him or her, shall pay for said water used at the following monthly rate:
1. For the first one thousand (1000) gallons used in each month, **the rate shall be fifteen dollars and twenty-eight cents (\$15.28) for Residential and Commercial, and sixteen dollars and sixty-three cents (\$16.63) for rural Residential and rural Commercial.**
  2. For the next one thousand (1000) gallons or portion thereof used in each month, **the rate shall be two dollars and eighty-six cents (\$2.86) for Residential and Commercial, and three dollars and twelve cents (\$3.12) for Rural Residential and Commercial.**
  3. For each additional one thousand (1000) gallons or portion thereof used each month, the rate shall be **two dollars and eighty-six cents (\$2.86) per one thousand (1000) gallons or portion thereof for Residential and Commercial, and three dollars and twelve cents (\$3.12) for Rural Residential and Commercial.**
- B. In the event that less than one thousand (1000) gallons is used in any one (1) month by a user the **minimum rate of fifteen dollars and twenty-eight cents (\$15.28) for Residential and Commercial, and sixteen dollars and sixty-three cents (\$16.63) for Rural Residential and Commercial shall be charged and paid.**

NOTE: Language that is **Bold and Underlined** has been added and language that has been ~~struck through and bracketed~~ shall be deleted.



Section 2: Savings Clause. Nothing in this ordinance shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred, nor any cause or causes of action occurred or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance. In the event of any conflict between this ordinance and any other law, regulation, or ordinance, the more restrictive shall apply.

Section 3: Severability Clause. If any section, subdivision, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Aldermen hereby declares that it would have adopted the ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 4: This Ordinance shall be in full force and effect from \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor, Sam Baird

Attest: \_\_\_\_\_, City Clerk, Dona Slater

Approved as to form: \_\_\_\_\_, City Attorney

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD,  
MISSOURI ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

# **CITY OF WILLARD, MISSOURI**

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



Agenda Item #10

## **Professional Recruiting Agencies**

### **Discussion/Vote**

## **Biography of Mac D. Manning Jr.**

Mr. Manning is a native Kansan with over forty years in local government service. His education includes BBA-Accounting and MPA-Management from Wichita State University.

He has been city manager/administrator in cities located in Illinois, Kansas, and Arizona. His management experience includes the first manager in two cities, Westmont, Illinois and Kechi, Kansas. A shared administrator position for the cities of Cheney and Goddard, Kansas. He has managed cities with population ranging from 40,000 to 1,200 residents.

He has extensive experience in the fields of public finance, management, public works, including water, sewer, refuse, electric and gas utilities, and municipal golf courses.

He also worked at Wichita State University, where he served as Education Director for the Kansas City Clerks Association, the Kansas Municipal Finance Officers Association, and the Kansas County Clerks Association. He also served as President of the Kansas Association of City / County Management in 1989. He has served as Senior Advisor for the Kansas Association of City-County Management Association/ International City Management Association from 2013 thru 2019.

Currently he is serving as Senior Advisor for the Missouri Association of City-County Management Association/ International City Management Association. He resides in Branson West, Missouri and is an advisor to the City of Reeds Spring, Missouri.

# ^exponent

## Networking the Finance & Accounting Labor Market

trusted partner to top Sponsors & Portfolio Companies like:



sa  
(na)

N

# What is Exponent?

## Verticalized Job Marketplace

### Exponent<sup>^</sup> | Mission & Vision

Exponent is a data-driven marketplace for employers to find finance & accounting professionals

We are disrupting the legacy recruiting model with tech, data-science & intelligent service

The result = better hiring outcomes at lower costs

Why? The job market is highly inefficient. Legacy firms have material limits in both geographical & passive candidate reach

As a verticalized job marketplace, we connect a fragmented, low-tech & inefficient F&A labor market



## Plain English...

We're a placement firm. We help employers find & hire finance & accounting professionals.

We built tech that enables us to outperform competitors in many ways.

375x

candidate reach vs. legacy models

# The Hiring Problem

Recruiting service gaps create hiring pains for employers



## Labor Market Problems

**10.3m**  
U.S. Job Openings<sup>1</sup> (11/30)

There are more jobs open than ever before

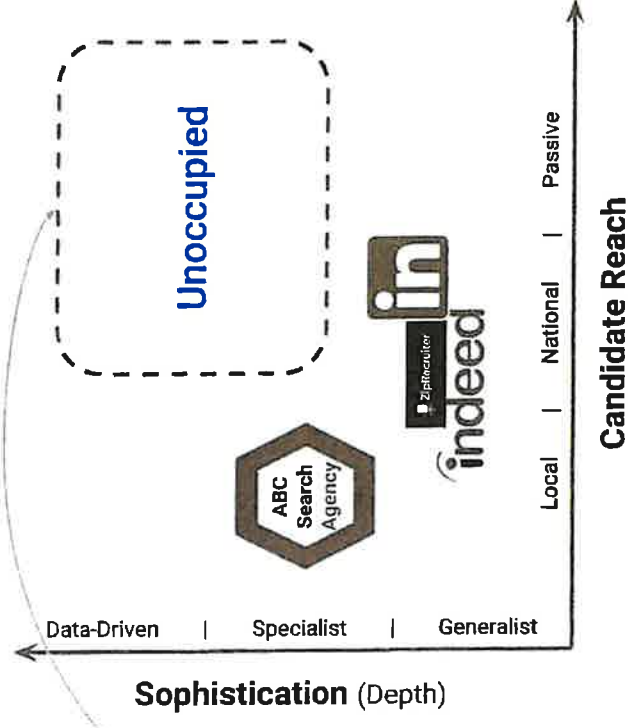
**73%**  
of professionals are passive (not looking)

7 out of 10 professionals (A-players, found here) aren't checking job boards

**140x**  
Effective size of post-Covid labor market vs. pre-Covid

And employers from other geos are now competing for talent in your backyard

## Service Gap



1: US Bureau of Labor Statistics 2: Zipplia.com career guidance data

# Gaps Cause Issues Starting @ the Top

Can't get top performers if they've never been pushed into the funnel

Placement Agency

Job Boards

Exponent



Full universe... includes A-players

## 1 Starting Population

Local & actively searching talent

~0.19% of prospect universe<sup>1</sup>

Those looking for a new job

~27.0% of prospect universe<sup>2</sup>

## 2 Filter

Modest judgement filters

No Filters... if the job surfer likes your brand, you may get a resume... or 400 of them

Data Science



## 3 Connect

Vocemails, linkedin messages, emails... most of which never get opened

n/a

72% engagement rate with targets

**Why 'Connect'? The perfect candidate can't accept your role if they don't know it exists!**

1: Estimate based upon active searcher metrics from Zippla.com, & reduction for 140 normalized metropolitan geographies within the United States 2: Zippla.com labor statistics



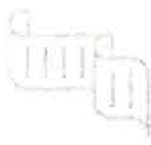
# Solution: What We Do

## Automate Search Process for Finance & Accounting



### Step 1: Data Acquisition

We ingest the world's data & create normalized professional work profiles (digital job track records, attributes & score-cards) that are **measurable & predictive of future performance**



### Step 2: Data Modeling

Using a company, a job and a data-science model, we build a top-100 list of **professionals that will over-perform** in your position (no geo limits, mostly professionals not surfing job boards)



### Step 3: Candidate Acquisition

No social fishing or dialing for dollars... We're leveraging tech-enabled tactics & a high-caliber professional network to **get the right eye-balls seeing your job**





# We're Focused, not Generalists

## Only Finance & Accounting jobs

100

We identify the top 100 professionals likely to outperform in your role

72%

Our brand & content strategy gets your job in front of 72% of the top 100 candidates

9x

Our Candidates are 9x more likely to progress to final interviews... because our candidates are better



Sponsors	Port Co's
Principal / VP	CFO / COO
IBanking Analyst	Finance Mgmt
PE / VC Analyst	Acctg Mgmt
PE / VC Associate	FP&A Analyst
Fund Accounting	Ops Analyst
Controller	Acctg Ops
FP&A SWOT Team	Strategy & Corp Dev
	Audit
	Treasury



United States + Canada



# Case Study

**Better Candidates | Save Time | Save Money**



## Sana Benefits - Austin, TX

- InsureTech - Digital healthcare platform
- \$25m series A led by Gigafund
- LinkedIn Top 50 Startups '21, '22

"The quality of high-end talent found through the Exponent community was impressive. Our search criteria was very specific in regards to experience and management style. What was even more impressive was their ability to use my feedback and target **even better candidates for us.**"



- Mikaela Bourret | HR Leader @ Sana Benefits



## Results: Sana's Controller Search

"I wouldn't have known about the position at Sana without Exponent. I opened an email from Exponent because they're a trusted brand within my profession."



- Brandon Kanoy | Controller @ Sana



**Quality - 11.6x**

11.6x funnel progression  
63% of Exponent candidates converted to 3rd round interviews (vs. 5% from other channels)



**Time - 96%**

96% sourcing reduction  
Other channels produced 185 unscreened applicants vs. 8 pre-screened from Exponent



**Cost - 74%**

74% price reduction  
Compared to traditional placement fees (30% of 1st year comp)



**Risk - Zero**

If Sana had better candidates from elsewhere, they would have paid Exponent... nothing

# Our Unfair Advantage

## Experience + Data + Hustle

### Our Background

Not recruiting... from PE, VC, Big 4 & Corp. FP&A leadership. **We're business builders & finance nerds.**

### It Matters

We Know the Roles... because **we were the roles...** & managed the roles

We Know  
F&A

We Know  
Search

We've run search funds, SaaS lead gen, venture search, capital markets deal flow... & people search

Must include focus, discipline, story-telling, funnel-mgmt... not shotgun advertising

We Know  
Tech

We are **data driven & tech-savvy**. We know how to design, build, invest & scale technology

Great tech = results & less OpEx  
**(better hiring outcomes @ lower costs)**



### Leadership, Operations & Tech



[Jackie Coleman](#)



[Nic Cover](#)



[JoAnna Muenks](#)



[Brig Clark](#)



[Lauren Rogers](#)



[Erik Bolton](#)



[Parth Patel](#)



[Hope Fowler](#)

- KPMG, PWC (2x) & GT
- Growth Equity Capital Markets
- Search agency build & mgmt (2x)
- PortCo accounting ops

### Founders



[Scott Cambell](#)



[Clint Myers](#)

- SaaS Healthtech TA leadership
  - Fintech, Aerospace, etc...
  - Tech & data science exec
  - Venture-engineering data & software
- Big 4 public & high-growth exec finance
  - Search funds, Venture investing
  - Disruptive track-records (build & invest)



# Creating Advocates

Sniper-like candidate acquisition = Differentiated value = Repeat Customers



**Nick Gentry**  
CFO  
WANRack

**Hired: Controller & Sr. Financial Analyst**

"In my extensive executive experience growing PE-backed companies, I don't recall seeing as many young high-end finance and accounting professionals when building my teams. We ran a very competitive process and found two great additions to fuel our firm's growth curve."

"I have yet to see a recruiting model this differentiated and yet this effective. Their access to high-end finance & accounting talent is deep. The no-retainer, no-risk model makes this a no-brainer if you're serious about building great teams."

**Hired: M&A Analyst (2x) + Surety Analyst**



**Scott Spicer**  
Head of Recruiting @ Lockton  
Kansas City



**Heather La Freniere**  
Founder @ Lago Innovation Fund  
Chicago

"The right talent is vital to achieve firm growth. We take recruiting very seriously. We engaged Exponent to find a Sr. Associate. After seeing their talented candidate pool, we hired 2x Sr. Associates & engaged Exponent for our current Principal search."

**Hired: Sr. Associate (2x) + VP**



BLUE SIGNAL

# RECRUITMENT SERVICES

BLUE SIGNAL  
SEARCH





# About Blue Signal

Blue Signal has a proven track record of being able to deliver quality staffing and recruiting services in a short timeframe. Blue Signal specializes in cloud and software roles nationwide and is able to meet the demand of customers quickly and effectively.

Having completed over 1500 search projects, we are equipped to connect companies that seek the best talent in their industries. Our dedication to building relationships allows us to provide our clients and candidates with unparalleled access to market conditions. As your business partner, we will never compromise on professionalism, providing transparency to all aspects of the search.



[WWW.BLUESIGNAL.COM](http://WWW.BLUESIGNAL.COM)



# Why Clients Choose Blue Signal

Blue Signal has a strong reputation for delivering high caliber talent within tight timeframes. These candidates are designing the systems, innovating new processes, increasing company revenue, and forging new paths in their industries.

They are thought leaders, inventors, and builders. The candidates Blue Signal works with are some of the most sought after in the industry, and we can deliver them to you.



## VIRTUAL RECRUITMENT PROCESS

We understand that the virtual hiring process is new to many. Blue Signal recruiters have the knowledge and tools to guide you through the virtual hiring process.

We offer tips and resources for:

- Virtual Interview processes and facilitation
- Coaching on how to hire remotely



## GUARANTEE

12-month guarantee on all placed candidates.

## SPEED & QUALITY

Successful track record includes:

1. **30-day** search fulfillment
2. In **81%** of all our placements, we sent in the candidate who accepted the job in the first week of searching.
3. **94%** of all our candidates placed remained **12+ months**, while **63%** of them were **promoted** within 18 months.



## TRANSPARENCY

We keep in touch at all steps in the search. You will receive a roadmap, market data, insights and submittals of each candidate, ensuring a realistic timeline of completion.



## ACCESS

Clients receive a weekly list of all candidates in our network and status updates for where they are in the process. Working with us will get you candidates you otherwise wouldn't have. With our NIDA process, candidates authorize that everything remains confidential through the search process, allowing us access to high level, passive candidates.



# Blue Signal Confidentiality Practice

Our clients appreciate confidential hiring. Our candidates are more open and willing to explore opportunities, knowing that their reputation will not be put in jeopardy. Blue Signal's confidentiality accounts for better high-quality candidate to our clients, and a wider range of career options for our candidates.



## Candidate Protection

Blue Signal has a strict confidentiality process which has been developed to ensure a smooth transition while honoring respect and professionalism for all parties involved.

## Client Protection

Blue Signal recruiters must receive authorization from client and signed NDA forms prior to revealing potential client identity.

[Blue Signal](#)  
[Privacy Policy](#)



# Blue Signal Recruiting Stats

Our recruiters consistently deliver success to you and your team. We're proud to let our numbers speak for themselves.

12

Months Guarantee

94%

Candidate Retention After 12 Months

81%

Of Placed Candidates Submitted within 1 Week

1,562

Successful Searches Executed

32

Days From Launch To Offer Acceptance

56

Placed Candidate Tenure (Monthly Average)

215

Years Combined Recruiting Experience

63%

Candidates Promoted Within 18 months.

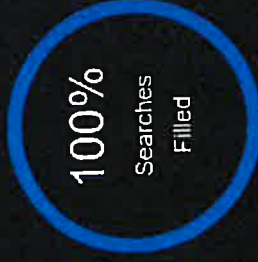
## SEARCH TYPE:

## SUCCESS RATE

## SEARCHES FILLED

## HIGHLIGHTS

### RETAINED



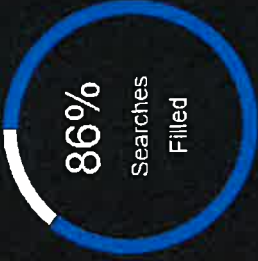
39

Placements

30 day

Search Fulfillment

### ENGAGED



94

Placements

92%

Offer Acceptance Rate

### CONTINGENT



1,153

Placements

24 hour

Submittal Turnaround

### CONTRACT



276

Placements

48 hour

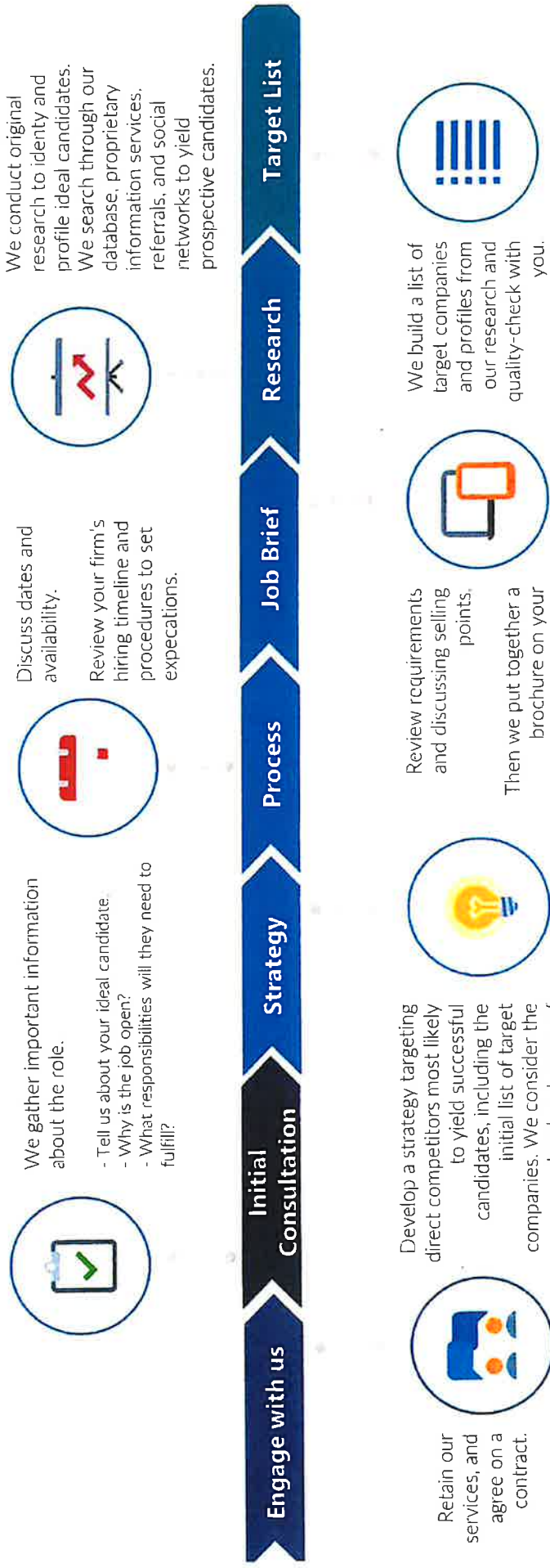
Staffing Turnaround



BLUE SIGNAL

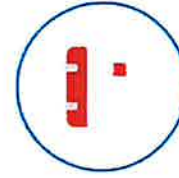
# Our Search Process

Blue Signal uses a highly targeted approach



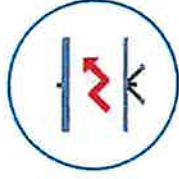
We gather important information about the role.

- Tell us about your ideal candidate.
- Why is the job open?
- What responsibilities will they need to fulfill?



Discuss dates and availability.

Review your firm's hiring timeline and procedures to set expectations.



We conduct original research to identify and profile ideal candidates. We search through our database, proprietary information services, referrals, and social networks to yield prospective candidates.

## Engage with us

## Initial Consultation

## Strategy

## Process

## Job Brief

## Research

## Target List



Retain our services, and agree on a contract.



Develop a strategy targeting direct competitors most likely to yield successful candidates, including the initial list of target companies. We consider the level and scope of comparable roles as well as other key data points.



Review requirements and discussing selling points.

Then we put together a brochure on your company and the position and why your company is great to work for. .



We build a list of target companies and profiles from our research and quality-check with you.

# Our Search Process

After quality-checking with you to make sure all information is correct, we begin contacting candidates.



## Qualify Prospects

1 We contact candidates to determine whether they meet the primary requirements of the role and gather details of motivations. (What would it take for them to make a move? Etc.)

## Create a Short List

2 We present the best resumes to you. You tell us who you liked and disliked. We take the notes and refine our list. You will receive regular progress report of all candidates in the search and

## Write up a Submittal

3 For the candidates we present to you, we create small reports for each that details the candidates career history, honors, awards and analysis of the candidate's strengths and weaknesses for the role.

## Coordinate Interviews

4 You decide who you want to speak with out of the candidates we presented. We prepare the candidates to meet/speak with you and assist with travel arrangements. We do a full debrief after each interview.

## Reference Checks

5 Contacts include current and former employees, colleagues, and supervisors.

## Your Perfect Hire

6 We offer addition assistance for market research on compensation packages, presentation of offer letter, support for onboarding and negotiation, candidate resignation, and new hire support.



# DEI Recruiting Support



It takes all kinds.

## DEI RECRUITER CERTIFICATION PROGRAM

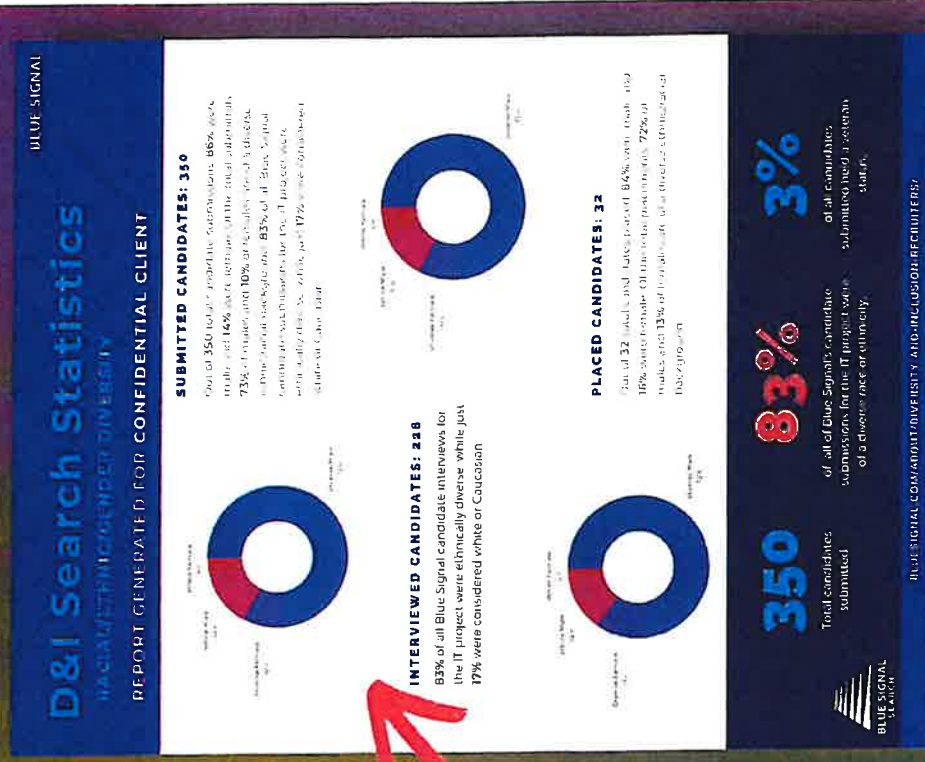
Our recruiters are required to take an internal DEI course that has been optimized to address all levels of awareness, unconscious bias, and ways to impact employee behavior and insight. Our internal team is now 100% certified in the DEI course.

## CLIENT EDUCATION AND CANDIDATE DEI REPORTING SUPPORT

As recruiters, we take pride in championing diversity efforts and actively work to educate our internal recruiters, hiring managers, and candidates to ensure the hiring experience is free from discrimination and unconscious bias. We track DEI stats for each of your searches and can even provide professional reporting material.

## SHARE AND PROMOTE DEI CONTENT TO EDUCATE OUR FOLLOWERS

We regularly share blogs, infographics, and DEI stats to our followers to help advance and promote workplace D&I.

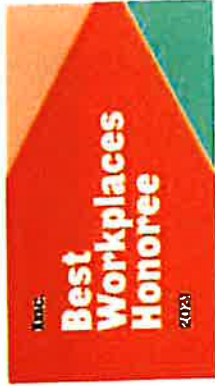


Sample Client D&I Search Statistic Report

# Awards & Recognition



Blue Signal Ranks as a Top Company to work for in AZ for 2021 by Arizona Capitol Times



Blue Signal Ranks Among Highest-scoring Businesses On Inc. Magazine's Annual List Of Best Workplaces For 2021.



Blue Signal Ranks No. 1750 on Inc. 5000 list of fastest growing private companies. 261% 3-year revenue growth



Recognized as #2 Best Places to Work in Phoenix by the Phoenix Business Journal.



Awarded Health Arizona Workplace HAWP Copper Award 2021



Ranked as the #2 Executive Search, Technical Placement 2021



Ranked as the #2 Executive Search Firm – 2019, 2020, 2021



Named 10 Best Companies to Work for in AZ 2021 by IndustryWired Magazine



Ranked as a 5-star staffing firm by Forbes.



Voted Top Recruiter 2019, 2020, 2021 – Best of Tempe



# Growing Company

Companies from around the world trust Blue Signal to find them top talent.

*"Blue Signal's drive to find the right candidate fit is awesome. We made great hires and they stayed actively engaged through the onboarding process and beyond."*

- Director of Engineering, Power Distribution Company



*"The team at Blue Signal uses an incredible process to deliver outstanding results. The excellent people they've helped us recruit have created tens of millions in enterprise value for our organization. I'm always on the lookout for an extremely rare opportunity to create an actual competitive advantage."*

- VP of Sales, Telecommunications Company



*"Blue Signal exceeded my expectations. I will not introduce them to my competitors - I'm hoping they focus on new markets to fill their time and remain my secret weapon."*

- General Manager, Engineering Systems Integrator

*"Working with Blue Signal eased many burdens typically associated with recruiting efforts and resulted in making exceptional hiring decisions."*

- CEO, Leading Manufacturing Company



# YOUR TRUSTED BUSINESS ADVISORS

Contact Lisa Garstang  
(314) 441-3431  
lgarstang@bluesignal.com  
www.bluesignal.com



## CONTINGENCY SEARCH AND CONFIDENTIALITY AGREEMENT

This Agreement is entered into by and between **Blue Signal, LLC** (hereinafter "Blue Signal") and **CLIENT** (hereinafter "CLIENT") and any subsidiaries or affiliates of said CLIENT regarding the search and placement of candidates. The undersigned do hereby agree to the following terms and conditions:

1. **Scope of Services:** Blue Signal is hereby engaged to perform recruitment search assignments and staffing services for CLIENT on various roles and positions.

2. **Terms:**

- a. Blue Signal will search, screen, and present candidates meeting the specific qualifications for the positions within the CLIENT Company.
- b. CLIENT will owe a fee or fees to Blue Signal in accordance with the terms of this Agreement when a candidate that was presented to CLIENT by Blue Signal is hired by CLIENT.
- c. Blue Signal shall have exclusive rights as the only agent of record for CLIENT's proposed searches for thirty (30) days from the date of the search assignment unless otherwise modified in writing.

3. **Contingency Fee:** CLIENT agrees to pay Blue Signal as follows:

- a. The agreed contingency fee is 20-30% of the candidate's estimated annual total taxable income.
- b. Should the organization hire a candidate on a part-time or contractual basis (instead of full-time basis), the fee shall be paid monthly based on candidate's monthly earnings until a total amount of two thousand and eighty hours (2,080) have been worked. If hired on a part-time or contractual basis and converted to a full-time employee prior to reaching 2080 hours worked, a conversion rate will be charged as follows:

$$20-30\% \text{ fee} \times \text{Annual Total Taxable Income} \times \frac{(2,080 \text{ hrs.} - \text{hrs. worked prior to conversion})}{2,080}$$

- c. Blue Signal reserves the right to determine an estimate of the candidate's estimated total taxable income for the purpose of computing the fee. This may include base salary, bonuses, commissions, equity, and all other taxable items.

4. **Payment**

- a. Payment is due ten (10) days after the candidate's start date.
- b. Late invoices will be subject to interest charges at a rate of one and one-half percent (1.5%) monthly.
- c. A fee is owed if the candidate is hired for any position within the CLIENT's organization, or through any of its subsidiaries or affiliates, whether that be full time, part time, or on a contract basis.
- d. If collection services are required, Blue Signal reserves the right to request reimbursement for the collection and attorneys' fees that were incurred due to the CLIENT's failure to pay.
- e. Should any breach of this contract occur that results in hiring of a candidate otherwise referred by Blue Signal per the terms of this document, CLIENT will be responsible for resulting fees in accordance with this Agreement.

5. **Replacement Guarantee:**





- a. Blue Signal will provide a replacement guarantee by crediting the fee paid for a candidate on a prorated monthly basis should the candidate's employment terminate within 3-12 months of his/her starting date.
- b. Blue Signal's replacement guarantee is specific to the original role and valid for one (1) role. The guarantee applies to permanent hires only. Any excess funds after the initial replacement search cannot be "held" on CLIENT's account or carried over to another replacement search or invoice.
- c. If CLIENT hires a replacement candidate directly or referred by an entity other than Blue Signal, the replacement credit is considered "used" and void.
- d. In the event of termination or resignation due to elimination or restructuring of the position, downsizing, or relocation of the workplace, all guarantees are void.
- e. Guarantee will not be valid if payment is not received by the due date.

**6. Confidentiality:**

- a. Blue Signal agrees to only divulge, publish, or communicate any information regarding CLIENT to further the Scope of Services. CLIENT agrees that all information provided to CLIENT regarding a specific candidate is confidential and proprietary. CLIENT will not forward candidate information to any third party or contact any entity or person related to potential candidate without prior notification to and written agreement from Blue Signal.
- b. CLIENT further agrees, upon elimination of candidate for consideration for a particular placement, to note Blue Signal as the source of this information and to conduct any new contact with candidate through Blue Signal for a period of one (1) year.
- c. Blue Signal further agrees that express consent and authorization of any candidate submitted will be obtained through our *Blue Signal Non-Disclosure Agreement and Authorization for Release of Resume*.

**7. Communication:**

- a. CLIENT understands the extensive efforts put forth in the entirety of a recruitment search process and realizes that Blue Signal will devote considerable time, expense, and effort to accomplish successful completion of search assignment(s) with integrity and thorough processes. In consideration of Blue Signal's commitment of time and effort to find qualified candidates, CLIENT agrees to provide timely feedback regarding the status of submitted candidates. Blue Signal will not present any candidate for consideration to CLIENT unless the job position has been discussed with the candidate and the candidate has agreed in writing that he/she should be submitted into consideration. Prior to submission of the candidate's credentials to CLIENT, Blue Signal will confirm that the candidate is not currently interviewing with CLIENT. Further, Blue Signal will confirm the candidate has not authorized their resume to be submitted to CLIENT via other agents of the CLIENT within the last 12 months regarding employment.
- b. Any candidates submitted/presented by Blue Signal to CLIENT will be recognized as a presentation by Blue Signal unless the CLIENT notifies Blue Signal in writing within two (2) business days that the candidate has already applied or is being actively considered for the specified position within the company.
- c. If the candidate is not cleared within the time frame, then it will be presumed that it was Blue Signal's actions that provided the opportunity to the candidate and CLIENT will be liable for any resulting agency fee to Blue Signal. The CLIENT must also provide Blue Signal written, dated documentation of both (i) communication from the candidate and (ii) the candidate's scheduled interview within the last thirty (30) days.
- d. If a candidate referred by Blue Signal has submitted their resume directly to CLIENT or is found in CLIENT's database and has not been contacted about or interviewed for this



position within the last thirty (30) days, Blue Signal will be considered the source of the referral and CLIENT will be liable for any resulting agency fee to Blue Signal.

- e. Blue Signal will be recognized as having submitted/presented the candidate for one (1) year from the later of (i) initial submission/presentation or (ii) the most recent communication from Blue Signal to CLIENT regarding the candidate.

**8. Legal:**

- a. Blue Signal refers all qualified candidates based on experience and education, without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.
- b. This Agreement shall be construed according to the laws of the State of Arizona. Furthermore, should it become necessary to enforce any of the terms of this Agreement, the party seeking enforcement will do so in the State of Arizona.

**9. Entire Agreement:** This Agreement contains the entire understanding between Blue Signal and CLIENT and supersedes all previous verbal and written agreements. No provision of this Agreement may be changed or modified except by written agreement signed by Blue Signal and CLIENT. This Agreement is effective from the date of signing and remains valid until either party terminates the agreement for any reason. Notification of termination must be in writing.

**Blue Signal, LLC**

**CLIENT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: Matthew D Walsh

Print: \_\_\_\_\_

Title: Executive Vice President

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# A LA CARTE SERVICES

## JOB MARKETING & ADVERTISING

Effective October 2023

### JOB BOARD

SGR's Job Board ([SGRjobs.com](http://SGRjobs.com)) is the 2nd largest local government job board in the nation, averages more than 16,000 unique visitors per month, and has more than 2,000 jobs listed at any given time.

#### JOB BOARD AD | \$175 per Position

One-time job posting for up to 60 days

#### JOB BOARD SUBSCRIPTION | \$450 per Calendar Year

Unlimited job postings on SGR's Job Board for one calendar year

### JOB BLAST

SGR has an extensive network of subscribers to our profession-specific opt-in Job Alert emails.

#### JOB BLAST | \$375 per Position

- One-time job posting for up to 60 days on SGR's Job Board
- Targeted email to our profession-specific Job Alert subscriber database.
  - Logo and link to your organization's website
  - Marketing language written by SGR
  - Click-to-Tweet link

#### CONTACT US

[Recruitment@GovernmentResource.com](mailto:Recruitment@GovernmentResource.com)

Main Office: 817-337-8581 | [www.GovernmentResource.com](http://www.GovernmentResource.com)





## DIGITAL TALENT MARKETING

Effective October 2023

Take advantage of SGR's extensive passive and active candidate networks with custom-made graphics created by SGR to promote your position on SGR's website and LinkedIn.

### DIGITAL TALENT MARKETING (DTM) | \$650 PER POSITION

- Custom-made graphic
- One-time promotion on SGR's LinkedIn
- Posted on SGR's website for up to 60 days ([GovernmentResource.com](http://GovernmentResource.com))
- One-time job posting for up to 60 days on SGR's Job Board ([SGRjobs.com](http://SGRjobs.com))
- Targeted email to our profession-specific Job Alert subscriber database.
  - Logo and link to your organization's website
  - Marketing language written by SGR
  - Click-to-Tweet link

### MARKETING & NETWORK BOOST | \$2,950 PER POSITION

DTM, plus:

- Professional recruitment brochure for the position
- Customized list of ad placement recommendations based on type of position and region
- Draft ad language

#### CONTACT US

[Recruitment@GovernmentResource.com](mailto:Recruitment@GovernmentResource.com)

Main Office: 817-337-8581 | [www.GovernmentResource.com](http://www.GovernmentResource.com)



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# **CITY OF WILLARD, MISSOURI**

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



Agenda Item #11

## **Ordinance accepting Holly Dodge of Lauber Municipal Law, LLC for City Attorney and Prosecutor services (1<sup>st</sup> and 2<sup>nd</sup> Read) Discussion/Vote**

First Reading: 01/08/2024

Second Reading: 01/08/2024

Council Bill No. 24-04

Ordinance No. 240108D

AN ORDINANCE

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT APPOINTING THE CITY ATTORNEY FOR THE CITY OF WILLARD, GREENE COUNTY, MISSOURI FOR THE TERM COMMENCING JANUARY 8, 2024, UNTIL THE AGREEMENT IS TERMINATED BY EITHER PARTY.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

Section 1: Upon the recommendation and appointment by the Mayor of Holly Dodge, with the firm of Lauber Municipal Law as Willard's City Attorney, the Board of Aldermen hereby consent to said appointment.

Section 2: This appointment shall be effective from January 8, 2024, until the agreement is terminated by either party.

Section 3: The Board of Aldermen also hereby approves Attorney Holly Dodge the hourly rate of one hundred ninety-five dollars (\$195.00) and fees of other rates specified in "Exhibit A".

READ TWO (2) TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 8th DAY OF JANUARY, 2024.

**Approved as to form:** \_\_\_\_\_  
City Attorney

**Attested by:**

\_\_\_\_\_  
Dona Slater, City Clerk

**Approved by:**

\_\_\_\_\_  
Sam Baird, Mayor

# EXHIBIT "A"



LAUBER MUNICIPAL LAW, LLC

December 29, 2023

**VIA E-MAIL: [ca@CityofWillard.org](mailto:ca@CityofWillard.org)**

Honorable Sam Baird  
City of Willard, Missouri  
224 West Jackson  
PO Box 187  
Willard, Missouri 65781

Re: City Attorney/Prosecutor Services – engagement letter

Dear Honorable Sam Baird:

I am pleased that the City of Willard, Missouri (the “City”) is considering Lauber Municipal Law, LLC (the “Firm”), to provide city attorney services. I am submitting this letter to you to serve as the proposed written agreement for the Firm’s engagement to provide legal services. We are looking forward to serving as general counsel to the City through this engagement.

The City will be our client in this engagement. I will be primarily responsible for the engagement on behalf of the Firm; however, other experienced municipal attorneys in our firm may also provide legal services pursuant to this engagement. In consideration of the City naming our firm as its official city attorney, we would set the hourly rate for Basic Services for all attorneys at \$195 per hour, which is discounted from our normal municipal rate of \$240 per hour; however, any work completed by non-attorney staff would be billed at \$100 per hour. We take seriously what we believe is our responsibility to provide legal services within the City’s budgetary resources. The hourly rates for Basic Services are subject to annual adjustment as described below.

The City would not be required to utilize a minimum number of hours of Basic Services each month. We would bill the hourly rates in one-tenth hour increments and provide the City with detailed monthly statements after services have been provided. In the event that such matters arise, the hourly rate for Special Matters would be \$320 per hour for all attorneys, except as provided below. The rate for work billed by non-attorneys would remain at \$100 per hour. The hourly rates for Special Matters are also subject to annual adjustment as described below.

Basic Services would include items such as attending meetings of the Board of Aldermen, drafting ordinances, participating in telephone calls and meetings with City officials, reviewing contracts, personnel issues, routine litigation matters, etc. (i.e., basically providing the City with legal representation regarding the conduct of its day-to-day business).

Special Matters, which involve more technical issues that require a higher level of expertise, would include **only**: 1) complex litigation; 2) economic development incentive matters; and 3) any matter deemed a Special Matter by the mutual agreement of the City and the Firm. ***We will not conduct work on Special Matters without prior approval from the City’s duly authorized***

**representative.** Please note that a matter which is not classified as a Special Matter is automatically considered Basic Services.

The enclosed Additional Terms of Engagement would govern the relationship unless otherwise agreed in this engagement letter, but please note the following:

- We would not charge the City for long-distance telephone charges (including facsimiles);
- We would not charge the City for in-house photocopies if less than 100 copies per month;
- We do not charge for regular mail;
- We do not charge for the first 30 minutes of travel to and from regular Board of Aldermen meetings. We do not charge for mileage.; and
- All hourly rates are subject to annual adjustment with notice of at least thirty days.

I want to make it clear that this contract will run indefinitely but you may discharge this firm from representing you at any time with or without cause.

If you have any questions concerning the terms of this engagement, or if you ever have a question about our charges, or their reasonableness, please contact me at your convenience to discuss the matter. Our engagement as city attorney would begin upon my receipt of a signed copy of this agreement. Thank you for considering Lauber Municipal Law, LLC, to provide these important legal services to the City.

Kindest regards,

**LAUBER MUNICIPAL LAW, LLC**



Holly M. Dodge  
hdodge@laubermunicipal.com  
(417) 605-3400

**cc: Donna Stewart, Interim City Administrator**

**WILLARD, MISSOURI**

Accepted and agreed:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Hon. Sam Baird, Mayor





LAUBER MUNICIPAL LAW, LLC

## Additional Terms of Engagement

Lauber Municipal Law, LLC (the "Firm"), appreciates the opportunity to serve you. Our goal is to provide legal services that address your legal needs effectively and efficiently through our offices in Lee's Summit, Jefferson City, and Springfield. The Springfield Office will be the primary office referred to in this engagement letter. The following information explains the client service practices and billing procedures that apply to our representation of your interests (unless you have reached a different written understanding with me). We encourage you to discuss these practices with us whenever you have questions during this engagement.

**Provision of Legal Services.** This engagement is for provision of professional legal services, and not for the provision of business, personal, accounting, technical, or other advice not constituting legal services. It is agreed that the client is not relying upon counsel in this engagement for advice in areas other than professional legal services, even if such matters should be discussed in connection with the engagement.

**Entire Agreement.** The accompanying engagement letter together with these Additional Terms of Engagement shall constitute the entire agreement between us concerning the engagement, and shall not be modified or supplemented, except in a subsequent writing signed by the parties. These documents are intended to supersede all prior documents related to the same matter, unless otherwise indicated.

**Expectations.** Upon hiring the Firm, you have put at your disposal the resources of multiple attorneys who practice municipal law exclusively; in essence, you have hired a full law department. In order to serve the needs of all our municipal clients quickly and efficiently, it is our business practice to attempt to acknowledge all calls and e-mails within one business day of when they were received. We prefer that you contact us via e-mail or calls to our office at (417) 605-3400. Text messages or calls to our cell phones are not as easy to track and should be limited to emergency matters or other matters requiring immediate attention. Text messages or calls to our cell phones should not be used to communicate general requests for work to be completed. Messages received after 5:30 p.m. will be treated as though received on the following business day. We will make every effort to complete assignments communicated to us using appropriate channels within five business days. If a situation exists that requires a more immediate response or completion date, be sure to communicate this at the time you contact us regarding the matter. Please be sure to allow our attorneys adequate time to review documents and provide solutions prior to your meeting packet deadlines.

**Subcontractors.** From time-to-time, it may be necessary for us to engage subcontractors to assist in the provision of services to you. It is agreed that we are not authorized to engage any such subcontractors without the prior approval of the Board of Aldermen.

**Periodic Billings for Legal Services.** It is our policy to render periodic statements for legal services on a monthly basis. We will base these periodic statements on the hourly rates set forth in the attached Engagement Letter. Statements will be due upon presentation and are to be paid no later than 30 days following the invoice date. If any statement amount remains unpaid 60 days after the invoice date, the Firm reserves the right at its sole discretion to elect to charge a reasonable late fee or to terminate its services, or both, consistent with applicable Rules of Professional Conduct.

**Annual Rate Adjustment.** All hourly rates for legal services provided by the Firm are subject to annual adjustment, or less frequently at the sole discretion of the Firm, with written notice of at least thirty days.

**Client Disbursements.** Some matters require, from time to time, certain monetary advances to be made on your behalf by the Firm. Some "client disbursements" represent out-of-pocket charges that the Firm advances,

while others represent internal costs (including costs such as fees for service of process, court filing fees, deliveries, etc.). It is understood that while acting as your attorney, we have the authority to use our best judgment in making such expenditures on your behalf. Unless we have made prior arrangements with you, we will send you monthly billings for client disbursements incurred during the preceding month. Substantial individual items in excess of \$250, such as expert witness fees, the costs of deposition transcripts, etc., may be billed directly to you by the vendor of such services.

**File Retention.** After Lauber Municipal Law, LLC's services conclude, we will, upon your request, make the file for this engagement available to you to pick up. If you do not request the file, we will retain it for a period of six years after the matter is closed. If you do not request delivery of the file before the end of the six-year period the Firm will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to you. At any point during the six-year period, you may request delivery of the file.

**Disbursements and Other Charges.** We may charge the City for certain expense items listed below that we provide in connection with the legal services:

**Photocopying.** We will not charge the City for in-house photocopies which do not exceed 100 copies in a month. If in-house photocopies exceed 100 in a month, then we reserve the right to charge \$0.12 per page (or the Firm's cost, whichever is less) but only for each page over 100 in number. If the need for an outside copying job (e.g., Kinko's) arises, we only bill the actual cost incurred for photocopying without markup.

**Computer Research.** We do not charge for the Firm's service agreement with LexisNexis or other electronic provider of legal research resources.

**Telecommunications.** We do not charge for local or long-distance phone calls or facsimiles.

**Mail/Messengers.** We do not charge for regular mail; however, bulk mailings, packages and special postal services may be charged at the Firm's actual cost. Messengers are used as appropriate to ensure expedited delivery. The actual cost of such messenger services is charged without markup.

**Travel.** We will not charge the City for travel for the first half hour each way to and from our office in Springfield to City Hall for City business. To the extent requested by the City, electronic attendance via Zoom or similar video platform is recommended as a cost-effective substitute for in-person meetings.

**Internet Usage.** We regularly use the internet as a means for communicating about matters concerning your representation. Any such communication could be randomly intercepted and otherwise used or disclosed by anyone, including someone specifically interested in your matter or business. This could cause you to lose your confidentiality and attorney/client privilege protections. However, to facilitate your representation, you approve the use of internet communications during your representation by us unless we are instructed otherwise.

**Termination of Services.** You may terminate the services of Lauber Municipal Law, LLC, at your discretion by giving us 30 days written notice of termination. We retain the right to cease performing legal services and to terminate our legal representation for any reason consistent with ethical rules, including conflicts of interest or the failure to pay legal fees and expenses when due. Termination by us will be effective upon 30 days written notice delivered to you. Our termination or your termination of services does not affect your obligation to pay legal fees and expenses incurred prior to the effective date of such termination.

**Questions.** One of our goals is to ensure that legal services are delivered effectively and efficiently, and that all billings are accurate and understandable. Please direct any questions about services, billing, or payment status of your account to me.

**CITY OF WILLARD, MISSOURI**

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



Agenda Item #12

**Ordinance accepting the Final Replat of Lots 11, 12, 13, and  
14 for Cottages at Generation Village, L.P.  
(1<sup>st</sup> and 2<sup>nd</sup> Read) Discussion/Vote**

First Reading: 08/28/2023

Second Reading: 08/28/2023

Council Bill No.: 23-12

Ordinance No. 230828C

AN ORDINANCE

**AN ORDINANCE TO ACCEPT THE FINAL PLAT AND DEVELOPMENT PLAN FOR GENERATIONS VILLAGE, A DEVELOPMENT IN THE CITY OF WILLARD GREENE COUNTY, MO.**

WHEREAS, on August 22, 2023, the Planning and Zoning Commission of the City of Willard, Missouri, voted to recommend the approval to the Board of Aldermen of the City of Willard, the Replat and Final Development Plan for Generations Village, a plan unit development of the City of Willard; and

**NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:**


Section 1: That the Replat and Final Development Plan of Generations Village in Willard, Greene County Missouri, as shown by the final plat filed with the City Clerk of the City of Willard, Missouri, is hereby accepted and approved and declared as a planned unit development of the City; that the final plat of said property comprises the following real estate to-wit:

**TRACTS OF LAND BEING PART OF THE SOUTHWEST ¼, OF SECTION 31, TOWNSHIP 30 NORTH, RANGE 22 WEST OF THE 5<sup>TH</sup> PRINCIPAL MERIDIAN IN THE CITY OF WILLARD, COUNTY OF GREENE AND STATE OF MISSOURI AND KNOWN AS BEING LOTS 11, 12, 13 AND 14 OF THE FINAL PLAT OF NORTHBROOKE, RECORDED BY PLAT IN PLAT BOOK ZZ, PAGE 245 IN THE GREENE COUNTY RECORDER'S OFFICE.**

Section 2: Upon compliance with all of the Municipal Code and State requirements and conditions set forth by the Board of Aldermen, the City Clerk is hereby authorized to endorse the Board of Aldermen's approval upon the final plat pursuant to Section 445.030, RSMo.

Section 3: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE 28th DAY OF AUGUST 2023.

APPROVED BY:  \_\_\_\_\_, Mayor

ATTEST:  \_\_\_\_\_, City Clerk

Approved as to form:  \_\_\_\_\_, City Attorney

First Reading: 01/08/2024

Second Reading: 01/08/2024

Council Bill No.: 24-03

Ordinance No. 240108C

AN ORDINANCE

**AN ORDINANCE TO ACCEPT THE FINAL PLAT AND DEVELOPMENT PLAN FOR REPLAT OF LOTS 11, 12, 13, & 14 OF NORTHBROOKE, A RESIDENTIAL PLANNED DEVELOPMENT DISTRICT IN THE CITY OF WILLARD, GREENE COUNTY, MISSOURI FOR COTTAGES AT GENERATION VILLAGE, LP, A PLANNED MULTI-DENSITY RESIDENTIAL DEVELOPMENT IN THE CITY OF WILLARD, GREENE COUNTY, MISSOURI.**

WHEREAS, on August 22, 2023, the Planning and Zoning Commission of the City of Willard, Missouri, voted to recommend the approval to the Board of Aldermen of the City of Willard, the Replat and Final Development Plan for Cottages At Generation Village, LP, a planned unit development of the City of Willard; and

**NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:**

Section 1: That the Final Plat and Development Plan for Replat of Lots 11, 12, 13, & 14 of Northbrooke, a Residential Planned Development District in the City of Willard, Greene County, Missouri for Cottages at Generation Village, LP, a Planned Multi-Density Residential Development in the City of Willard, Greene County, Missouri, as shown by the final plat filed with the City Clerk of the City of Willard, Missouri, is hereby accepted and approved and declared as a planned unit development of the City; that the final plat of said property comprises the following real estate to-wit:

**TRACTS OF LAND BEING PART OF THE SOUTHWEST ¼, OF SECTION 31, TOWNSHIP 30 NORTH, RANGE 22 WEST OF THE 5<sup>TH</sup> PRINCIPAL MERIDIAN IN THE CITY OF WILLARD, COUNTY OF GREENE AND STATE OF MISSOURI AND KNOWN AS BEING LOTS 11, 12, 13 AND 14 OF THE FINAL PLAT OF NORTHBROOKE, RECORDED BY PLAT IN PLAT BOOK ZZ, PAGE 245 IN THE GREENE COUNTY RECORDER’S OFFICE.**

Section 2: Upon compliance with all of the Municipal Code and State requirements and conditions set forth by the Board of Aldermen, the City Clerk is hereby authorized to endorse the Board of Aldermen’s approval upon the final plat pursuant to Section 445.030, RSMo.

Section 3: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

APPROVED BY: \_\_\_\_\_, Mayor

ATTEST: \_\_\_\_\_, City Clerk

Approved as to form: \_\_\_\_\_, City Attorney

# **CITY OF WILLARD, MISSOURI**

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



Agenda Item #13

## **Declaration of Surplus Vehicles to sell on GovDeals.com for the Public Works and Parks Departments**

### **Public Works:**

- a. 1998 Dodge Ram 1500 VIN 3B7HF12Y4WG206808**
- b. 2000 Chevy 2500 VIN 1GCGK24R2YR164984**
- c. 2005 Chevy Silverado VIN 1GBJK34225E275346**

### **Parks:**

- d. 1990 Chevy 1500 VIN 1GCDK14Z8LZ178345**

## Willard Clerk

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**From:** Parks Director  
**Sent:** Tuesday, January 2, 2024 3:06 PM  
**To:** Willard Clerk  
**Subject:** Vehicles to auction

Justin would like to submit the following vehicles as surplus property to be auctioned using the GovDeals.com platform.

### Public Works

1998 dodge ram 1500  
3B7HF12Y4WG206808  
129,834

2000 chevy 2500  
VIN 1GCGK24R2YR164984  
162,828

2005 chevy Silverado  
1GBJK34225E275346

I would like to add a 1990 Chevy 1500 from the Parks Fleet  
1GCDK14Z8LZ178345  
158,483

**Jason Knight,  
Parks Director  
Willard, MO  
417-742-5381**

Support play for all at:  
<https://www.bettertogetherplayground.com/>

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Agenda Item #14

## **Sanitary Sewer Project Status Report**